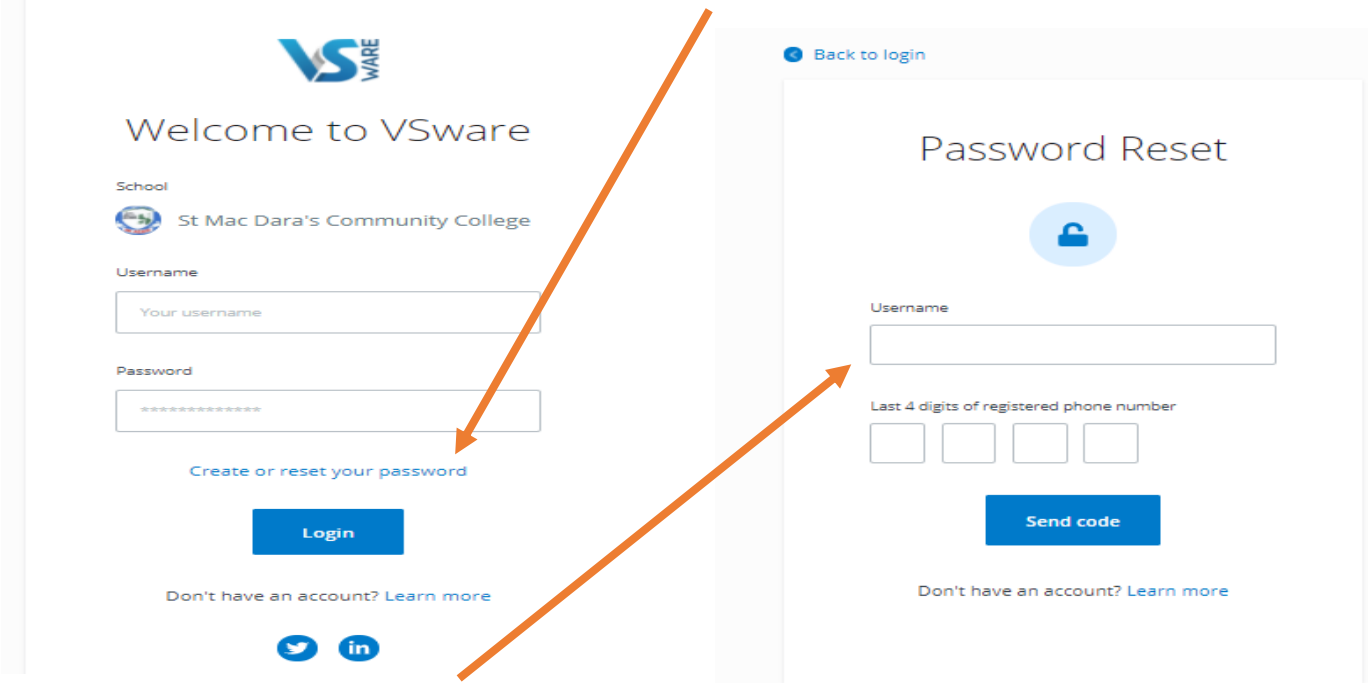
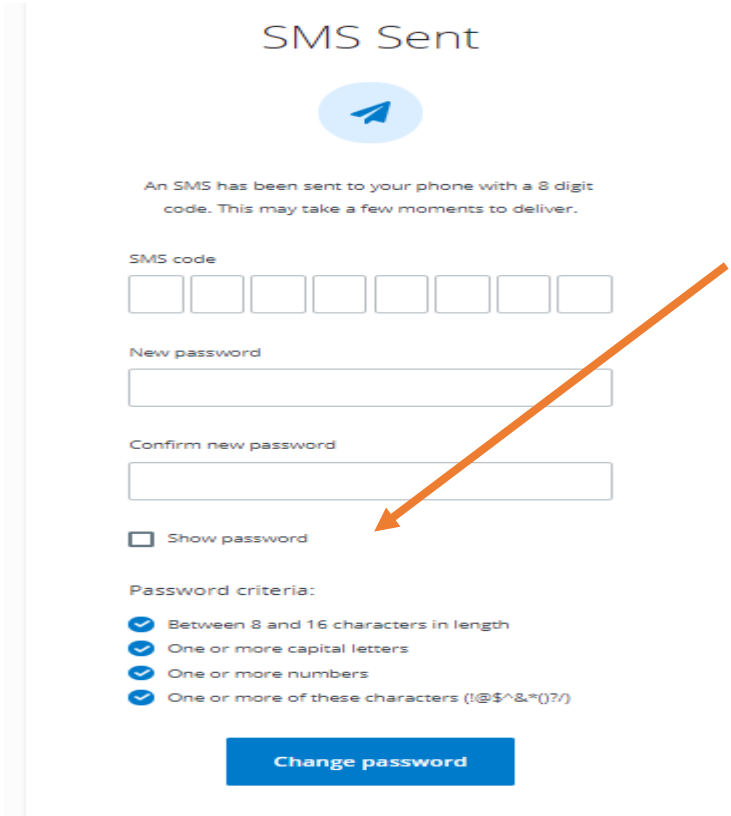
Accessing your son/daughter's reports and other information in VSware

