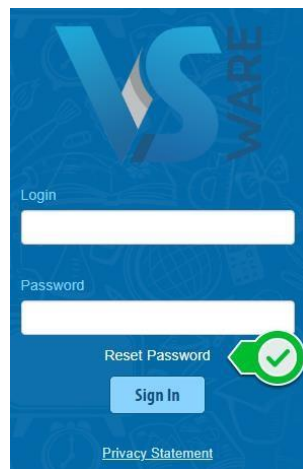


Parent's guide to VSware

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'

A screenshot of a password reset form titled 'Please Reset Your Password'. The form includes a section for 'Insert SMS code' with a numeric keypad showing the code '71320940'. Below this are fields for 'New password' and 'Confirm password', both masked with asterisks. A list of password criteria is provided: 'Between 8 and 16 characters in length', 'One or more capital letters', and 'One or more numbers'. A 'Change password' button is at the bottom.

- 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.

Login
 Username: LCLARKE
 Password: [masked]
 Reset Password
 Sign In
[Privacy Statement](#)

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.

Art Adams
 Status: No Filter
 Personal Information
 Click to change between siblings
 Actions

Name	Arthur Adams	Birth cert. Name		Birth Date	04/02/2004	Gender	Male
Medical Card	Yes	Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator	Yes
VSware Id	1961554	Department Pupil Id	12345678	PPS	123456	School MIS ID	16-0036
Exam Number	08092013	Locker Number				Other Id	
Date of entry	26/08/2016	Irish exemption		Country of Birth		Religion	
Date of Exemption		Nationality	UNITED KINGDOM			Class Group	2A (A)

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.

The screenshot shows a user interface for a school management system. The top navigation bar includes a user profile for Elizabeth Rogers and a 'Student' dropdown. The main header is 'Term Report' with an 'Actions' button. A dropdown menu for 'Select An Exam' is set to '1st Yr Christmas Report 2017 (2017/2018)'. The sidebar on the left contains navigation links: Personal, Term Reports (highlighted), Attendance, Student Options, Behaviour, and Timetable. The main content area displays the report for '1st Yr Christmas Report 2017 (2017/2018)' with three subject sections: Irish, English, and Geography. Each section has fields for Mark, Grade, Level, and Teacher, and a Comment field. The 'Mark' and 'Grade' fields for Irish are highlighted in yellow. The 'Comment' field for English is highlighted in yellow. The 'Mark' field for Geography is highlighted in yellow.

Subject	Mark	Grade	Level	Teacher	Comment
Irish	79	B	Foundation	asd asd	Teacher remarks are private.
English	N/A	B	N/A	dave asdf	Teacher remarks are private.
Geography	80	B	Higher		