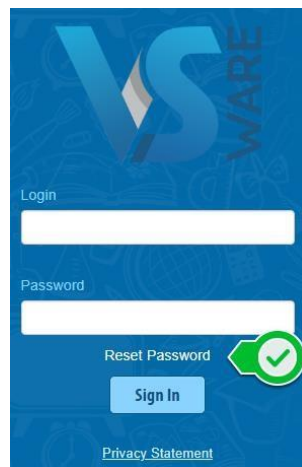


Parents'/Guardians' Guide to VSWare

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'

The image shows the VSware login interface. At the top, the 'VSWARE' logo is displayed in a large, stylized font. Below the logo, there are two input fields: 'Login' and 'Password'. A 'Reset Password' link is positioned below the password field, accompanied by a green checkmark icon. A 'Sign In' button is located below the 'Reset Password' link. At the bottom of the screen, there is a link for 'Privacy Statement'.

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

The image shows the 'Reset Password' screen. The title 'Reset Password' is at the top. Below it, a message states 'Security code will be send to the registered phone number'. There is a 'Username' input field containing the text 'LCLARKE'. Below that, there is a section for 'Last 4 digits of the registered phone number' with four input boxes containing the digits '4', '3', '2', and '1' from left to right. A 'Validate' button is located at the bottom of the screen.

- 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 web form titled 'Please Reset Your Password'. The form has a blue background with a subtle pattern. It contains the following elements:

- A heading: 'Please Reset Your Password'
- A sub-heading: 'An SMS has been sent to the mobile number provided containing the security code. Please wait while this is delivered and enter the code in the number fields displayed.'
- A label: 'Insert SMS code'
- A row of ten input fields containing the digits: 7, 1, 3, 2, 0, 9, 4, 0.
- A label: 'New password'
- A password input field with masked characters (dots).
- A label: 'Confirm password'
- A password input field with masked characters (dots).
- A text box containing password criteria:
 - Password must match the following criteria:
 - Between 8 and 16 characters in length
 - One or more capital letters
 - One or more numbers
 - One or more of these characters (!@#\$%^&*()?)
- Examples: eXample1@2, passWord3!4
- A 'Change password' button 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.

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.

Personal Information									
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	Other Id	
Exam Number	08092013	Locker Number							
Date of entry	26/08/2016	Irish exemption		Country of Birth		Religion		Class Group	2A (A)
Date of Exemption		Nationality	UNITED KINGDOM						

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 left sidebar contains a navigation menu with 'Term Reports' highlighted. The main content area displays the report for '1st Yr Christmas Report 2017 (2017/2018)' with sections for Irish, English, and Geography. Each section shows fields for Mark, Grade, Level, and Teacher, along with a Comment field. Yellow boxes highlight the 'Mark' and 'Grade' fields for Irish, the 'Comment' field for English, and the 'Mark' field for Geography.

1st Yr Christmas Report 2017 (2017/2018)			
Irish			
Mark	Grade	Level	Teacher
79	B	Foundation	asd asd
Comment Teacher remarks are private.			
English			
Mark	Grade	Level	Teacher
N/A	B	N/A	dave asdf
Comment Teacher remarks are private.			
Geography			
Mark	Grade	Level	Teacher
80	B	Higher	