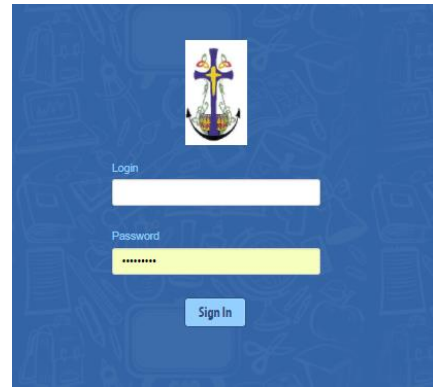


St. Mary's Mallow Parent Guide to VSware



Logging into your account

To access your VSware account, you will receive a unique **username** and a **VSware URL** (website address) that is specific to your school. The St. Mary's URL is <https://stmarysmallow.vsware.ie/Login.jsp> Parents will receive a text message from the school when your daughter's Report is available online containing the username id to login and the URL address.

VSware must be accessed through Google Chrome on the first occasion and thereafter can be accessed through either the VSware App or through google chrome on a laptop. 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.

- To log into your new account, go to the login screen in your browser <https://stmarysmallow.vsware.ie/Login.jsp>
- Type in your user name as the login



- 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**'



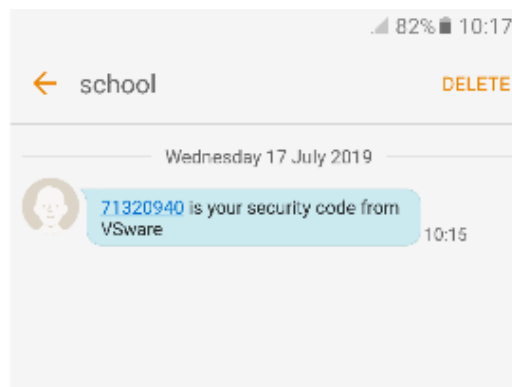
Reset Password
Security code will be send to the registered phone number

Username
LCLARKE

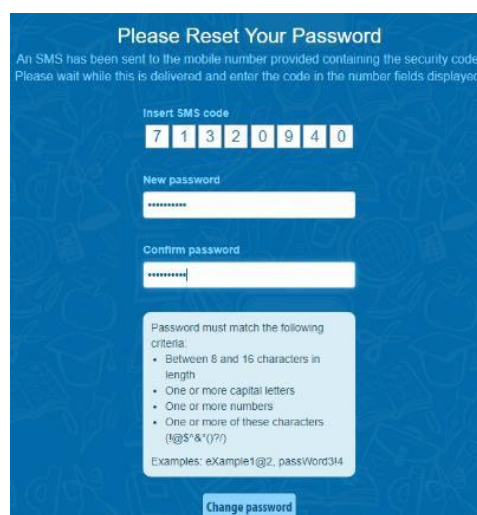
Last 4 digits of the registered phone number
4 3 2 1

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'



Please Reset Your Password
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

Insert SMS code
7 1 3 2 0 9 4 0

New password

Confirm password

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 (!@#\$%^&*()?)

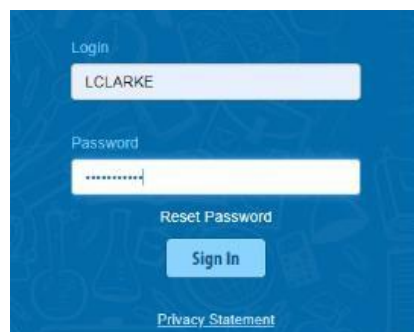
Examples: eXample1@2_passWord3!4

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 VShare login, regardless of how many students you have in the school.



Art Adams

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
VShare 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)