Please go to our website www.stmacdaras.ie. Scroll down the page and under the heading Our School, please choose VSware. If using a computer, please use Google Chrome as the preferred platform.

Once on the VSware page, please choose **Create or Reset your Password.**

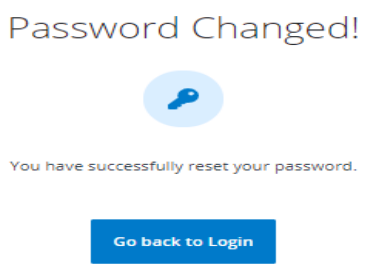


Now, please type in your Username (sent to you by Text) and the last 4 digits of the phone number the text was received on. Click on **Send Code.**

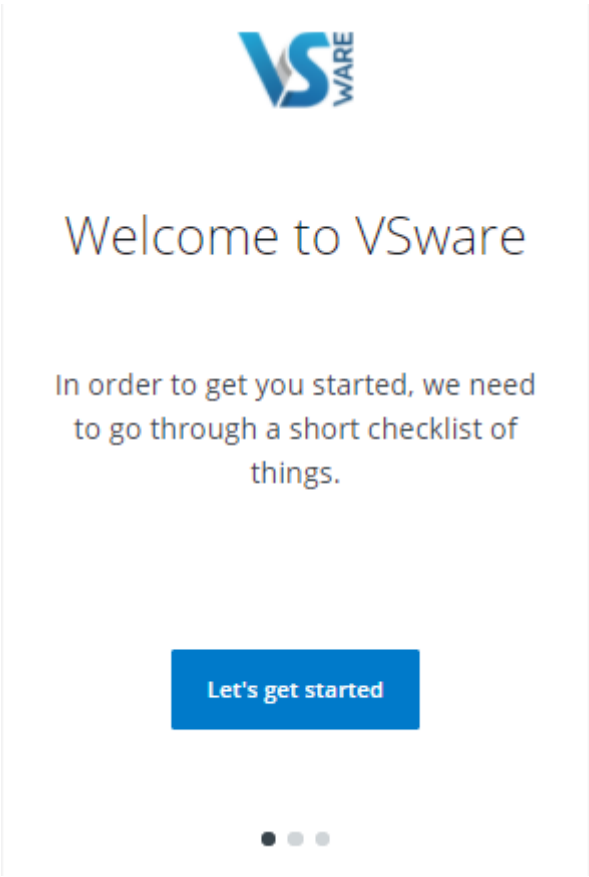


The screen shown on the left should appear and you will receive a text message to your phone within a few minutes. Please type in the SMS code received, chooses a Password, which has to be entered and confirmed. (Please note the criteria that has to be met). If you tick the Show password box, you can see that you have typed them both in correctly. Once done, click on **Change Password** at the end of the page. You will get the message below.

