**How to access my child’s report, attendance, and 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 and password (one per family) will be sent to you via text in term one of first year to use this system.

Step 1: go to [www.micc.ie](http://www.micc.ie)

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

Step 3: enter your username and password.

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

Step 5: use the ← → signs under your child’s photo if you have more than one child in the college.

**To view your child’s Timetable:**

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

**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:**

* 1st year and 4th 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 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 the 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.

If you want any help at all in using this system please contact the main office on 023/8856030. Please let us know if any of your child’s Personal Information changes ie contact numbers, address, etc.

We encourage and thank you to/for using this system and welcome any suggestion to make it work better for you as parents.