

Guidelines for Selecting Senior Cycle Subject Options 2020-21

Step 1 – Logon to your VS Ware Account

1. You must logon to the Parent's VS Ware Account & not the Student's VS Ware Account.
2. If you have misplaced your VS Ware details you will need to reset your VS Ware account. **Details are outlined below**
3. If you have misplaced your username please email admin@castleknockcc.ie and the office staff will forward the details to you.
4. You may be requested by the office staff to provide further information for verification purposes.

Step 2 – Selecting Your Options

1. Once you have accessed your VS Ware Account you will need to click on the Options Tab.
2. You will then be invited to select Five Options. The first three are your preferred options and the last two (option 4 & 5) may be considered if we are unable to offer you your first three options.
3. The College will endeavour to provide you with your first three options – your preferred options.
4. **It is very important that the order in which you enter your options reflects your preference.** For example if your strongest preference is Physical Education then you must put this down first. If you place it third and the subject is oversubscribed you may not secure a place in the Physical Education Class.
5. In the event that the College is unable to provide you with your first three options, we will not automatically offer you your 4th or 5th Option without consulting with you first.

6. It is important that you research your courses in advance of selecting them*.
7. You will also need to select your Modern Foreign Language: French, German or Spanish. In the event that you do not study a Modern Foreign Language you will need to tick the option “Ex”.
8. The closing date for selecting options is Friday 10th April.

*We were unable to host the senior cycle options talks for students due to Covid 19 school closure. Third Year and TY students transferring to Fifth Year 2020-21 should research their subject choices on:

- Curriculum online <https://www.curriculumonline.ie/Home/>.
- Careers Portal <https://careersportal.ie/>
- Qualifax <https://www.qualifax.ie/>

Irish Exemptions

If you have an official exemption from the study of Irish then you will automatically be placed in a Geography Class instead of Irish.

The benefit of this facility is that you will be able to complete seven subjects for the Leaving Certificate.

Consequently, you should not select Geography as an option subject.

LCVP

At a later stage we will canvass all students in relation to LCVP. This process will begin after students have selected their subject options.

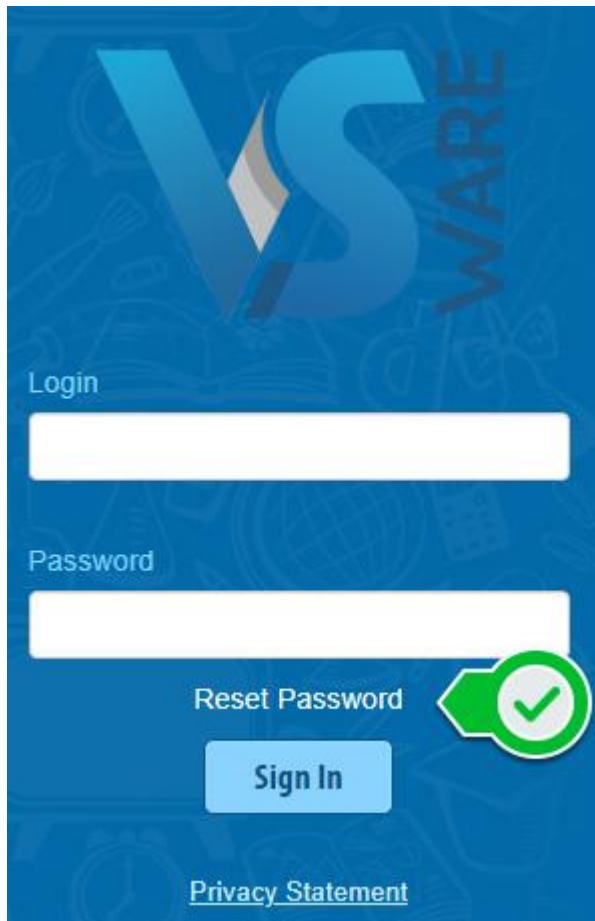
Given the challenges of school closure due to Covid 19, I recognise that this is not the ideal way to plan for senior cycle options and in the weeks and months to come we will endeavour to address, with as much as flexibility as possible, any issues that may arise due to subject selection.

We need to complete the senior cycle options process so that we can begin the process of timetable construction for 2020-21.

