


# New Parents

How to access my child's report, attendance, timetable using Vsware:

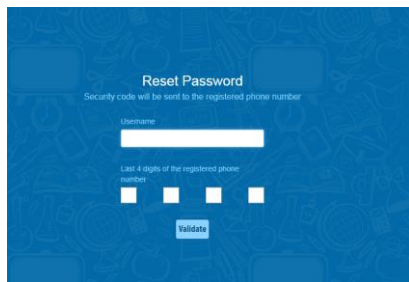
We use an online system for you to access information on your child's schooling e.g. your child's report, attendance and timetable. A username (one per family) will be sent to you via text in term one of first year to use this system, you will then generate your own password:

Go to [www.clonakiltycc.ie](http://www.clonakiltycc.ie)

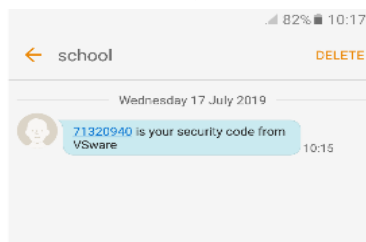
Go to the VSware icon on the bottom of the home page.  This brings you to the **create/reset password** screen



- Type in your **username** (sent to you by the college by text)
- add the last 4 digits of your mobile phone
- Click **Validate**



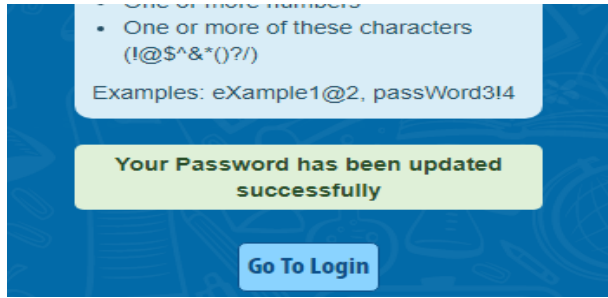
- You will then receive a text message containing the verification code. This SMS may take a minute or two to be sent.



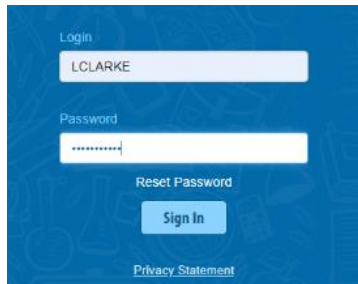
- Enter the code, type your new password into the **“New password”** and **“Confirm password”** fields. Make sure that your password follows the criteria listed.
- Click **“Change password”**



You will see a message confirming that your password has been successfully updated. Once you see this click **“Go to login”**



- This brings you back to the main Login screen. Type your username, your new password and click **'Sign In'**. This is your new password going forward.



### Points to note

- Please note that if you request more than 3 security codes on one day, you will be blocked from generating any more until after midnight when the system resets.

### **ONCE YOU HAVE ACCESS TO YOUR ACCOUNT:**

choose from the menu on the left hand side of the page.

use the ← → signs under your child's photo if you have more than one child in the college.

### **To view your child's Report:**

- Click on Term reports on the left hand side of your screen.
- Use the drop down menu to choose the report you want to view.
- Go to Actions button on right hand side – click Print
- Even if you are not printing report this gives a better view of report.
- We do not post/print annual reports unless you ask us to do so.

### **To view your child's Attendance:**

- Click on Attendance on the left hand side of your screen.
- Click on date to view attendance.

### **To input Subject Options for your child:**

- 1<sup>st</sup> year and 4<sup>th</sup> year parents will be asked to input option choices during March.
- Click on Options on the left hand side of your screen.
- Click on the box next to each number below and a drop down menu of subjects will appear.
- Choose your options in order of preference.
- Options entry completed appears when you are finished.

### **To view your child's Timetable:**

- Click on Timetable on the left hand side of your screen.

If you want any help at all in using this system please contact Deirdre on 023-8833877, or e mail [office@clonakiltycc.ie](mailto:office@clonakiltycc.ie).

**Please let us know if any of your child's Personal information changes..**