

This is an important document. Please keep safe and secure as your son/daughter will require it on starting the school.

STUDENT NAME:

Dear Parent/Guardian,

Your son/daughter will soon be starting in Kishoge Community College. They will be using an iPad and they will require the information outlined below.

Each student in Kishoge CC has a personalised technology account and thus this document has been personalised to your son/daughter. Relevant details are highlighted **Green**. This document details the procedures for setting up the following:

- 1) Passcode
- 2) Email/Office 365
- 3) Vsware (VSware is the school administration system)
- 4) iClass communication App

Please complete all steps with your son/daughter.

1). Passcode

When your iPad is delivered, the iPad will not have a passcode on the device. The passcode is similar to a PIN code on your phone in that the device will only unlock when you enter the correct pin.

Your device requires a passcode to not only protect your personal details and school work, but your apps will not work without a passcode entered on to the device.

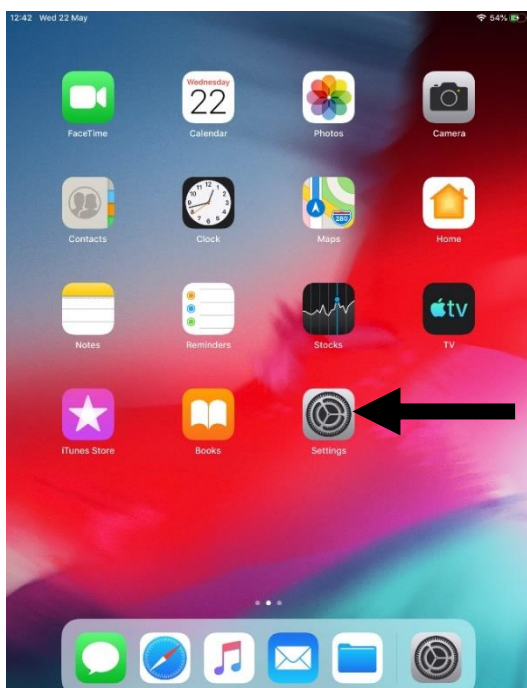
To aid with choosing a passcode, Kishoge CC has created a unique code for you. This code is unique to you and **you must use this code**.

Students also often forget their passcode, if you use the school supplied code, we have a backup, but if you create your own code and forget, the iPad will have to be reset to factory condition, losing all stored work. **DO NOT USE ANOTHER CODE ONLY THIS ONE**

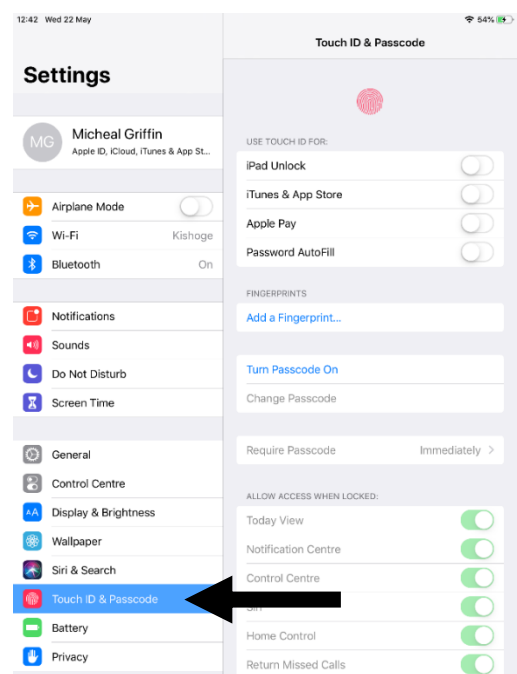
Please use this code:

Guide:

1)