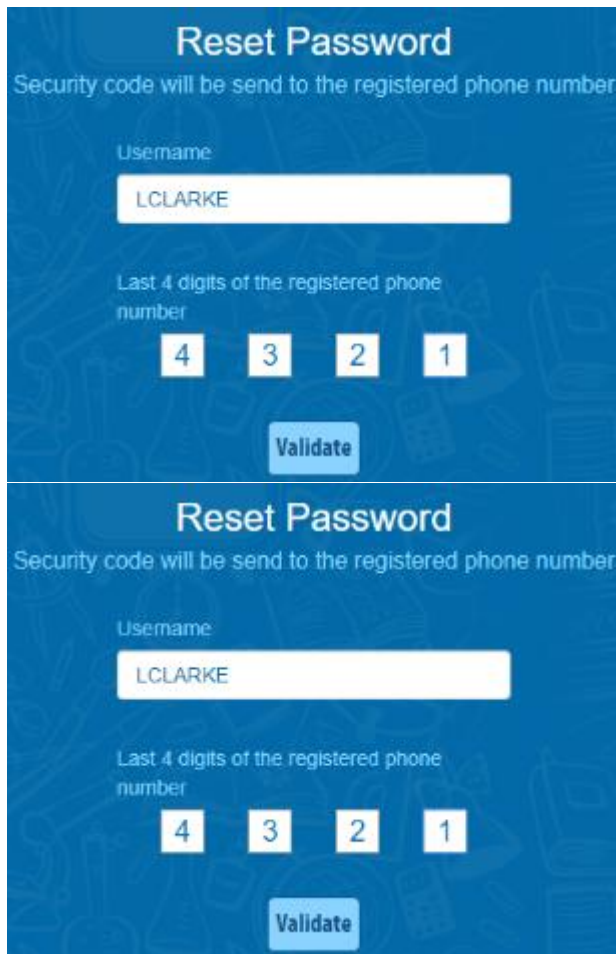
How to reset your own password as a parent

If you have forgotten your password, you can reset it yourself without having to contact the school. To do this, follow the steps below.

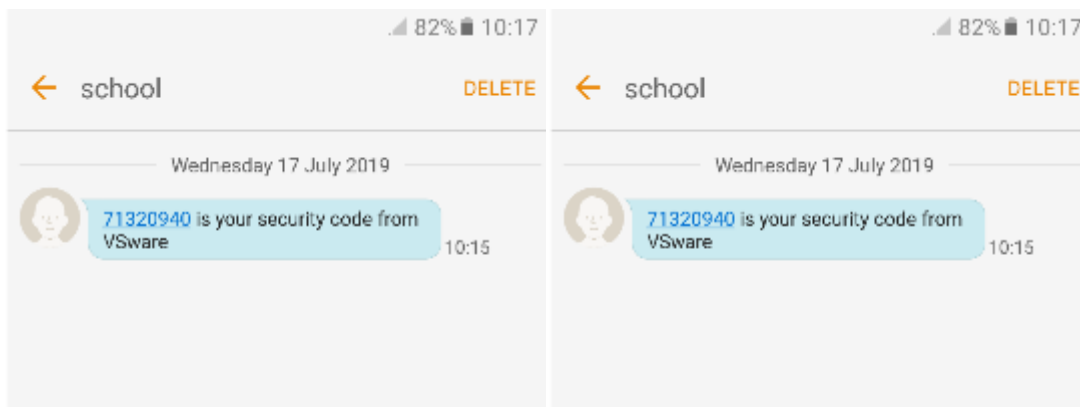
- Go to the login screen in your browser and click 'Reset Password'

A screenshot of the VSWARE login interface. The background is blue with a large, semi-transparent 'VSWARE' logo. Below the logo, there are two white input fields: the first is labeled 'Login' and the second is labeled 'Password'. Below these fields, there is a 'Reset Password' button with a green checkmark icon to its right. Below the 'Reset Password' button is a 'Sign In' button. At the bottom of the screen, there is a link for 'Privacy Statement'.

- This brings you to the 'Reset Password' screen
- Type in your username
- Type the last 4 digits of your phone number
- Click 'Validate'



- You will then receive a text message containing the verification code. This SMS might take a minute or two to be sent.



- Enter the code, type your new password into the 'New password' and 'Confirm password' fields. Make sure that your password follows the criteria listed.
- Click 'Change password'

Please Reset Your Password

An SMS has been sent to the mobile number provided containing the security code. Please wait while this is delivered and enter the code in the number fields displayed.

Insert SMS code

7 1 3 2 0 9 4 0

New password

Confirm password

Password must match the following criteria:

- Between 8 and 16 characters in length
- One or more capital letters
- One or more numbers
- One or more of these characters
(!@#\$%^&*()?)

