A Parent's guide to viewing students reports on VSware

To access your VSware account, your school will have sent you a text with a **unique username and URL specific to your school**

The URL is: holychildcs.**vsware.ie**. Please do not type www. as it will redirect to the wrong address

Step 1 :
Please type holychildcs.vsware.ie into your internet browser .
Example username: A.Byrne
*VSware is best accessed through Google Chrome. You can access the site on the internet browser on your mobile device also.

Step: 2 To log into your new account, go to the login screen in your browser and click '**Create or Reset your Password**'

- This brings you to the 'Reset Password' screen

Step: 3 Type in your username

- Type in the last 4 digits of your phone number
- Click **"Send Code"**

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

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 child you want to access from the Your Children section. You will only ever need one VSware login regardless of how many students you have in the school.

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Step 4: 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**

- 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.

Step 5: You must now log out and log back in again

LOGGING IN

Once you have logged in, this is the screen that you will see:

Step 6: Click on your child's profile photo

Term reports

The **Assessments** is a straightforward screen. You first select either State CBA or Term Reports, then select the desired exam.

Step 7: Please click on **Term reports**

The name of the report you are looking for is: *Junior Cycle October Assessment 2020 (If your child is in 1st/2nd /3rd yr /Hazel /Cherry   or Senior Cycle October Assessment 2020(If your child is in TY /5 th /or 6th yr*)

Step 8: Click on **Download Results**

It then displays the student's mark, grade and teacher comment for each subject.

*Please note that a grade only will be given for the October Assessment 2020

You will also have the option to **print** off an official school term report. To do this, click **"actions " (on the top right) and then click "print "**