Timetable

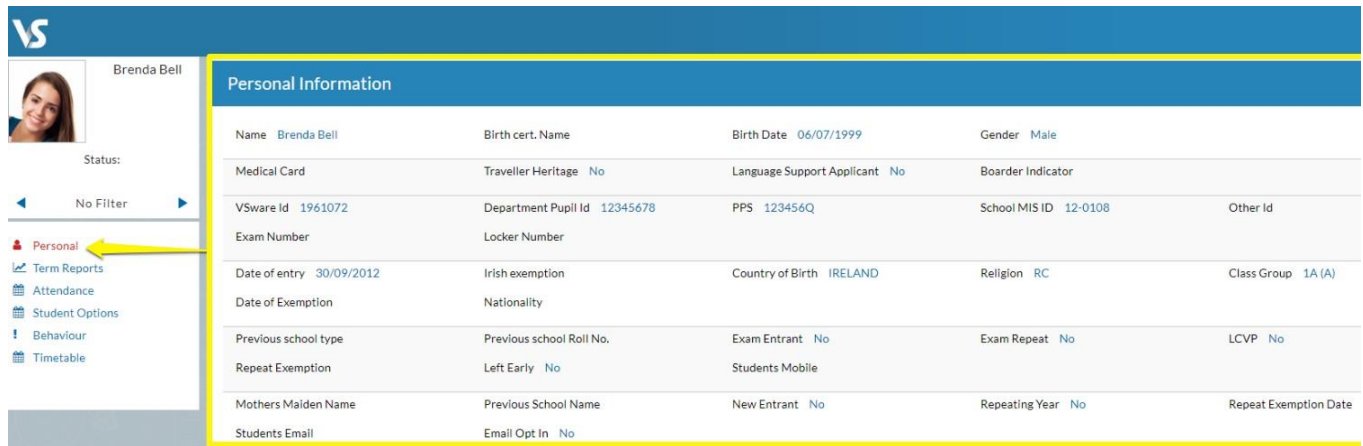
First, take a look at the timetable which is found in the left panel. Here you will be able view the student's lessons, teachers and classrooms throughout the week. The red line indicates the current time of day, so it's very easy to see at a glance the class currently scheduled.

18/01/2021

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00	Mathematics RM 5-2E A Daly 2Mat-3.5 08:50 - 09:30	Irish RM 7-2B Edel Murphy 2Iri-2.2 08:50 - 09:30	Science (JC) PHYSICS LAB Cait Thompson 2Sci-4.2 08:50 - 09:30	Irish RM 7-2B Edel Murphy 2Iri-2.2 08:50 - 09:30	Science (JC) PHYSICS LAB Cait Thompson 2Sci-4.2 08:50 - 09:30
10:00	History RM 5-2E Kevin Sheehan 2His-E 09:30 - 10:10	German RM 7-2B Noirin O Leary 2Ger-1.3 09:30 - 10:10	German RM 7-2B Noirin O Leary 2Ger-1.3 09:30 - 10:10	Religious Education (JC Exam) RM 5-2E Caitriona Desmond 2Rel-E 09:30 - 10:10	Science (JC) PHYSICS LAB Cait Thompson 2Sci-4.2 09:30 - 10:10
11:00	English RM 5-2E Joanne Crowley 2Eng-E 10:30 - 11:10	Art, Craft, Design ART 2 Leza McCarthy 2Art-6.6 10:30 - 11:10	Business Studies RM 5-2E Valerie O Regan 2Bus-5.5 10:30 - 11:10	Geography RM 5-2E Gemma Crowley 2Geo-E 10:30 - 11:10	Business Studies RM 5-2E Valerie O Regan 2Bus-5.5 10:30 - 11:10
12:00	Irish RM 7-2B Edel Murphy 2Iri-2.2 11:50 - 12:30	Geography RM 5-2E Gemma Crowley 2Geo-E 11:50 - 12:30	History RM 5-2E Kevin Sheehan 2His-E 11:50 - 12:30	Art, Craft, Design ART 2 Leza McCarthy 2Art-6.6 11:50 - 12:30	Art, Craft, Design ART 2 Leza McCarthy 2Art-6.6 11:50 - 12:30
13:00	Business Studies RM 5-2E Valerie O Regan 2Bus-5.5 13:10 - 13:50	Physical Education GYM 1 Louise Heavin 2PE-E 13:10 - 13:50	English RM 5-2E Joanne Crowley 2Eng-E 13:10 - 13:50	Science (JC) PHYSICS LAB Cait Thompson 2Sci-4.2 13:10 - 13:50	Mathematics RM 5-2E A Daly 2Mat-3.5 13:10 - 13:50
14:00	Business Studies RM 5-2E Valerie O Regan 2Bus-5.5 13:50 - 14:30	Physical Education GYM 1 Louise Heavin 2PE-E 13:50 - 14:30	Religious Education (JC Exam) RM 5-2E Caitriona Desmond 2Rel-E 13:50 - 14:30	German RM 7-2B Noirin O Leary 2Ger-1.3 13:50 - 14:30	SPHE RM 5-2E Niamh O Connell 2SPHE-E 13:50 - 14:30
15:00	Religious Education (JC Exam) RM 5-2E Caitriona Desmond 2Rel-E 14:30 - 15:10	Mathematics RM 5-2E A Daly 2Mat-3.5 14:30 - 15:10	Mathematics RM 5-2E A Daly 2Mat-3.5 14:30 - 15:10	English RM 5-2E Joanne Crowley 2Eng-E 14:30 - 15:10	Irish RM 7-2B Edel Murphy 2Iri-2.2 14:30 - 15:10
15:10	Geography RM 5-2E Gemma Crowley 2Geo-E 15:10 - 15:50	English RM 5-2E Joanne Crowley 2Eng-E 15:10 - 15:50			

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.

