

Mercy Secondary School Kilbeggan December 2019

Online Access to Student Reports - Step by Step Guide

Mercy Secondary School Kilbeggan is moving to a system of making student reports available exclusively online through the school's VSWare system from Christmas 2019. This is in keeping with modern trends in education and society. This will mean that reports will be available quicker and you will have a record of these reports online for the duration of your child's time here in school.

In advance of issuing the student reports online on VSWare, we need to ensure that all families can access their VSWare Account. This is essential for this system to work, and it is a very simple user friendly process.

Stage 1

Monday 9th December 2019

All families will receive the following text – "*Dear Parent, to access VSWare please go to mercykilbeggan.vsware.ie and use the following Username : _____ to reset your Password to access your account , if you do not already have a Password*"

If you are already accessing VSWare with a Username and Password, you can continue to log on using these – there is no need to reset your password. Log onto mercykilbeggan.vsware.ie using the Username & Password. You will be directed to your child's VSWare profile page. **You will not be able to view any Term Reports yet. These will be available from Tuesday 17th December 2019.**

Stage 2

Tuesday 17th December 2019

Log onto mercykilbeggan.vsware.ie using the Username & Password. You will be directed to your child's VSWare profile page. Select the **Term Report** icon on the left hand side of the page. Select **Christmas Report 2019/2020** from the Dropdown Menu to view your child's report. This will be the only report that you will be able to view at the moment. If you have more than one child, click on the arrow under the child's name on the top left hand corner of the screen to view your next child.

If you have any questions or difficulties in this regard, please email principal@mercykilbeggan.ie or phone (057) 9332292. The school will also be open from 600pm to 800pm on Wednesday 18th December 2019, if anyone wants to get direct assistance to view their child's reports. Ensure to bring your mobile with you if you do call in. Don't be afraid to seek assistance from your teenage child – they may have certain skills in this regard!