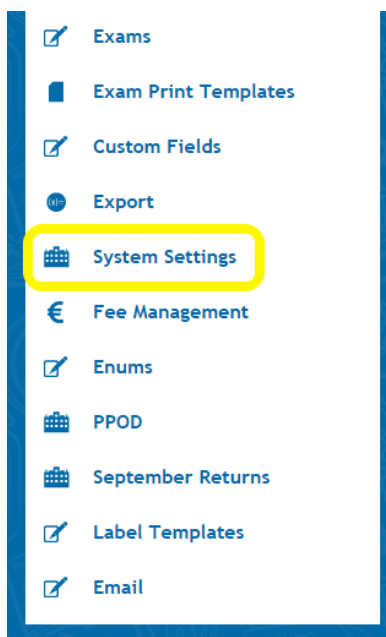


How to create access for parents

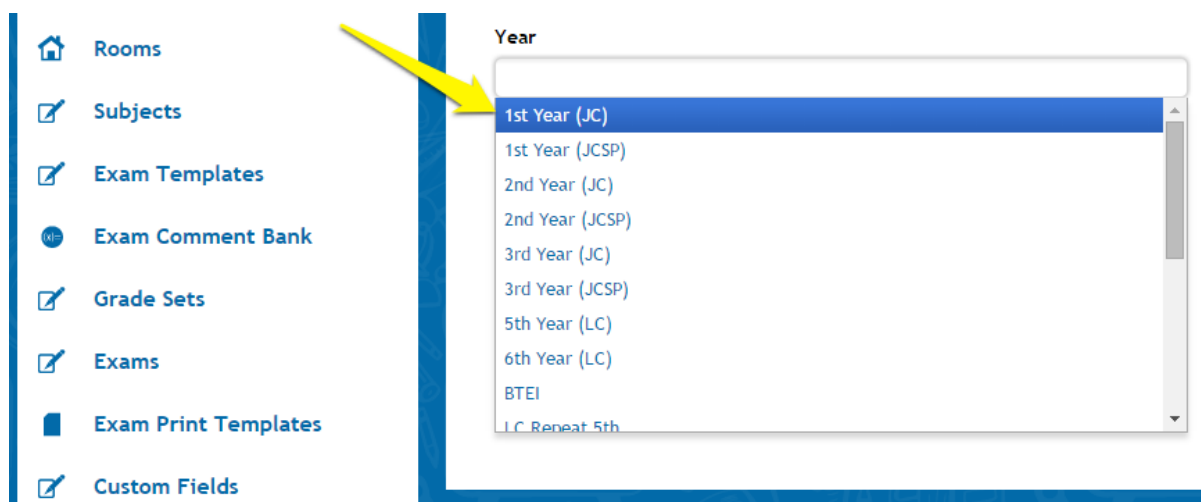
Click the Settings Tab located at the top of the screen.



Next select the System Settings option on the left menu.



On the System Settings screen you'll see a 'Year' text box. Click into the text box and a drop down menu will appear. Choose **one** year only. It's important the each year is generated separately.



Set the 'Overwrite Usernames & Passwords Already Set' to no. This step is irrelevant if you have not generated parent accounts before. Choosing Yes would overwrite and give new usernames and passwords to parents.

Finally, click 'Generate User Accounts'. You've now created a username and password for the Mother contact for each student in the selected year, in this case 1st Year.

Year

1st Year (JC) X

Overwrite Usernames & Passwords Already Set

No

Generate User Accounts

To view the newly generated usernames and passwords for a parent account, select the First Year group under the Groups Tab. Within the First Year group click the **Actions** button followed by **Print Student Data**. Select & drag over the **Full Name** field followed by the **Mother Username & Mother Password**. Choose excel or PDF as the format & generate. A list of all the newly created usernames and password for parent accounts will download.

Print Options

Available Fields

- Row Number
- Gender
- VSware Id
- Photo
- First Name
- Pref First name
- Last name
- Class

Chosen Fields

- Full Name
- Mother Username
- Mother Password

Page Orientation

Landscape

Export As

- PDF For Printing
- PDF For Printing
- CSV File
- Excel File
- 2x7
- 2x8
- 3x7
- 3x8

Generate **Cancel**

This list will look something like this if generated in PDF format.

1st Years	Full Name	MothersUsername	MothersPassword
	Michael Allen	newparent	12345678

A few things to note & prep for prior to generating account information:

- Under a student's Household tab, make sure that the Mother contact is set to 'Include in SMS'. If the mother is set to 'Do NOT Include in SMS' they will **not** receive login details or access to VSware.
- The relationship for the contact must also be set to **Mother**. In the case where a student may not have a mother contact, please ensure the remaining contact is set to **Father**.

Contacts

Bridget Abbey (Mother)

Mobile Phone:: 0851234567 Include in SMS

Work Phone: 01 987654

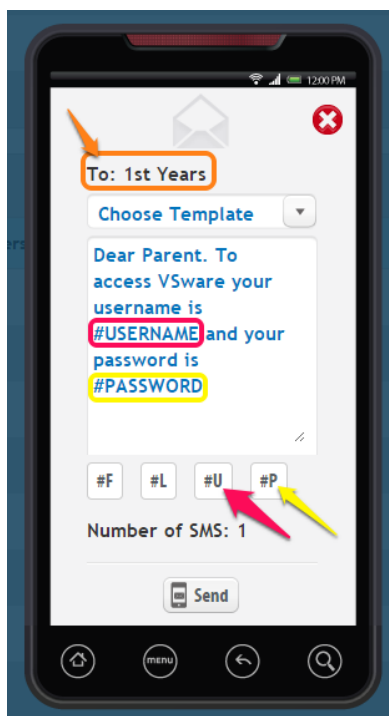
Home Email

How to send login details to parents

The quickest and easiest way to send parents their login details is by SMS. Select the Groups Tab and click the **SMS** icon next to the First Year group

Group Name	Members	Student List	Fees	SMS
<input type="checkbox"/> All 1st Years	318	View List	View Fees	

A phone screen will pop up. Here you can enter the body of the SMS you would like parents to receive. At the bottom of the phone screen there are four separate # buttons. Each button represents a unique variable for each parent. By clicking the #U button you are sending the username to the parent, likewise for the password which is #P.



Once you're satisfied with the SMS, click send. Each parent linked to the student who has 'Include in SMS' enabled will receive an SMS with login details to access VSware.

Send login details via letter

If for whatever reason the school would prefer to send a letter with parent login details rather than an SMS this can also be accommodated.

Some schools will usually type a letter in the below format:

"Dear Parent(s) / Guardian(s),

I wish to inform you that we now have a new system called VSware in place where parent(s) / guardian(s) can access their child's timetable and reports on-line. To gain enter to VSware type the following URL into your browser on your PC/laptop:

<https://yourschool.vsware.ie>

The login details are available below:

<i>Mothers username</i>	<i>\${MothersUsername}</i>
<i>Fathers username</i>	<i>\${FathersUsername}</i>
<i>Mothers password</i>	<i>\${MothersPassword}</i>
<i>Fathers password</i>	<i>\${FathersPassword}</i>

When you have entered your log in details click on sign in.

If you have any problems please contact the school office.

Yours sincerely,"

Where you see the *\${MotherUsername}* and other variables, these will populate with the mothers username and password which are unique to her.

If you require any help, advice or clarification on the above guidelines please contact the Support Helpdesk on 01 554 9628.