



How to access my daughter's details, reports and timetable using VSware:



We use an online system for you to access information on your daughter's schooling in particular your daughter's details, reports and timetable. A username and password (one per family) will be sent to you via text (normally in term one of your first year to use this system):

Step 1: go to www.stmarysmidleton.com

Step 2: click on the blue VSware icon on the bottom of the home page

Step 3: enter your username and password (these are case sensitive)

Step 4: choose from the menu on the left hand side of the page

Step 5: use the ← → signs under your daughter's photo if you have more than one child in the school

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 the report, it gives a better view of report
- ❖ We do not print/post annual reports unless you request us to do so in writing

To input Subject Options for your child:

1st year and 4th year parents will be asked to input option choices early in term 2 (normally during February/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 in using this system please email vsware@stmarysmidleton.com or alternately contact the school office on 021-4631 973.

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