



Mercy Secondary School Kilbeggan

Online Access to mercykilbeggan.vsware.ie

Step by Step Guide

1. Go to mercykilbeggan.vsware.ie
2. If you need to set/reset your Password, click on the link [Create or reset your password](#) which is just above the **Login** tab
3. Enter your Username and the last 4 digits of the mobile phone number that you receive the texts from the school on. Press **Send Code**
4. You will be sent an 8 digit code to your mobile phone number. Enter this code and set/reset your Password. The Password must follow the password criteria at the bottom of the page. Acceptable examples are Kilbeggan2@ or Liverpool8!
5. Return to the mercykilbeggan.vsware.ie page and enter your Username and Password to access your child's account
6. You will now be able to see your child's profile and access the **€ Fee** to pay your child's school costs online
7. You will be able to view your child's **Timetable** when school commences, and all your child's **Term Reports** in due course
8. Please contact principal@mercykilbeggan.ie if you have any issues whatsoever using this system