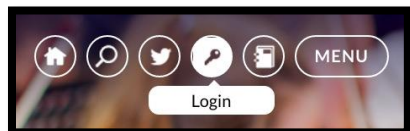


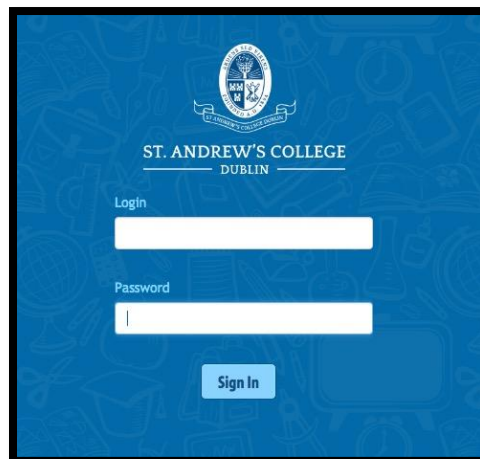
# St Andrew's College Reports

To access the reports for your children on the College Management system...

1. From the College website ([www.sac.ie](http://www.sac.ie)), click into the 'login' area



2. Click on 'Link to College VSWare account'
3. This brings you to the login area for VSWare. →
4. Login using the password and username that **will be sent to you by text message.**
5. Once you have logged into the system you will be able to access your dashboard. Please note the menu on the left hand side.



**Term Reports...** this will enable you to see the report of your son/daughter

- To PRINT or view as a DOCUMENT select the **ACTIONS** button in the top right of the page and **PRINT**. This will download a copy of the report as a word document onto headed paper.
- If you have more than one child, then the **small arrows** under your child's photo will scroll you through them.

