VSware is a design led, cloud and mobile based school administration platform – which handles all core school data from attendance, assessments, and behaviour to the mandatory September and P-POD returns. VSware provides collaborative data management and innovative reporting tools giving school management, administration, teachers and parents the ability to monitor and improve the progress of their students and a real-time view of school activity. All data stored on the VSWare system by our school in relation to your daughter is done so securely in a data protection complaint manner.
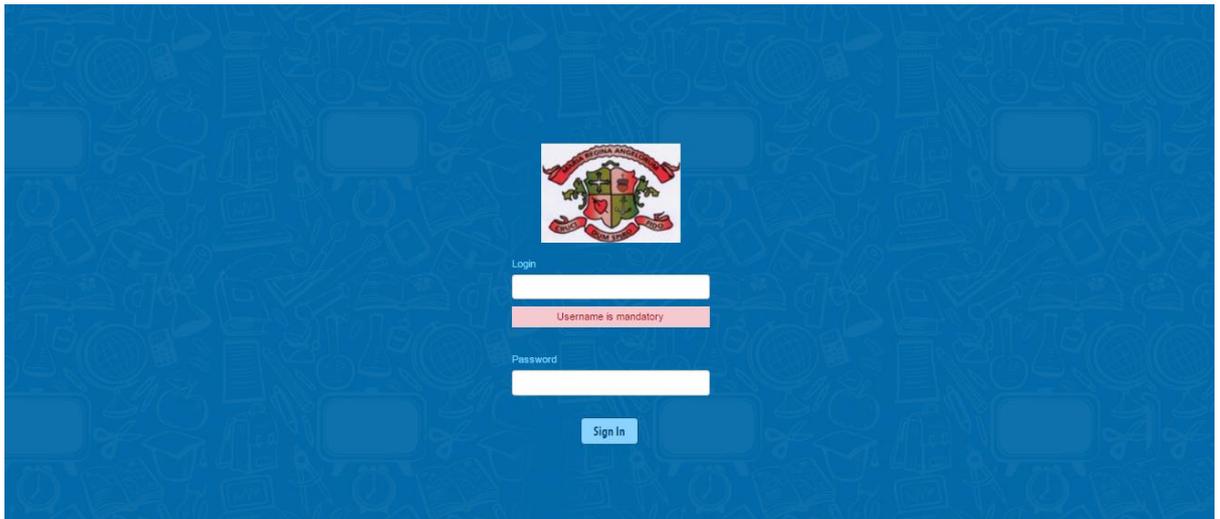
There are many benefits for parents in using VSWare. You will have access to your daughter's personal information, daily timetable, school reports (over her 5/6 years) & the school fees online payments tool. This information is available 24/7 & throughout holidays.

VSWare is accessible via any computer, laptop, tablet or smartphone so you do not need special equipment to view your daughter's account. If you have more than one daughter in the school, each daughter's profile will be visible in one account using one username & password for your convenience.

How do I access my parental account on VSWare?

1. You have received a text message to your phone which securely provided your username & password
   (NB: If you did not receive this text message, please contact Katherine Fenton in the school office immediately to update your contact details).
2. In the address bar of your internet browser type: **loretofermoy.vsware.ie**
   There is a shortcut to this login page on our school website. Go to www.loretofermoy.ie , click on Parent & click on VSWare login.
3. You will see the login screen which will appear similar to below image:

4. Type your username into the LOGIN box & your password into the PASSWORD box (as issued in school text message. These details are case sensitive).
5. Your VSWare account will open & will appear similar to below (sample only):

Your account will show five tabs on the left of the screen: PERSONAL, HOUSEHOLD, TERM REPORTS, TIMETABLE, FEE.

How do I make a payment using VSWare?

1. Click Fees
2. Find the fee you wish to pay and click "Pay"
3. Enter in the amount you would like to pay
4. Enter a payment ref eg: Pre fees for Minnie Mouse
5. Enter any additional information you require
6. Click the "Pay with Card" option. You will be brought to our **secure** page to enter in the card details.

You will need to accept the terms of service before being brought to the card payment screen

On the card payment screen:

- Choose Payment Type
- Enter the Card Number
- Enter the Expiry Date
- Enter the CVV number
- Enter the Cardholders name
- Click Pay Now

Signing Out of your account:

Each time you are finished using your VSWare account, please click SIGN OUT in the top right corner of the screen to ensure that you have logged out of your account.

<div style="border: 1px solid black; text-align: center;">

<u>Technical assistance required ?</u>
Phone our school office (025-32124) & ask to speak to Katherine Fenton (Data Secretary) from 9-2pm daily.

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