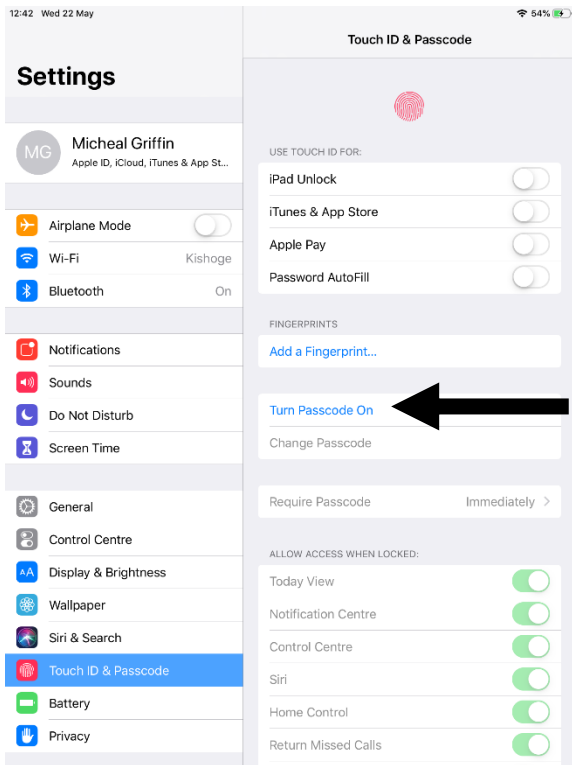


2)

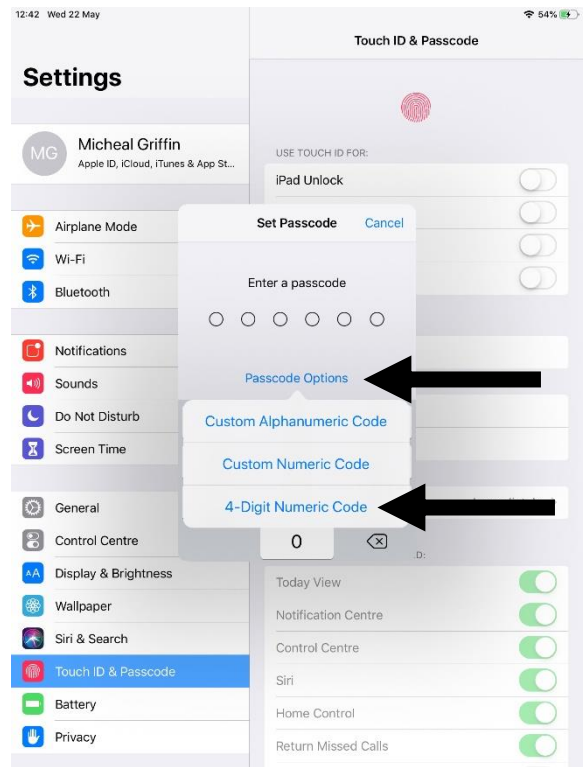


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3)



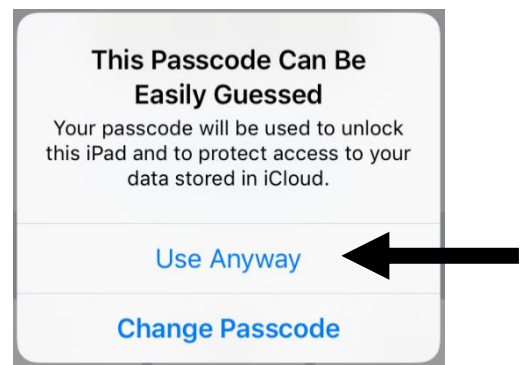
4)



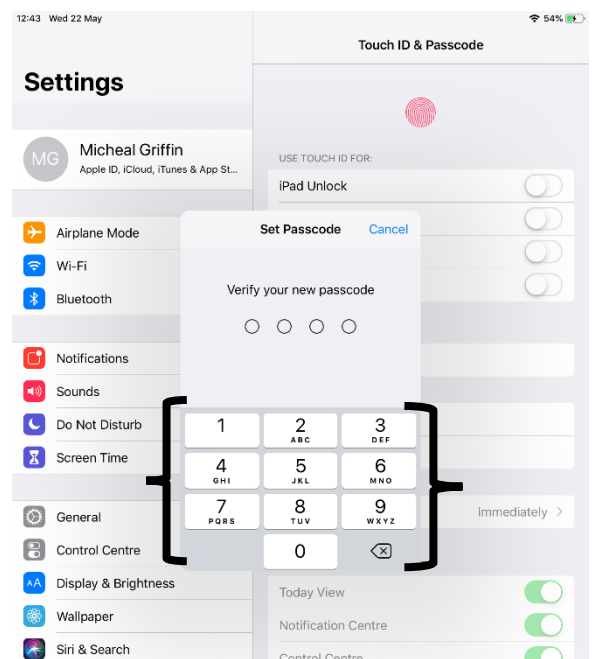
5) Enter your passcode



6)



7) Verify the passcode by entering it again



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2). EMAIL/OFFICE 365 ACCOUNT

Kishoge CC uses Microsoft Office 365 as the main driver for email, cloud storage, presentation, word documents etc. Your son/daughter will be given a new, Kishoge branded email for use in school.

