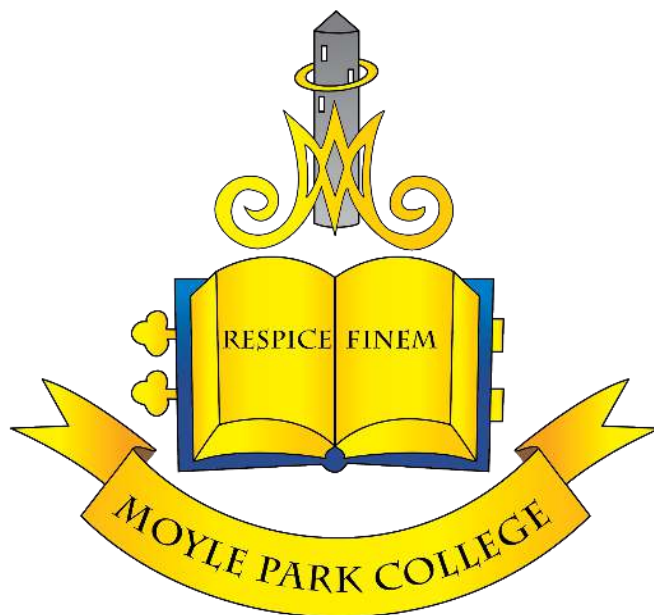


Moyle Park College



VSware *A Parents Guide*

VShare is the school administration platform which holds all core school data such as:

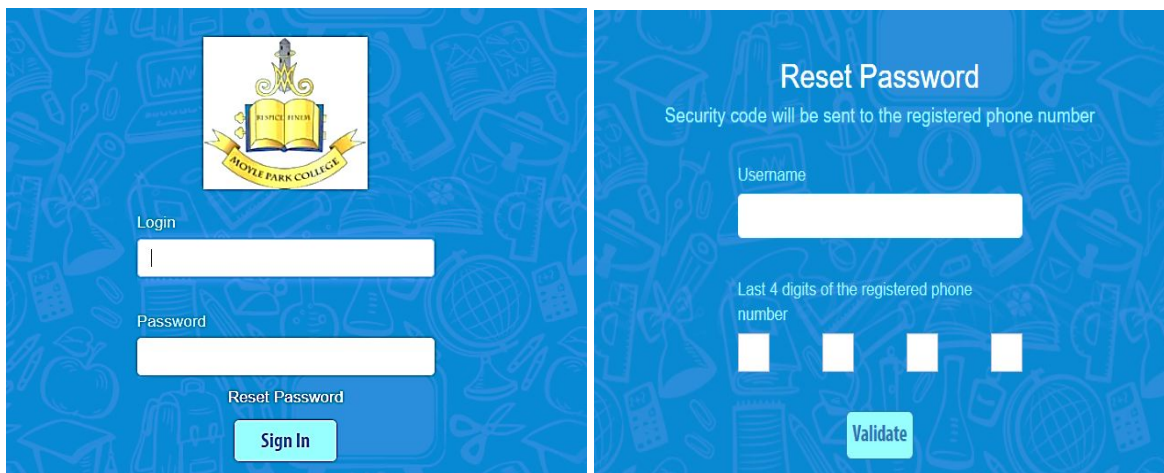
1. **Personal** – student name, date of birth, PPS number. The school needs to be informed about any changes.
2. **Timetable** – view the student’s lesson schedule, classroom and teacher. The red line indicates the current time of day.
3. **Term Reports** – reports can be viewed. Marks, grades and tutor comments will be displayed for each subject.
4. **Attendance** – view overall attendance or choose a specific date.
Red – absent
Yellow – partial absence (even if the student has missed one class that day)
Green - present
Blue – unexplained absence
5. **Behaviour** – this will show any incidents reported by school staff for your child, positive or negative. Points can be allocated to each behaviour.
6. **Online Payments** – school fees can be paid online through VShare.
- 7.

Logging onto VShare

Click on the link on the school website to access VShare

www.moyleparkcollege.ie

You will be provided with a unique Login (Username). Press create/reset password button and a code will be sent via SMS to allow you to set a password. Please contact the school office if you have any difficulty logging in.



The image shows two screenshots of the VShare interface. The left screenshot is the login page, featuring the Moyle Park College crest at the top. Below the crest are two input fields: 'Login' and 'Password'. A 'Reset Password' link is positioned above a 'Sign In' button. The right screenshot is the 'Reset Password' page, which includes the heading 'Reset Password' and a note: 'Security code will be sent to the registered phone number'. It contains an input field for 'Username' and a section for 'Last 4 digits of the registered phone number' with four individual input boxes. A 'Validate' button is located at the bottom of this section.

Frequently Asked Questions

Username/Password

Please note passwords are case sensitive. They must be at least 8 characters long and have at least one upper case, one lowercase and one number.

Temporary password

When you first log into VSware with your temporary password you will be prompted to set a new password. This will then become your login password.

If I forget my username/password

Contact the school and you will be sent a new username/password via SMS.

Changing my password

You can change your password at any time. To do this, go to Account on the left, enter your current password, then your new one and confirm it. Click 'Change Password'

Can I print out reports at home?

Yes. When you are viewing a report, click on 'Actions' in the top right hand corner. Print will appear, click on this to print the report.



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.

Changes

Please contact the school if there is a change in any information e.g. address, telephone number, primary contact etc.

To watch our parent user video, visit: goo.gl/4sjZSP