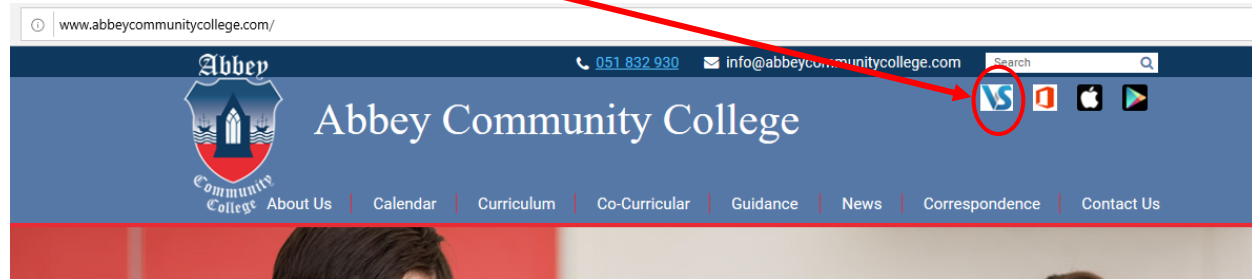


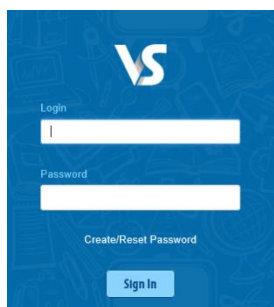
# Step by Step Instructions for Parents/Guardians inputting Subject Choices on VS Ware for 5<sup>th</sup> Year 2020:

**Step 1: Log into: [www.abbeycommunitycollege.com](http://www.abbeycommunitycollege.com)**

**Step 2: Click on the VS Ware icon**



**Step 3: Log into VS Ware using your username and password:**



**Step 4: Select Student Options from the menu:**

- Personal
- Term Reports
- Attendance
- Student Options**
- Behaviour
- Timetable
- Settings
- State CBA

**Step 5: You will see this:**

**Student Options**

Please select subjects according to preference. We will only look at Choices 5 & 6 if we cannot offer Choices 1-4.  
On the table(s) below, choose subjects in order of highest priority of preference (1, 2, etc.).

Subject Set 1

Preference Number	Subject Choice
1	
2	
3	
4	
5	
6	

**Step 6: Click into Box 1, the list of subjects will appear:**

Subject Set 1

Preference Number	Subject Choice
1	HISTORY
2	GEOGRAPHY
	FRENCH
	SPANISH
3	APPLIED MATHEMATICS
	PHYSICS
	CHEMISTRY
4	AGRICULTURAL SCIENCE
	BIOLOGY
	ENGINEERING
5	CONSTRUCTION STUDIES
	ACCOUNTING
	BUSINESS
6	ECONOMICS
	MUSIC B
	ART, CRAFT, DESIGN
	HOME ECONOMICS
	RELIGIOUS EDUCATION
	D.C.G.
	LINK MODULES

Notes:

D.C.G. is Design Communication Graphics

Link Modules is LCVP.

**Step 7: Click on your choices in order of preference until you fill choices 1 to 6.**

Student Options

Please select subjects according to preference. We will only

On the table(s) below, choose subjects in order of highest p

Subject Set 1

Preference Number	Subject Choice
1	BUSINESS
2	LINK MODULES
3	BIOLOGY
4	ART, CRAFT, DESIGN
5	ENGINEERING
6	MUSIC B

Options entry completed

**Once you fill all boxes you will see the green box options entry completed. Your choices will transfer automatically, you do not have to save it yourself.**

**Closing date for entries Tuesday 3<sup>rd</sup> March 2020 @ 3:30pm.**

For Video see: <https://support.vsware.ie>, type in A Parent entering Subject Preferences and search. This gives you a link that you can click to watch a video.