Your son/daughter details:

Username: @kishogecc.ie

Password:

On your iPad, you need to install your school apps using the “Jamf” student app, it looks like this:



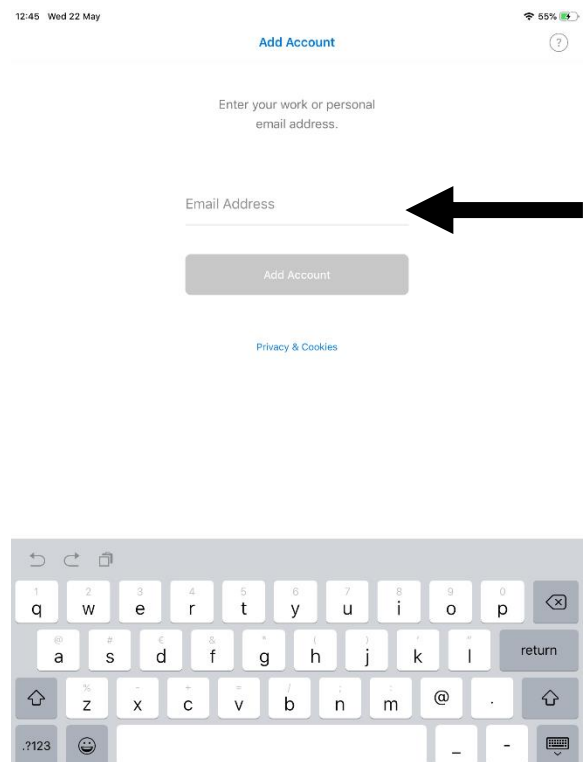
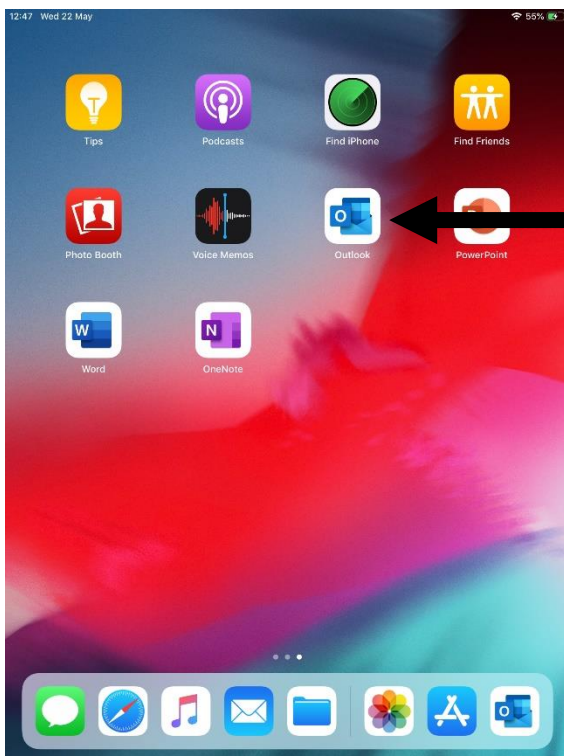
To aid a smooth transition on the first day, it is imperative that your son/daughter installs at least the following apps: Outlook, Onenote, word, powerpoint but we advise you install all apps.



Guide for signing into email (When you sign into any one Office 365 account the iPad will automatically sign you into the other Office 365 apps on your device)

