



26<sup>th</sup> March, 2019

Dear Parent(s)/Guardian(s),

You will receive a text message today with login details for our VSware school administration system. This will allow you access your son's/daughter's 3<sup>rd</sup> Mock Exam report.

Having logged on to the system ([www.mercyballymahon.vsware.ie](http://www.mercyballymahon.vsware.ie)) using your Username and password you will be able to view your son's/daughter's report by clicking on Term Reports on the left hand side of the screen. If you wish to print the report you can click on 'Actions' in the top right corner of the screen and press print.

If you have any difficulty accessing the report on the VSware system, please do not hesitate to contact the office on Wednesday 27th.

Kind regards,

Gary Kenny

Deputy Principal