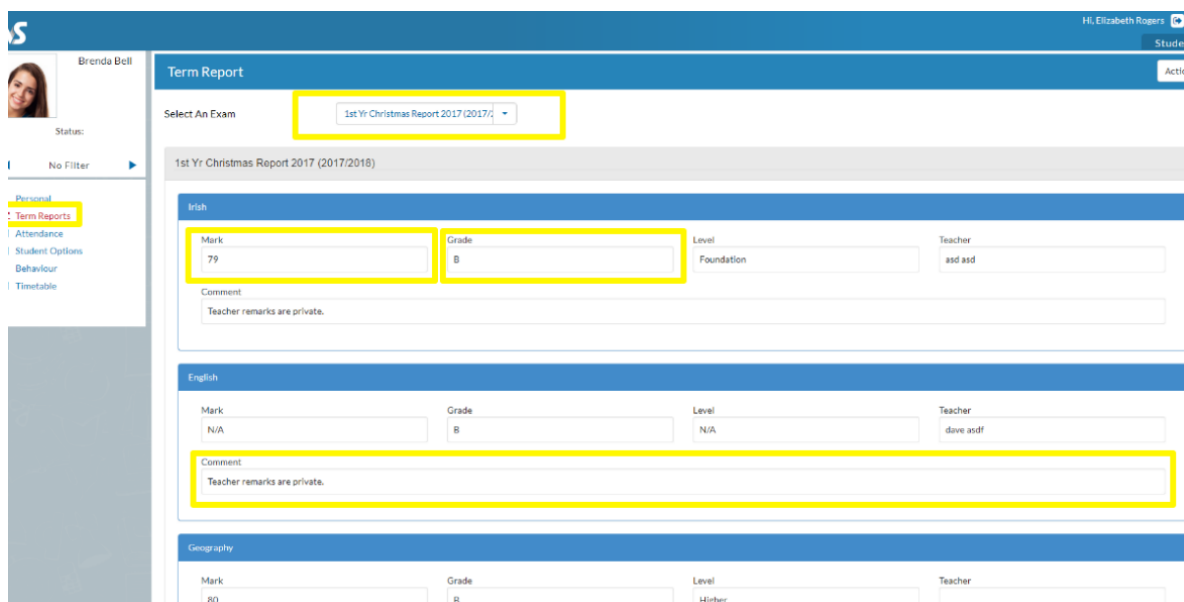


Personal Information

Name	Brenda Bell	Birth cert. Name		Birth Date	06/07/1999	Gender	Male
Medical Card		Traveller Heritage	No	Language Support Applicant	No	Boarder Indicator	
VSware Id	1961072	Department Pupil Id	12345678	PPS	123456Q	School MIS ID	12-0108
Exam Number		Locker Number		Other Id			
Date of entry	30/09/2012	Irish exemption		Country of Birth	IRELAND	Religion	RC
Date of Exemption		Nationality		Class Group	1A (A)		
Previous school type		Previous school Roll No.		Exam Entrant	No	Exam Repeat	No
Repeat Exemption		Left Early	No	Students Mobile		LCVP	No
Mothers Maiden Name		Previous School Name		New Entrant	No	Repeating Year	No
Students Email		Email Opt In	No	Repeat Exemption Date			

Term Reports

The **term reports tab** is a straightforward screen. At the top of the page, you first select an exam e.g. Christmas 2020 and it then displays the student's mark, grade and teacher comment for each subject. You are provided with 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.



Term Report

Select An Exam: 1st Yr Christmas Report 2017 (2017/18)

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	

Online Payments

St. Mary's Mallow also makes 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, payment for pre-exams or evening study and more. Simply click on 'fee', tick the fee in question, click 'pay' and fill in the payment details.

Technical Support

VShare Support

Please watch our parent user support video with step-by-step instructions on login and resetting passwords and navigating the features of VShare by clicking the link below:

https://drive.google.com/file/d/1a7kDTYqzizoitfq1Sbup7_Drf1EAr5vj/view?usp=sharing

If you have any difficulties accessing your daughter's report on VShare please email ronniedunne@stmarysmallow.com or phone the main office during office hours 10.00am-3.00pm on 086-189 4895.