Now click on **Go Back to Login**



If this is the first time that you are using VSware, you will get the following screens for GDPR (General Data Protection Regulation) purposes.



Click on **Let's get started.**

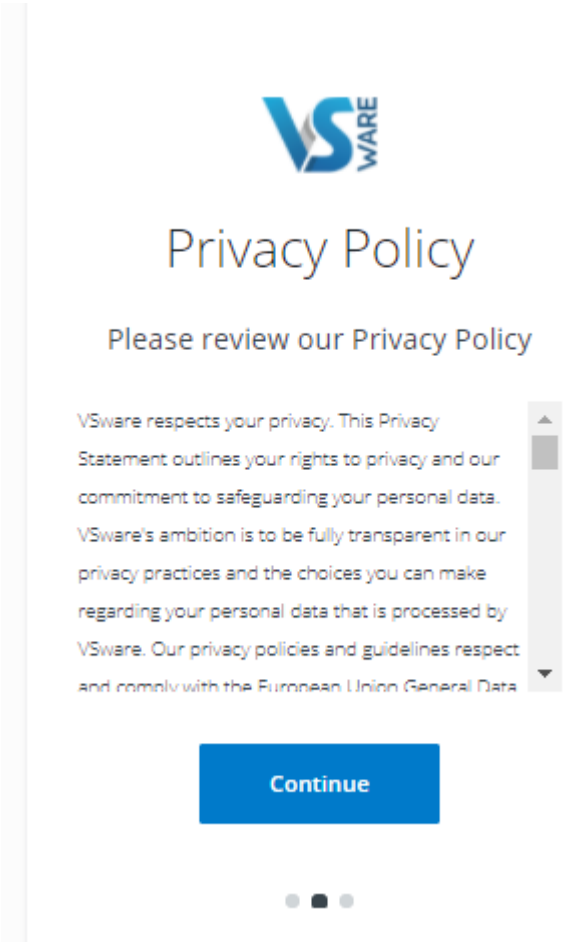
The Privacy Policy will appear. Please read as you scroll down.

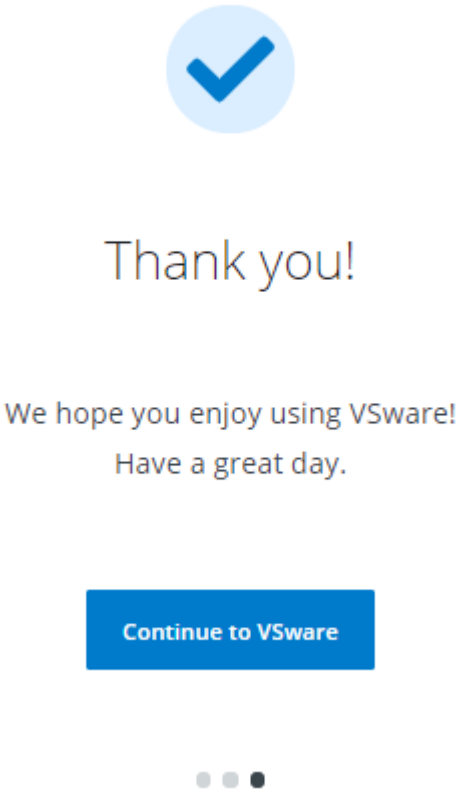
Then click on **Continue**

You will then get the final screen shown below.