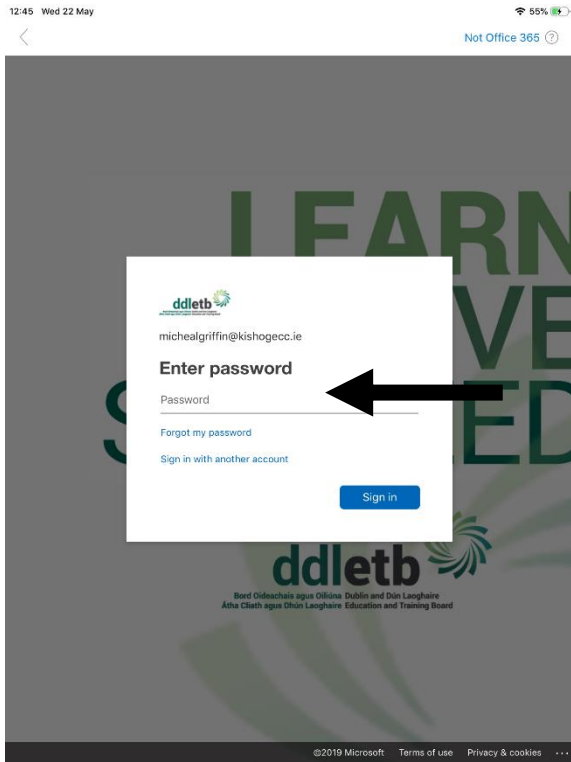
1)

2) Enter your Kishoge CC email address

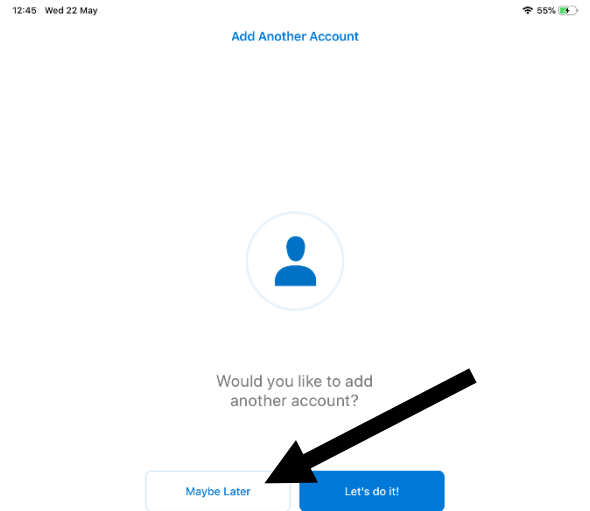


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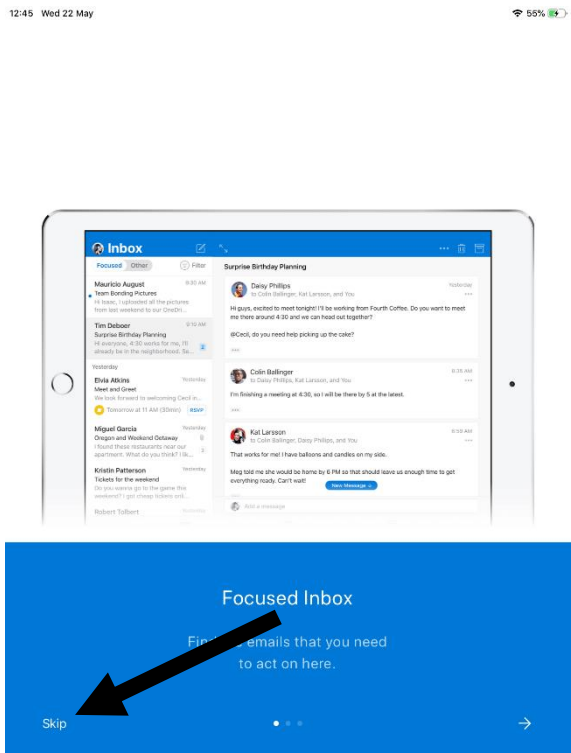
3) Enter your password



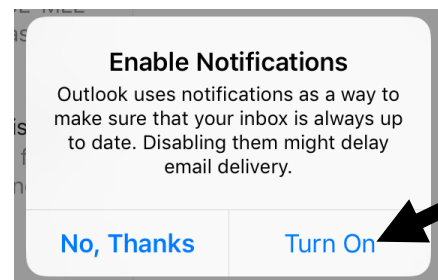
4)



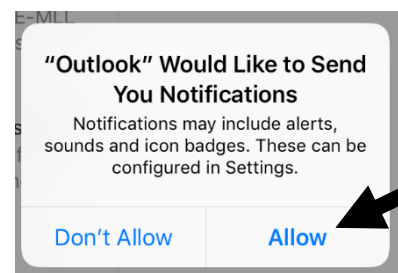
5)



