DOWNLOAD OUR SCHOOL VSWARE APP

Even if you have multiple children at the school, you only ever need one account per parent. If you already have multiple accounts and sets of login details, contact the school who can fix this for you.

In order to access VSware, you will need a username and password. If it is your first-time logging into VSware, the school must give you:

- Your unique **username** **(this will be sent via text)** For example this might be *L.Adams*
- You create your own unique password via the login screen. Explanation on how to do this is below.

Downloading the app and logging in via a device (phone/tablet etc.)

- For Android devices: Visit the **Google Play Store** on your device and search for '**VSware**'

- For iOS devices (Apple): Visit the **App Store** on your device and search for '**VSware**
- Tap '**Install**'.
- If you have already downloaded and an update is available, you can tap '**Update**' instead.

- Once the app is on your device, start typing the name of your school, then select it from the dropdown list when it appears.

  When searching for your school, you can either type -

  1. the VSware URL i.e. **Our Lady of Mercy Secondary School**
  2. The 'official' school name i.e. **Our Lady of Mercy Secondary School, Ozanam Street.**
  3. Enter your username and password and hit **Login**

- If you don't yet have a password, click **Create or reset your password**
- Enter your username and the last 4 digits of your mobile number, hit **Send Code**
- You will receive an SMS code on your mobile phone which you then enter, along with your new chosen password. Follow the instructions on screen and hit **Change Password**
- You will be brought back to the login screen where you can enter your username, new password and hit **Login**

If you have any problems either downloading or accessing your username or logging in please contact the office on email office@mercywaterford.com OR phone 051-373476.