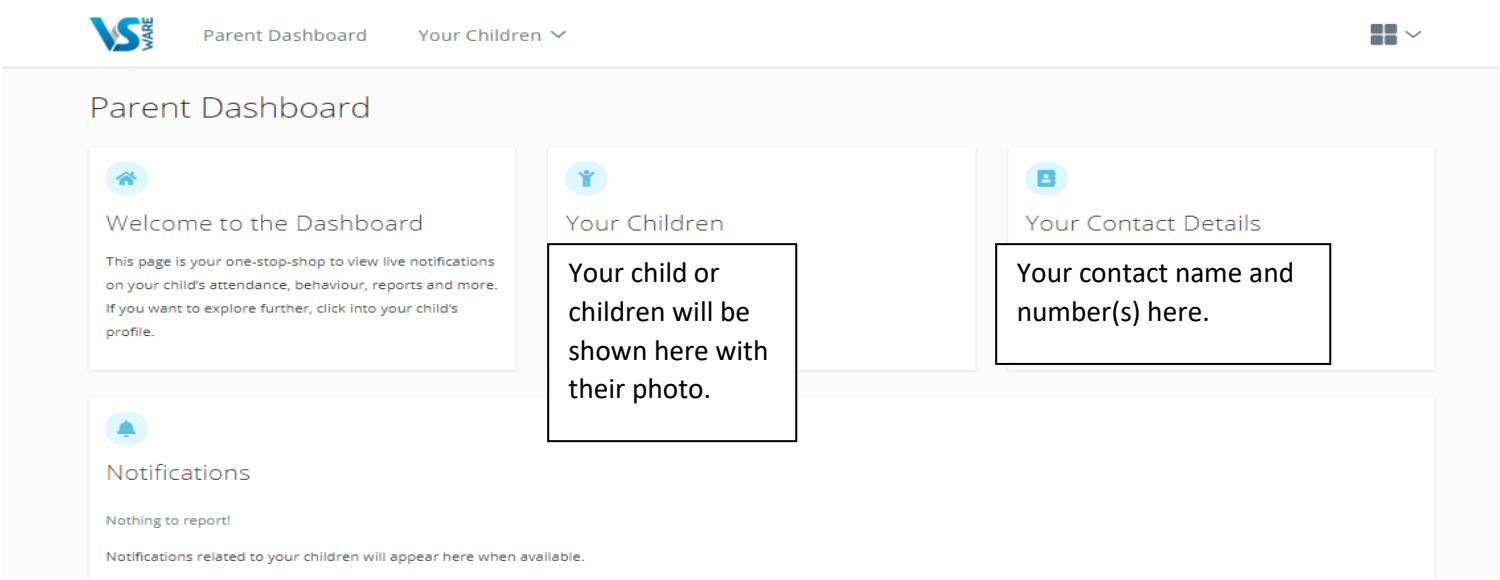
Clicking on **Continue to VSware** will bring you into the system.

You will only have to go through this process once ..

