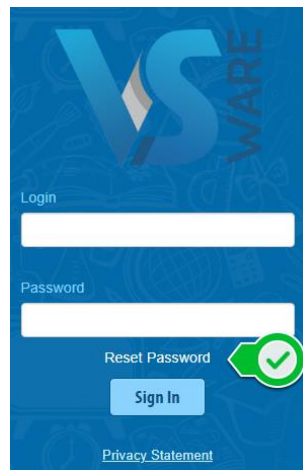# Parent's guide to VSware

Logging into your account

To access your VSware account, your school will have sent you a unique **username** and a **VSware URL** (website address) that is specific to your school. The URL will look something like this: schoolname.vsware.ie. These details are usually sent to you in via SMS. VSware is best accessed through Google Chrome. You can access the site on the internet browser on your mobile device also.
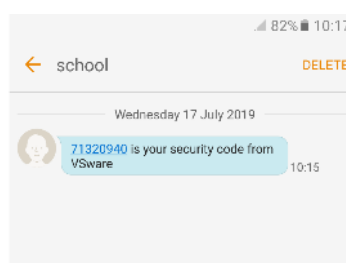
- To log into your new account, go to the login screen in your browser and click 'Reset Password'

- This brings you to the **'Reset Password**' screen
- Type in your username
- Type the last 4 digits of your phone number
- Click '**Validate**'

- You will then receive a text message containing the verification code. This SMS might take a minute or two to be sent.

- Enter the code, type your new password into the 'New password' and 'Confirm password' fields. Make sure that your password follows the criteria listed.
- Click 'Change password'

- You will see a message confirming that your password has been successfully updated. Once you see this click ' Go To Login'

- This brings you back to the main Login screen. Type your username, your new password and click 'Sign In'. This is your new password going forward.

Forgotten password and locked account

If you forget your password, you can reset your own account without contacting the school. Simply click the 'Reset Password' button as in the steps above.

If you have requested more than three security codes when resetting your password, your account will be locked until midnight. At one minute past midnight, your account will automatically be unlocked, and you can request another security code.

Siblings

If you have more than one child in the school, click the blue arrow under the photograph to toggle to the next student. You will only ever need one VSware login, regardless of how many students you have in the school.
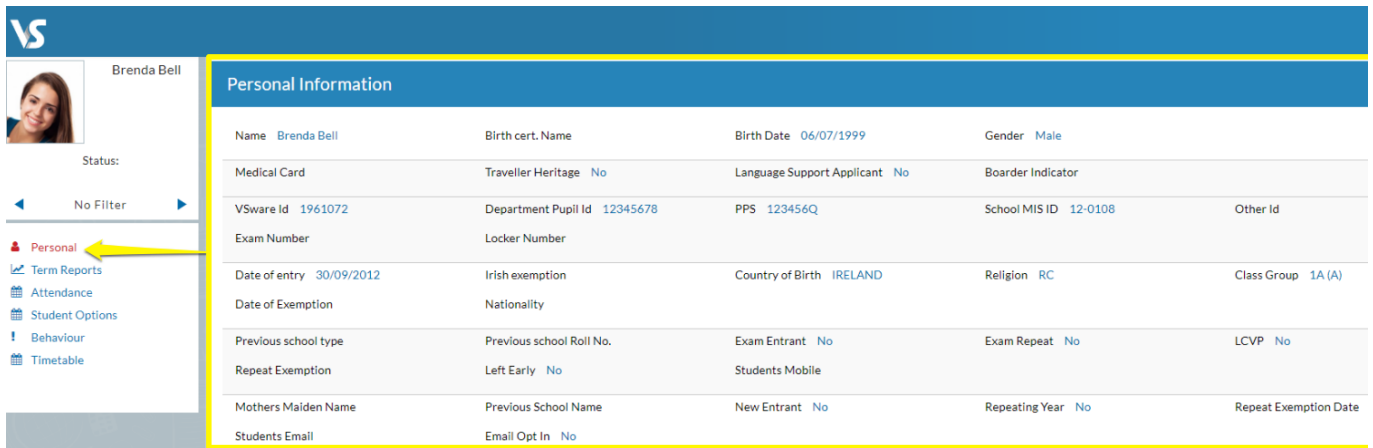