Examples: eXample1@2, passWord3!4

Change password

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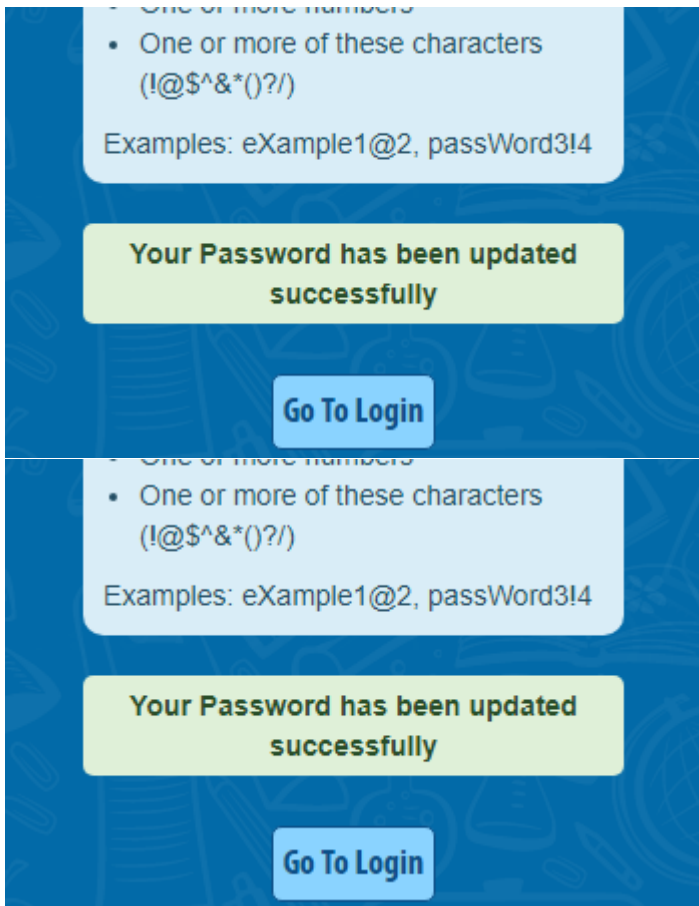
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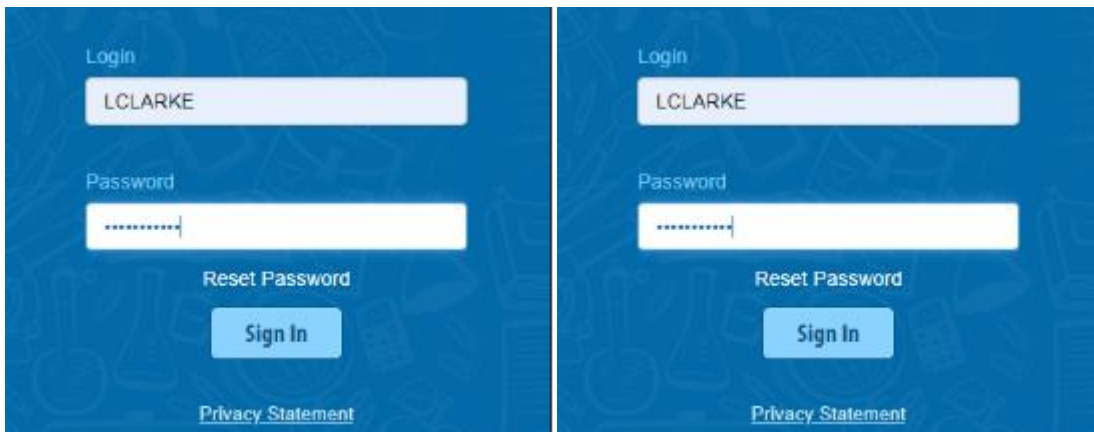
Examples: eXample1@2, passWord3!4

Change password

- You will see a message confirming that your password has been successfully updated. Once you see this click ' Go To Login'



- This brings you back to the main Login screen. Type your username, your new password and click 'Sign In'. This is your new password going forward.



Points to note

- Please note that if you request more than 3 security codes on one day, you will be blocked from generating any more until after midnight when the system resets.
- If you do not have a phone number registered, you will see this message and will have to contact the school so that your mobile number can be added to your personal details (under the 'Address' tab).

Phone number is not registered, please
contact your school

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