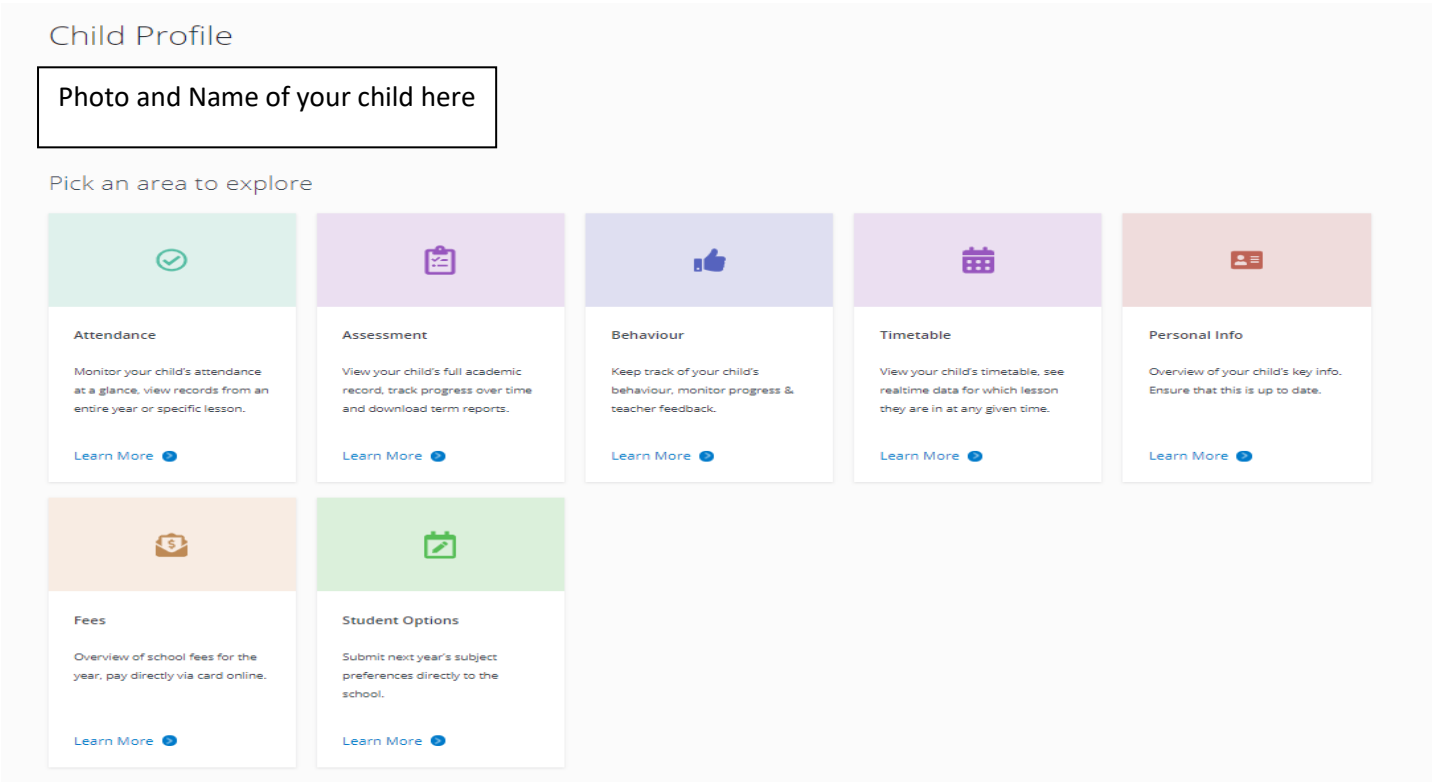




You will now access the Parent Dashboard from where you can view reports, timetables, attendance, etc.

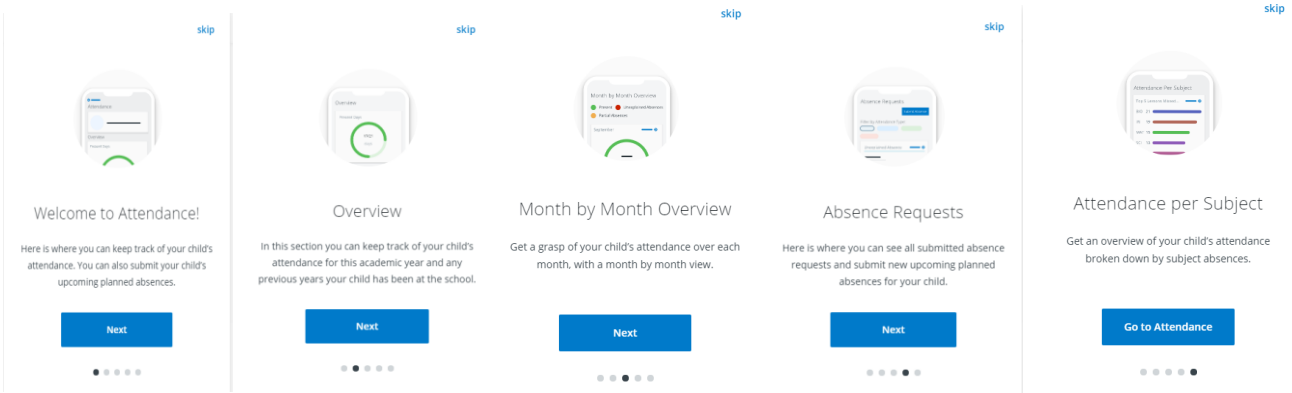


Clicking on your son / daughter's name will bring up their profile as shown below …