Timetable

First, take a look at the timetable which is found in the left panel. Here you will be able view the student's lessons, teachers and classrooms throughout the week. The red line indicates the current time of day, so it's very easy to see at a glance where the student is.
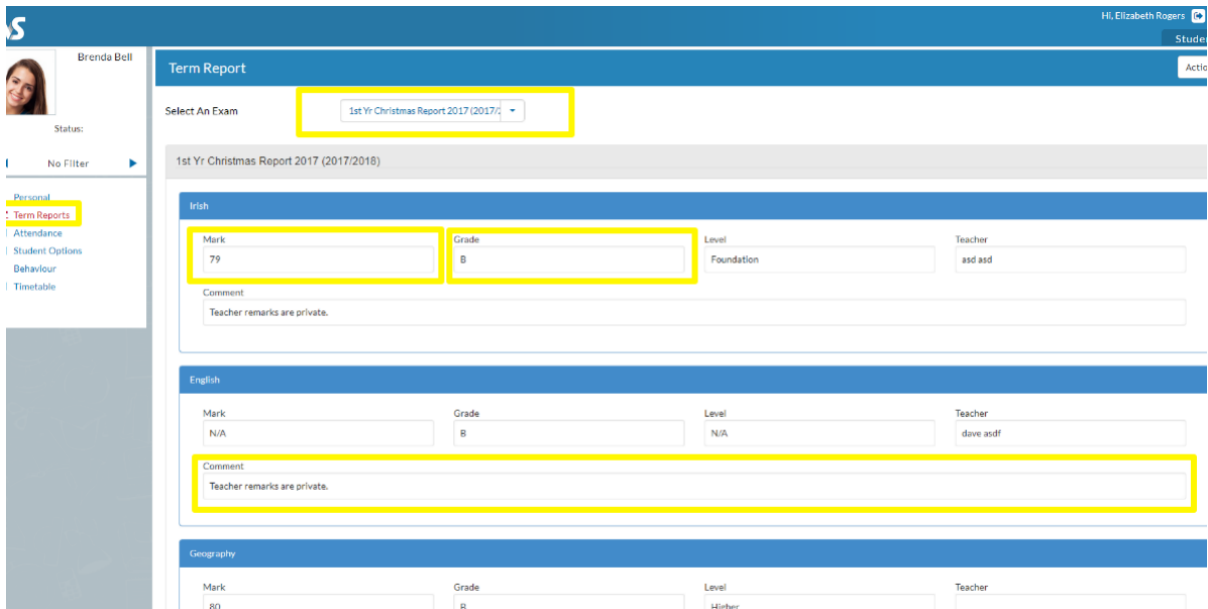
Personal

Next, click into the **personal tab** which includes the personal details of the student. If anything in this screen needs to be updated, you should contact the school to request the change.

Term reports

The **term reports tab** is a straightforward screen. At the top of the page, you first select an exam and it then displays the student's mark, grade and teacher comment for each subject. Some schools provide the option to print off an official school term report. To do this, click 'actions' (on the top right) and 'print'. A word document will then download onto your computer or device and you will be able to view, save and print it. Otherwise you can just right click anywhere on the main term report page and press 'print'. This will print the screen exactly as it is.
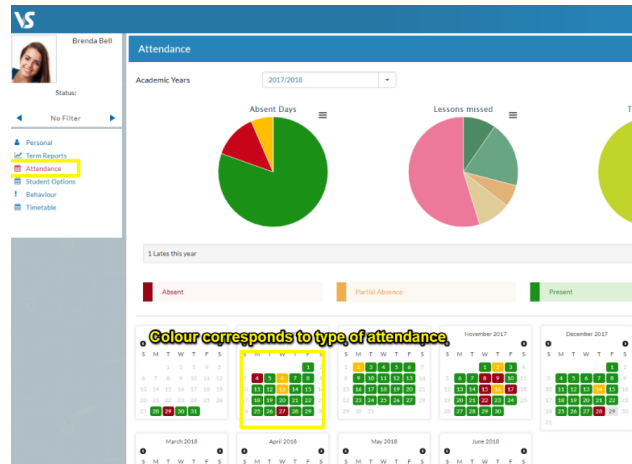
Attendance

