



23/11/2020

Dear Parents and Guardians

I hope that you are all safe and well. In order to streamline our communication channels with you we have invested in a parent **App** for the school administration system (VShare). This will allow the school to send both notifications and email to you and will allow you to access the parent teacher meeting reports, assessment reports and view other important information with ease.

Please note the parent app is the primary communication method that we will be using going forward so it is imperative that you take a few minutes and download the App to your phone asap.

1. Before you get started:

- In order to access VShare, you will need a **username** and **password**.
- All parents with the **exception** of First Year, TY and new parents were sent a **username** in June 2020 and you viewed the summer term reports with this username and the unique password you set up at that time. (If you can't remember your username please check old text messages from BallaSS you may still have it)

OR

- If it is your **first-time** logging into VShare, the school will send you:
- Your unique **username**.
- You create your own unique **password** via the login screen. Explanation on how to do this is below.

2. 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 '**VShare**'



- For **iOS devices (Apple)**: Visit the **App Store** on your device and search for '**VShare**'
- Tap '**Install**'
- Once the app is on your device, start typing the name of your school, then select it from the dropdown list when it appears.

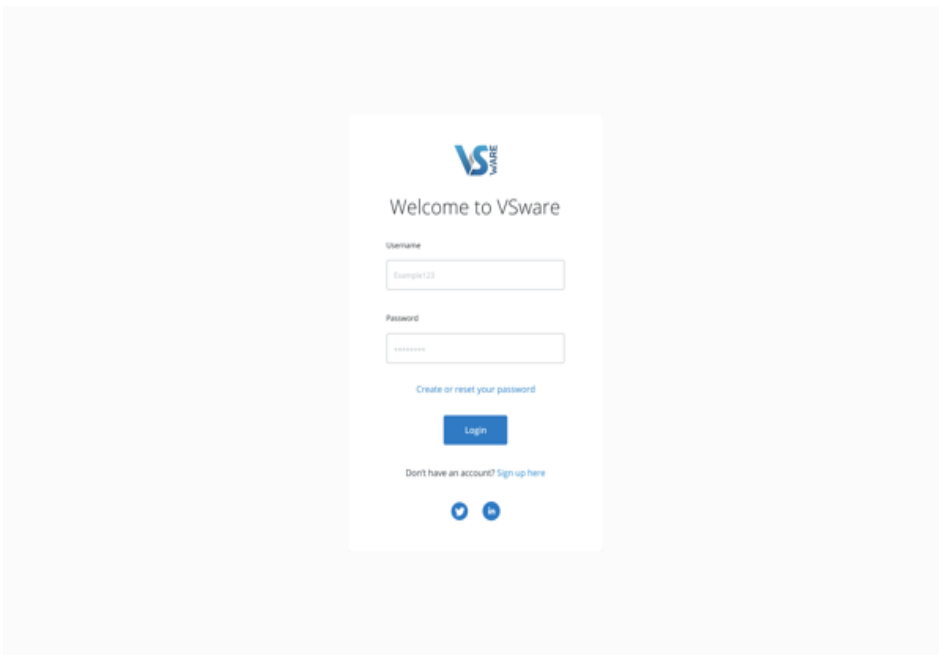
- When searching for your school, you can either type -
 1. the VShare URL i.e. **ballasecondaryschool.vshare.ie**
 2. The 'official' school name i.e. **ballasecondaryschool**

- Enter your username and password and hit **Login**

3. How to create your password if you don't yet have one.

- 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**



4. [Turning on Push Notifications for the VSware App](#)

- Push notifications are notifications that appear on your device's lock screen in the same way that your What's App or SMS messages pop up.
- **Enabling** these **push notifications** to be sent from the VSware App to your device **will ensure that you don't miss important information that your school** sends.

To enable **notifications** on an **Android** device:

1. Open your phone's Settings app.
2. Tap **Apps & notifications** or **Notifications**.
3. Scroll to the VSware App
4. Ensure notifications are turned enabled

To enable **notifications** on an **iOS/Apple** device:

1. Go to Settings > Notifications, select the VSware App, and make sure that Allow Notifications is on.
2. If you have notifications turned on for the app but you're not receiving alerts, you might not have Banners selected. Go to Settings > Notifications, select the app, then select Banners.
3. Make sure that you're signed in to your Apple ID.
4. Make sure that Do Not Disturb is off.
5. If you've recently installed the app or restored it from a backup, open the app to start getting notifications.

5. [Logging into the Parent App via Desktop or Laptop](#)

If you are using a desktop computer or laptop to access the Parent App, you will not need to download anything. You can simply log in via your browser.

- First, make sure you are using a modern browser. We recommend that you use **Google Chrome, Safari or Firefox**.
- Start typing the **name** of your school, then select it from the dropdown list when it appears.

- Enter your username and password and hit **Login**

We hope that it will be a seamless process for all parents. If you experience any difficulties logging in or you forget the username and password, just give the school office a call 094 9365082 or email deputy@ballasecschool.com and we will be glad to assist you.

Kind regards

Teresa Walsh

Principal

Anna Finlay

Deputy Principal