Parental Access to VSware/VSMail

St. Columba's College uses a platform called 'VSware' as another method of communicating with parents.

When using this platform parents can monitor their son's/daughter's timetable, attendance and term assessments. You will have received the username for your son's/daughter's VSware account by text message from the college at the beginning of 1st Year. This username will not change for the duration of their time in the college. Please record this username in a safe place.

The username/access to the system is linked to the parent's mobile number as recorded on our administration system. It is very important that parents inform the college if they change their mobile number or any other contact details.

VSware can be accessed through Google Chrome on a PC, mobile phone or other mobile device connected to the internet.

Type in the following link https://stcolumbasstranorlar.vsware.ie/Login.jsp to your web browser or click on the VSware icon on our website at www.stcolumbascollege.ie.

However, we recommend that you download and use the new **VSware Parent App**. This mobile app is available on Android and iOS. The **VSware Parent App** is free for all VSware schools to use and no set-up is required. The main advantage of using this app is that parents can also easily access **VSMail**.

VSmail
VS-Mail is a powerful new tool that has a huge impact on the way a school community is connected. It means significant savings on time and money for schools by allowing anyone with a VSware account including staff and parents to send/receive messages to and from their accounts.

It works in much the same way as any other email account does by allowing you to send messages to individuals or groups, cc or bcc recipients, attach files, format the font etc., however all messages are sent between VSware accounts, not using email addresses.
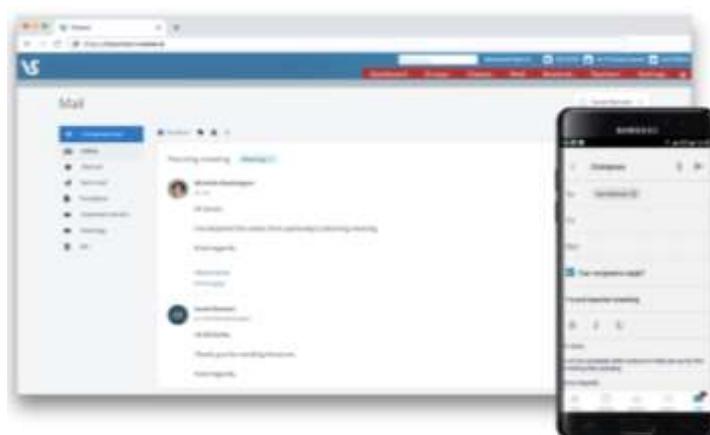
Downloading the app and logging in via a device (phone/tablet etc.)

- For Android devices: Visit the **Google Play Store** on your device and search for '**VSware**'

- For iOS devices (Apple): Visit the **App Store** on your device and search for '**VSware**
- Tap '**Install**'
- Once the app is on your device, start typing the name of your school, then select it from the dropdown list when it appears.
- Enter your username and password and hit **Login**

To Login to your account

Go to the login screen on your App or in your browser.

Enter your username as received in the text from the college when your son/daughter started in their 1st Year.

(Please note the username is case sensitive).

Click **'Create or reset your password'**
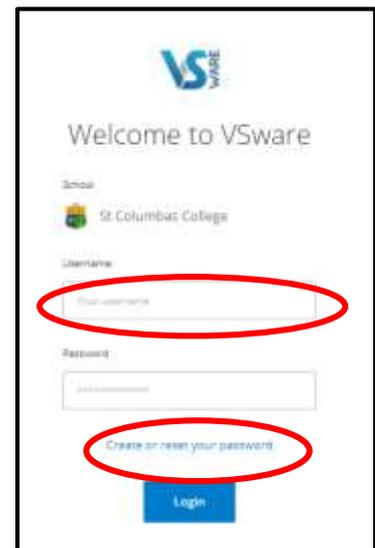
This brings you to the 'Reset Password' screen

Type in your username

Type the last 4 digits of **your mobile phone number**

Click '**Validate**'
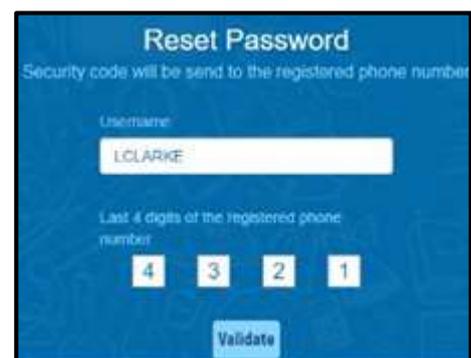
You will then receive a text message containing the verification code.