6)



7)



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3). VSWARE

Vsware is the school information management. It contains behaviour records, attendance records, student timetable and term reports. Parents/Guardians must check behavioural records at least once a week in order to support their son/daughter's education. Please login to this account before the start of the academic year to test out functionality. There are two accounts, a Student version and a Parent version

Website: [Kishoge.vsware.ie](https://kishoge.vsware.ie)

Your child's login details are:

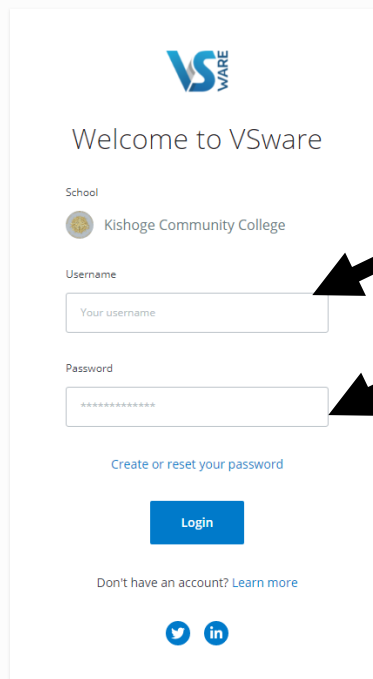
Login:

Password:

Guide:

Go to the website: [Kishoge.vsware.ie](https://kishoge.vsware.ie)

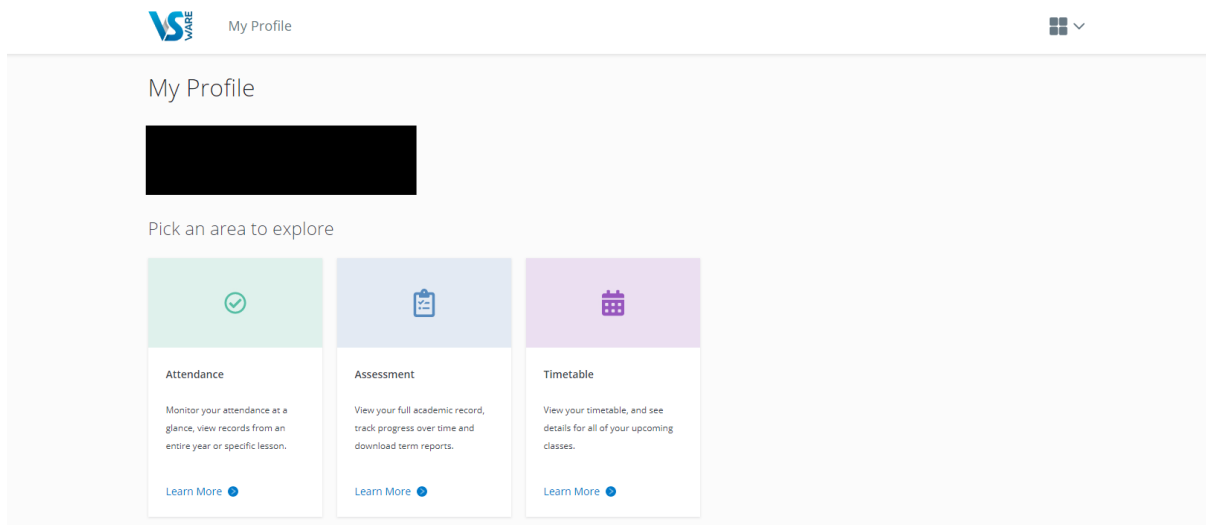
Enter your login details,



The screenshot displays the Vsware login interface. At the top, the Vsware logo is shown. Below it, the text 'Welcome to Vsware' is displayed. The school name 'Kishoge Community College' is listed under the 'School' section. There are two input fields: 'Username' with the placeholder text 'Your username' and 'Password' with a masked password '*****'. A blue 'Login' button is positioned below the password field. A link 'Create or reset your password' is located above the login button. At the bottom, there is a link 'Don't have an account? Learn more' and social media icons for Twitter and LinkedIn. Two black arrows point to the Username and Password input fields.

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Your son/daughters school information page is shown. You can access different content such as term reports, behaviour or timetable. Note: Most of these sections will be blank until the school year starts



There is also a parental version of Vsware that has more information (for example behaviour of your son/daughter in Kishoge). To access this account you have a different username and you need to create your own password.