In the **attendance tab** you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent
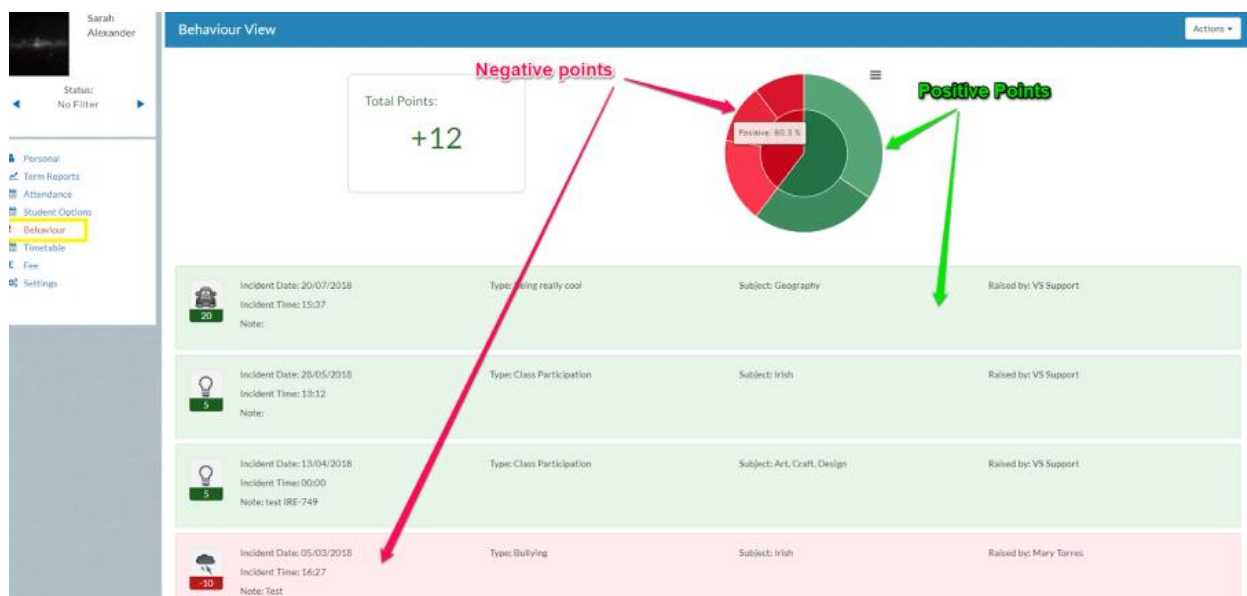Yellow = Partial Absence (even if the student has just missed one class on that day)
Green = Present
Blue = Unexplained Absence

Behaviour

The behaviour tab will show any incidents that have been recorded by school staff for your child. The behaviour may be positive or negative, and the school can decide to allocate points to each behaviour.

Student Options

If your school decides to allow parents to enter in **student options** through their VSware account, it's simply a case of selecting 'student options' in the left panel and then entering in each subject in order of preference using the drop-down menu.

Online Payments

Your school might also make the online payments system available to parents so that you can pay school fees using any card type. You can make a quick and easy payment for fees such as school contribution, school trips and more. Simply click on 'fee', tick the fee in question, click 'pay' and fill in the payment details.

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To watch our parent user video, visit: **goo.gl/4sjZSP**

A video guide on entering student options can be found here: **goo.gl/aycdtN**