This SMS might take a minute or two to be sent.
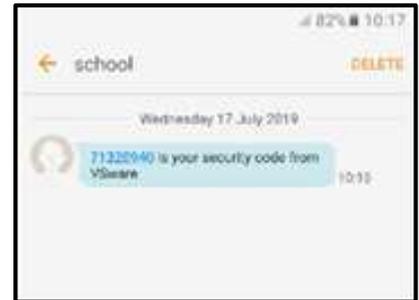
Enter the code, type your new password into the **'New password'** and **'Confirm password'** fields.

Make sure that your password follows the criteria listed.

Click **'Change password'**

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.

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 where the student is.

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.

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.
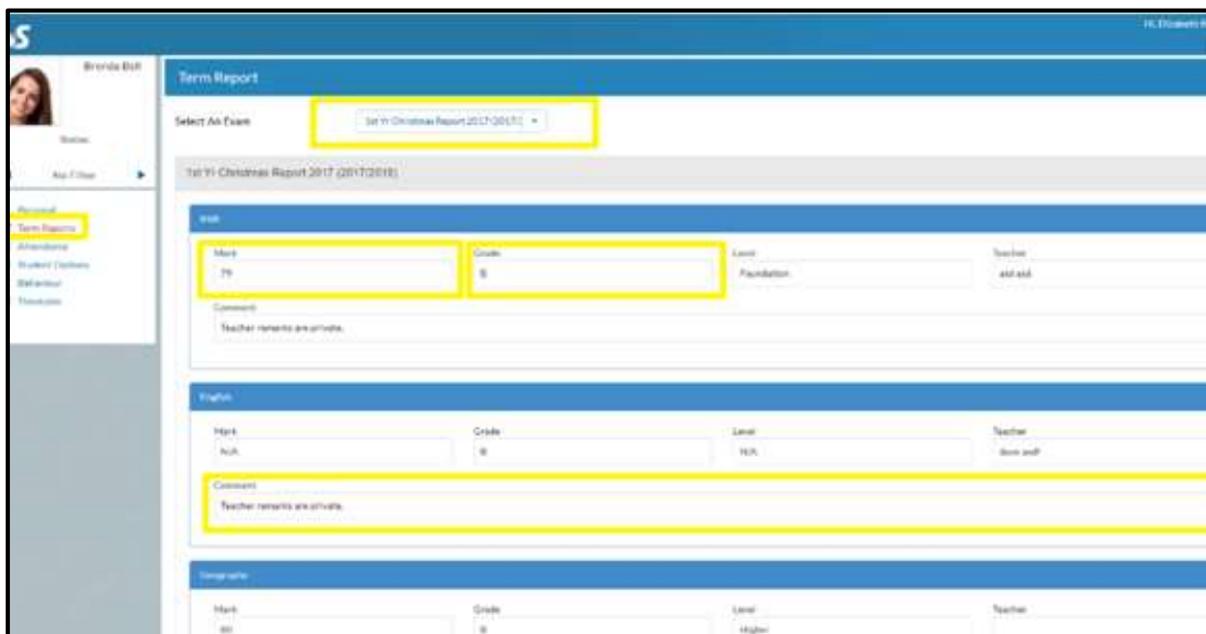
Attendance

In the attendance tab you will see the yearly calendar which gives you an overview of your child's attendance. Each date will be colour coded according to the attendance of the student on that day. The pie charts above the calendar shows at a glance the percentage of present and absent days.

Red = Absent

Yellow = Partial Absence (even if the student has just missed one class on that day)

Green = Present

Turning on Push Notifications for the VSware App

Push notifications are notifications that appear on your device's lock screen in the same way that your What's App or SMS messages pop up.

Enabling these push notifications to be sent from the VSware App to your device will ensure that you don't miss important information that THAT school sends such as a VS-Mail message.

To enable notifications on an **iOS/Apple** device:

1. Go to Settings > Notifications, select the VSware App, and make sure that Allow Notifications is on.
2. If you have notifications turned on for the app but you're not receiving alerts, you might not have Banners selected. Go to Settings > Notifications, select the app, then select Banners.
3. Make sure that you are signed in to your Apple ID.
4. Make sure that 'Do Not Disturb' is off.
5. If you've recently installed the app or restored it from a backup, open the app to start getting notifications.

To enable notifications on an **Android** device:

1. Open your phone's Settings app.
2. Tap **Apps & notifications** or **Notifications**.
3. Scroll to the VSware App
4. Ensure notifications are turned enabled

Please contact the college on (074) 9131246 if you have misplaced the username for your son's/daughter's account or if you have changed your mobile phone number.