Go to Kishoge.vsware.ie

Click on "Create/Reset Password"

Enter your PARENTAL username:

Enter the last 4 digits of your mobile number

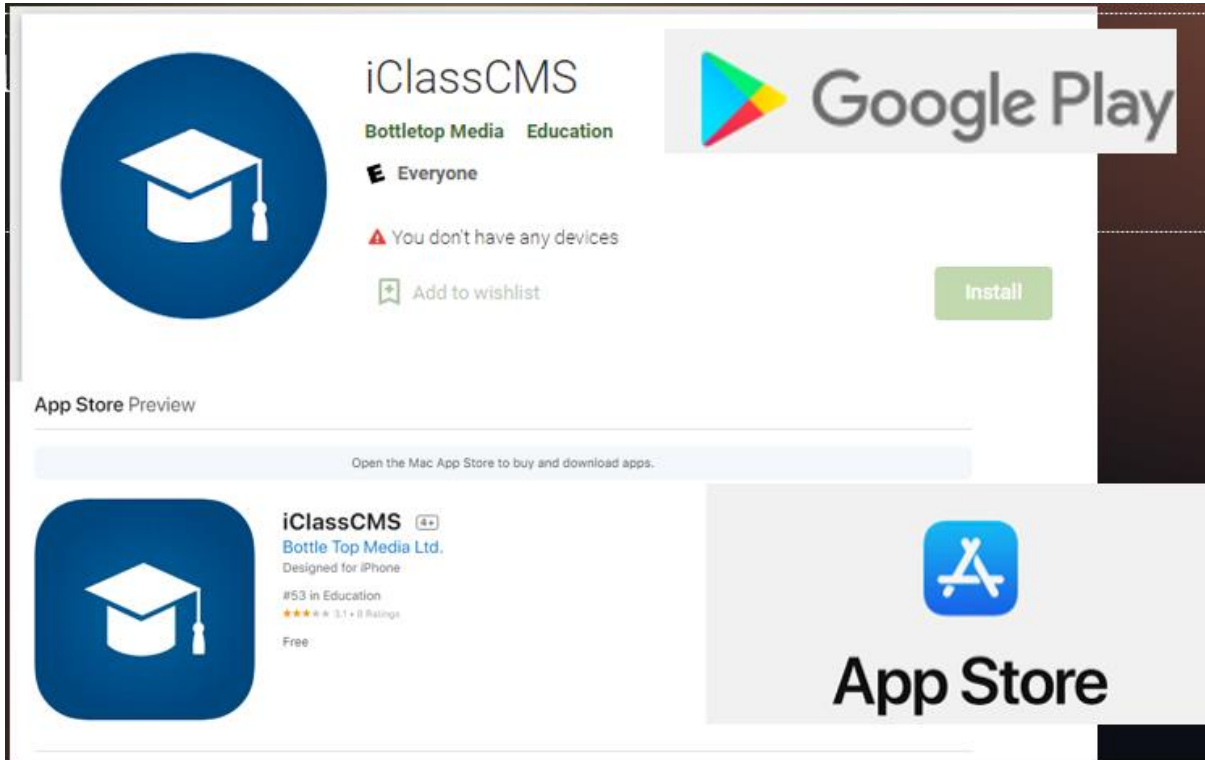
Follow on screen instructions.

