



Guide to Using VSware

April 2018

Dear Parent(s)/Guardian(s)

Edmund Rice College uses a management information system called VSware for the purposes of organisation and holding data. Such data includes among other things student personal information, attendance records and examination results. All data is held in compliance with the school's Data Protection Policy which is available on the school's website www.erccarrigaline.ie.

In order to be able to login to the VSware system a username and password is generated by the school for you. The username and password is usually associated with the name of the contact person listed on the application form. If, in your instance, the mother is the contact person then your username is and the password is or if the father is listed as the contact person then the username is and the password is – remember passwords are case sensitive. A text-message, containing your username and password will also be sent to the mobile number provided by you to the school for the purpose of us contacting you. If you have more than one student in the school, the same login will allow you to access details for both students.

This guide is to assist you in accessing VSware but should you have any difficulties then please contact the school. It is suggested that you keep a copy of the username and password provided, although the school will also hold a record of this. You do not have the facility to change either your username or password.

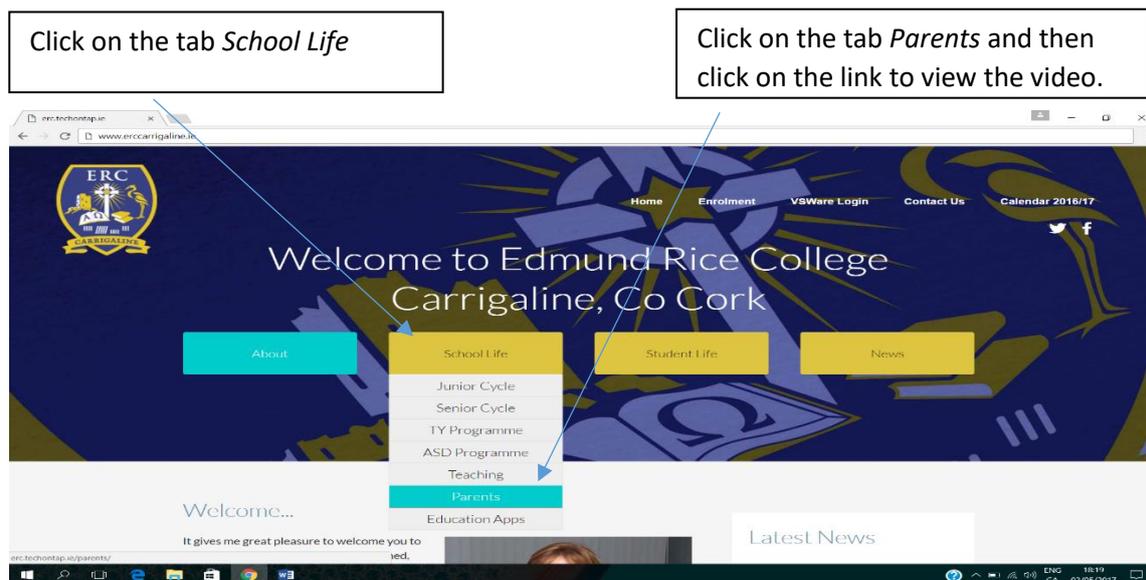
Access to VSware for parents/guardians allows you to do the following:

- View the student's personal details;
- View the student's attendance in school;
- View the student's school timetable;
- Access the student's school exam results;
- Allow payments to be made to the school online.

VSware allows for various card payments to be made to the school, thus giving a more convenient option than having to write cheques or having to come to the school with cash. The online payment system also has the advantage of allowing parents/guardians to keep an online track of various payments made to school. The voluntary contribution can be made to the school in this way as can payment for the school's book rental scheme. The school will absorb the costs for facilitating online payments with no extra charge to parents/guardians.

In order to log on to school's VSware site;

- Go to the school website www.ercarrigaline.ie and click on the tab marked *VSware Login* which is at both the top and bottom of the homepage. This will bring you to the school's VSware site.
- Enter the login details that have been provided to you.
- You will then see the student's account with various headings on the left hand side of the page, allowing you various options.
- A very good demonstration video is available on the school's website outlining how to use the options and the information they give you.



- In relation to the payment of fees, please note that payments can be staggered and that the system also allows, where appropriate, for payment of either the full amount or a partial payment.

Please note that VSware works best using the Chrome browser. Should you experience any difficulties, or if you have any questions, around the use of VSware, then please feel free to contact the school.

Communication between home and school is vital to ensuring students reach their full potential and VSware is just one way in which this communication occurs. The school always encourages parents and guardians to make contact with the school if there is a concern or worry regarding a student.

Yours faithfully,

Principal