




Coláiste Pobail Ghleann Maghair Glanmire Community College

Accessing Term Reports on VSWare: A Brief Guide for Parents:

Our school management information system 'VSWare' has a function that allows parents to access and view their child's **Term Reports**. The purpose of this document is to provide you with some brief information about how to access your child's term reports through this online facility. Once you've received a **Username and Password** you will be able to access VSWare for all of your child's term reports over the course of their time in our school.

VSWare is approved and contracted by the Department of Education and Skills. It is a cloud-based system and provides a secure and accessible platform for the storage and retrieval of students' personal and academic details. VSWare enables us to record attendance and results from assessments along with performing other school administration functions such as timetabling.

A **Username** (one per family) will be sent to you **via text**. These details will allow you to access VSWare. Once you've received your Username please follow the steps below to go to our VSWare homepage and to Set your own Password:

Step 1: Go to www.glanmirecc.vsware.ie ; alternatively go to www.glanmirecc.ie and click on the VSWare icon  on the top of the home page.

Please note, should you encounter a security page:



Your connection is not private

Attackers might be trying to steal your information from www.glanmirecc.vsware.ie (for example, passwords, messages, or credit cards). [Learn more](#)

NET::ERR_CERT_COMMON_NAME_INVALID

Automatically send some [system information and page content](#) to Google to help detect dangerous apps and sites. [Privacy policy](#).

ADVANCED

Back to safety

Click on the Advanced Tab at the end of this message.



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On the next page:

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NET::ERR_CERT_COMMON_NAME_INVALID

Automatically send some [system information and page content](#) to Google to help detect dangerous apps and sites. [Privacy policy](#)

HIDE ADVANCED

Back to safety

This server could not prove that it is www.glanmirecc.vsware.ie; its security certificate is from *.vsware.ie. This may be caused by a misconfiguration or an attacker intercepting your connection.

[Proceed to www.glanmirecc.vsware.ie \(unsafe\)](http://www.glanmirecc.vsware.ie)

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Click on the [Proceed to www.glanmirecc.vsware.ie \(unsafe\)](http://www.glanmirecc.vsware.ie) link. This will take you to the Glanmire Community College VSWare home page.

Step 2: Click on Create/Reset Password

The screenshot shows a blue background with a pattern of icons. At the top center is the Glanmire Community College logo. Below it are two input fields: 'Login' and 'Password'. Below the 'Password' field is a link labeled 'Create/Reset Password', which is circled in red. Below that is a 'Sign In' button. At the bottom, there is a link for 'Privacy Statement'.



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Step 3: Enter your Username as received via text message. Please note log-in details are case sensitive and may include numbers and keyboard symbols. Also enter the last four digits of the Mobile Phone number that you received the text from the school.

Reset Password
Security code will be sent to the registered phone number

Username
|

Last 4 digits of the registered phone number
□ □ □ □

Validate

If you have forgotten your password, you can reset it yourself without having to contact the school. To do this, follow the steps below.

- Go to the login screen in your browser and click 'Reset Password'
- This brings you to the 'Reset Password' screen
- Type in your username
- Type the last 4 digits of your phone number
- Click 'Validate'

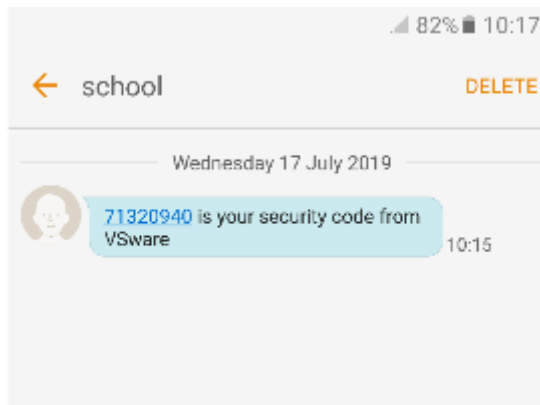
Reset Password
Security code will be send to the registered phone number

Username
LCLARKE

Last 4 digits of the registered phone number
4 3 2 1

Validate

Step 4: You will receive a text message with an 8-digit code to be entered. You can then set your own memorable password. Please follow the criteria listed in the text box below (use a mixture of uppercase and lower case text, number and symbol to ensure a secure password).



Please Reset Your Password

An SMS has been sent to the mobile number provided containing the security code. Please wait while this is delivered and enter the code in the number fields displayed.

Insert SMS code

7	1	3	2	0	9	4	0
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New password

Confirm password

Password must match the following criteria:

- Between 8 and 16 characters in length
- One or more capital letters
- One or more numbers
- One or more of these characters: (!@#\$%^&*()?)

Examples: eXample1@2, passWord3!4

[Change password](#)

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.
- If you do not have a phone number registered, you will see this message and will have to contact the school so that your mobile number can be added to your personal details (under the 'Address' tab).

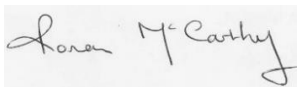
Phone number is not registered, please contact your school

Step 5: Once you've accessed your child/children's home page, use the ← → signs under your child's photo if you have more than one child in the college.

To view your child's Term 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 the report this gives a better view of report.
- We do not post/print term reports unless you ask us to do so.

Should you encounter any issues please contact the Administration Office 0214822377 on Wednesdays or Thursdays 9.30 – 12.30.

A handwritten signature in black ink that reads "Ronan McCarthy". The signature is written in a cursive style and is positioned above a horizontal line.

Ronan McCarthy – Principal