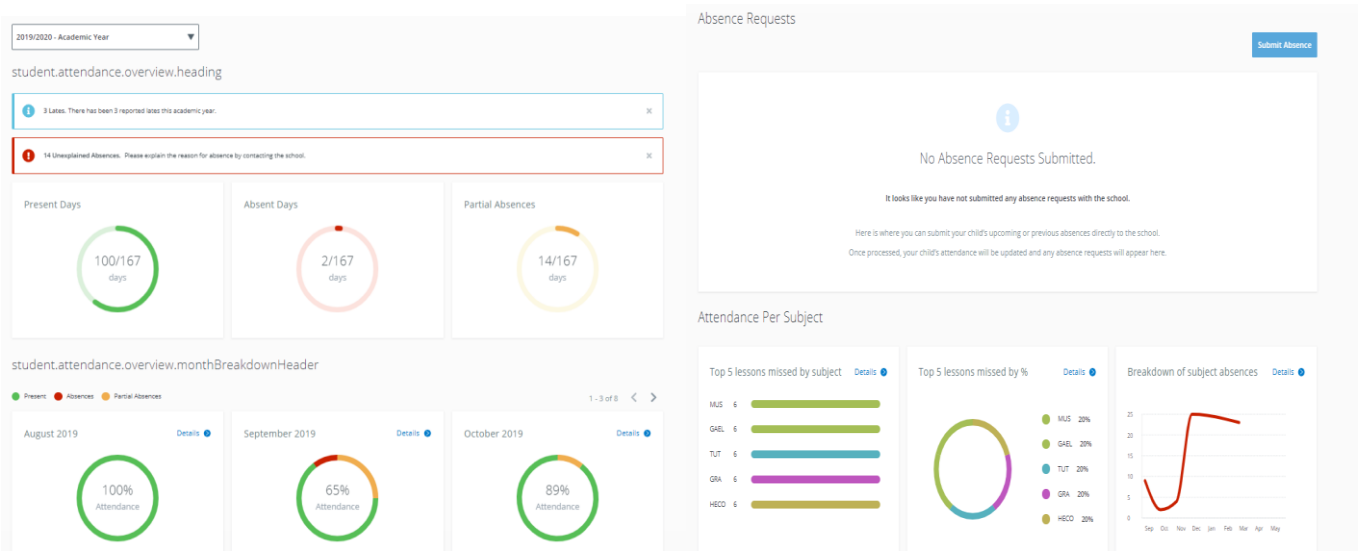


To access any area, please select **Learn more**

Attendance Clicking on this will bring you through a few information screens. You can skip these at any time.

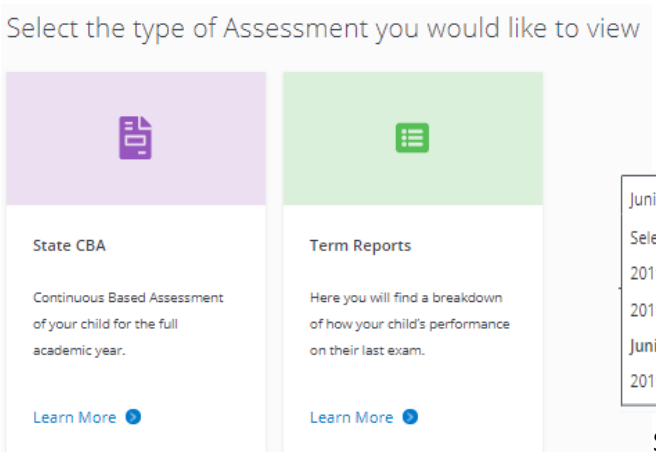


You will then reach the Attendance Dashboard where you can see the full breakdown. You can also choose the Academic Year from the drop down menu (as shown below).