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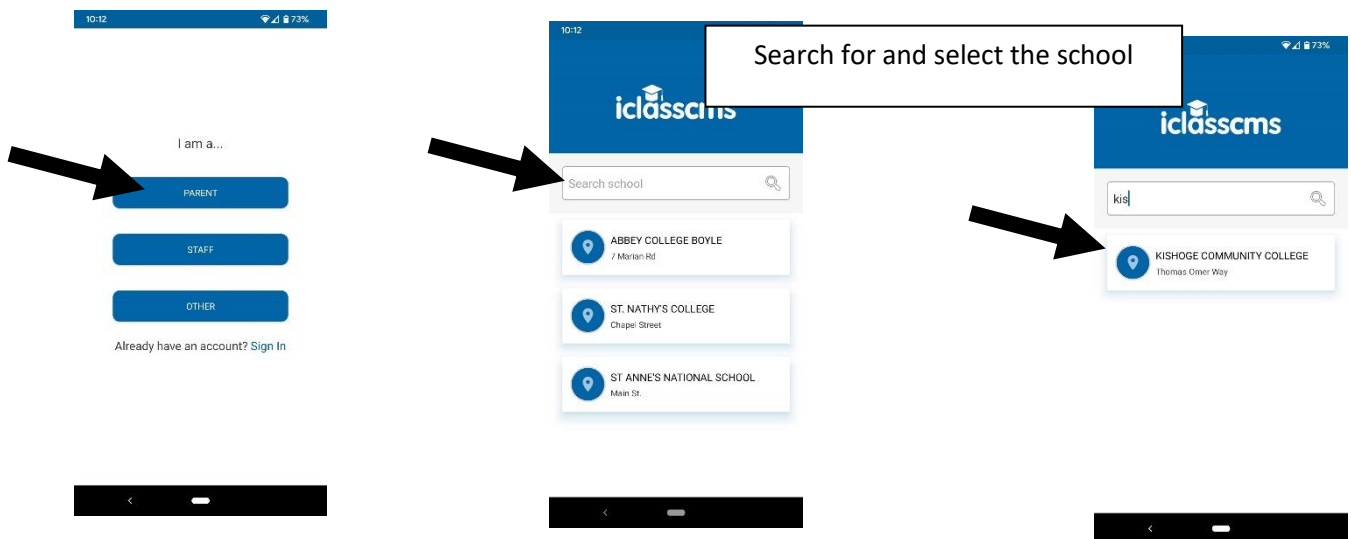
4). iClass Communication App

iClass is a communication app that allows the school keep parents up to date with news, events and important announcements. Please follow the below steps to get set up on the app.

On your mobile device download the iClassCMS app:

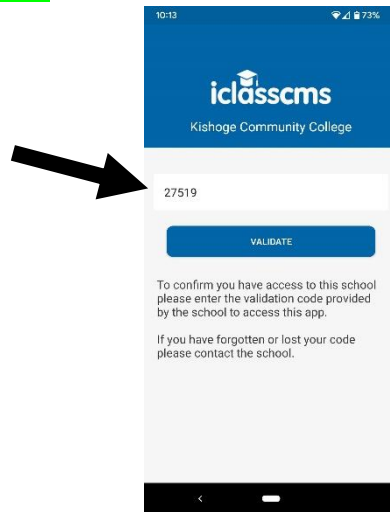


Follow the following pictural steps:

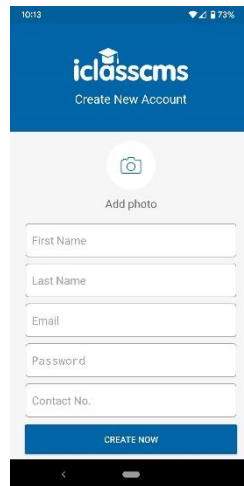


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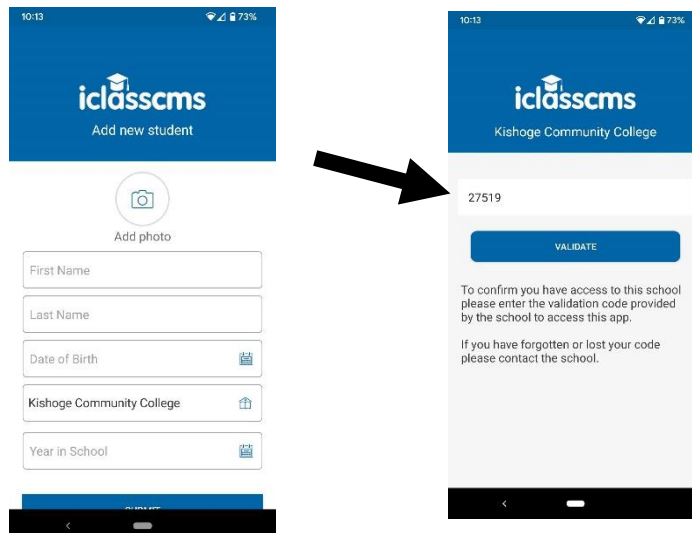
Enter the validation code **27519**



Enter YOUR (PARENTS) Details



Enter STUDENT Details and validate once more with **27519**



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