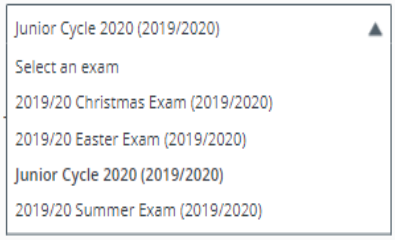


Selecting **Details** on any of the headings will reveal further breakdowns by subject, date, etc.

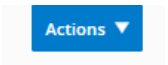
Assessment. Selecting this will give options of different Term Reports or CBA's.



Selecting **Term Reports** .. you can choose the year / exam as shown below from the drop down menu.

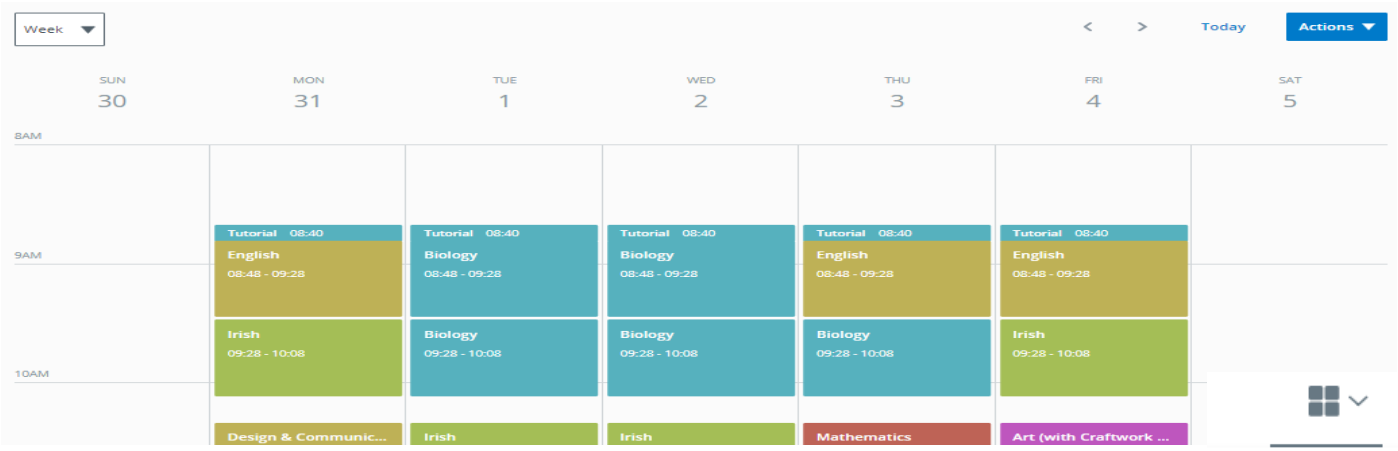


If you see an **Actions** button, you can download these results and print them out if you wish.

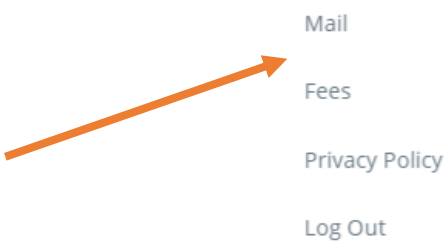


Similarly with **State CBA**

Timetable. Selecting **Learn More** here will show your son/daughter's weekly timetable. To see all the information such as rooms, teacher, etc, please go to **Actions** and **Print**



Behaviour. This may be active for some year groups/classes but not all. We are in the middle of rolling this out for all students ..

Student Options, Personal Info and **Fees** are not active at the moment.

To **log out**, please select the 4 squares on the top right and choose Log Out.