



# COMPASS FOR PARENTS





# ONE-TIME CODE LOGIN

Quickest way to Access Compass

Press the

1. 'Parent sign in with one-time code' button
2. Enter in one of your details to receive the code
3. Scan for the full manual



Merici College - Braddon

Username

Username

Password

Password

Sign in

Or

Parent sign in with one-time code

Remember me

[Can't access your account?](#)

Compass

Sign in with one-time code

Please provide only ONE of the following personal details:

- username
- email address
- mobile phone number

Mobile phone number

AU +61 |

or

Email address

or

Username

Continue

[Sign in another way](#)

We take privacy and user security seriously. Suspicious access attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

# LOGGING IN



Log in Using your unique parent code and Temporary password sent to you by your school.

You will be prompted to set a new password on your first log in.

If you have 10 failed attempts to log in you will be locked out for 30 minutes.

You can always use the 'Cant Access Your Account' option to reset your Password.



# COMPASS HOMEPAGE

When you First login you will be taken to the Homepage.

From here you can see and access all areas of Compass.

1. **Menu Options** – Access events, Calendar, etc.
2. **Child Information** – Student Profile, Semester Reports, absence notes
3. **Alerts** – Unexplained absences, events requiring approval
4. **Newsfeed** – Your school's way of communicating through Compass

The screenshot displays the Compass homepage interface. At the top, there is a navigation bar with the 'Compass' logo and a notification icon showing '1'. The main content area is organized into several sections:

- Welcome back, Juliette! Greenfields College:** A header section with the school's logo.
- Charlotte BELL (User 2):** A profile card with options: Profile (Attendance, Schedule, Reports), Send email to Charlotte's teachers, Add Attendance Note (Approved Absence/Late), View Academic Reports, Order Photos, and Book Parent Student Teacher Conference. Below this is a notification: '1 overdue learning task'.
- Sophie BELL (User 2):** A profile card with options: Profile (Attendance, Schedule, Reports), Send email to Sophie's teachers, Add Attendance Note (Approved Absence/Late), View Academic Reports, Order Photos, and Book Parent Student Teacher Conference.
- Alerts (3):** A section with three alerts:
  - Opt-in Event Invitations:** 'There are 1 opt in event(s) available. Click here for more information.'
  - Course Confirmation/School Payments:** 'Course confirmation and / or school payments available for completion. Click here to proceed.'
  - Payments Centre:** 'Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information.' Includes logos for Mastercard and VISA with 'No surcharge'.
- Parent Student Teacher Conference 2022:** '2022 Parent Teacher Interviews. Click here for booking.'
- Event Consent/Payment Required:** 'There is 1 event awaiting your consent and/or payment. Click here for more information.'
- Attendance: Attendance Note Required:** 'Charlotte was recorded as 'not present' or 'late' without explanation. Click here for more information.'

- 4 Daily News:** A newsfeed section with a post from Amanda GREIG, 6 days ago, titled 'Swimming lesson on Friday' for Afternoon Parents/Caregivers.

# MENU ICONS



 The Home icon can be clicked at any time to take you back to the [Home Page](#) in Compass.

 The Calendar icon will take you to view the available [Calendars](#) i.e. school events, your child's schedule etc.

 The Pencil icon opens the [Teaching and Learning menu](#) from which you can view all the Learning Tasks assigned to your child/children.

 The Grid icon will open the [Organisation menu](#). Here you can access the Events page and also the Course Confirmation page to pay school fees.

 The People icon is the [Community menu](#). Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.

 The Star icon opens the [Favourites menu](#). This contains links to useful websites the school recommends.

 The Cog icon gives you access to the [Tools Menu](#). Here you can opt to change your password, view your payment history and update your details.



# CONSENT TO AN EVENT

If your child has an upcoming event that requires your consent and/or payment, you will see an alert on your homescreen. Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').

On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child. Click the event you wish to action.

Welcome back, Charlotte  
Greenfields College

Charlotte BELL

- Profile (Attendance, Schedule, Report)
- Send email to Charlotte's teachers
- Add Attendance Note (Approved Absences/Late)
- View Academic Reports
- Order Photos
- Book Parent Student Teacher Conference

1 overdue learning task

Sophie BELL

- Profile (Attendance, Schedule, Report)
- Send email to Sophie's teachers
- Add Attendance Note (Approved Absences/Late)
- View Academic Reports

Opt-in Event Invitations  
There are 1 opt-in event(s) available.  
[Click here for more information.](#)

Course Confirmation/School Payments  
Course confirmation and / or school payments available for completion.  
[Click here to proceed](#)

Payments Centre  
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?  
[Click here for more information](#)

Parent Student Teacher Conference  
2022 Parent Teacher Interviews  
[Click here for booking](#)

Event Consent/Payment Required  
There is 1 event awaiting your consent and/or payment.  
[Click here for more information](#)

Attendance: Attendance Note Required  
Charlotte was recorded as 'not present' or 'late' without explanation.  
[Click here for more information](#)

Action Centre Events Volunteering Payments

Event

Sophie BELL  
1 events

Yr 3/4 Camp, Gundiwindi Lodge  
Tuesday, December 27th 2022, 9:00 am  
Friday, December 30th 2022, 4:30 pm

Awaiting consent and payment

Due 15/12/2022 \$112.50



# CONSENT TO AN EVENT (CONTINUED)

Follow all on screen prompts to Consent to the event. Including reviewing your child's medical information if required.

When you reach the administrative questions if no changes are required, please leave these fields blank.

Your school's office team will be notified if anything is added to these fields.

**2 Administrative questions**

**Are there any additional medical conditions, allergies, medications or ailments?**  
e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc.

Please contact the school if any permanent/on-going medication information requires updating.

**Parent / guardian contact details**

**Contact Details on file**

Ms Juliette BELL Mobile: +61498987525  
Email: parent@compass.education

Please contact the school if any of this contact information requires updating.

**Contact details on the day (if different from normal)**



# CONSENT TO AN EVENT (CONTINUED)

The final step is Consent and Payment (If required)

To Consent type your full name and select your preferred payment option if required.

It is important to remember if your schools has set up payments plans, and you wish the select this as your preferred form of payment. You are unable to adjust the payment amounts or dates.

**4 Consent and payment method**

I give permission for Sophie BELL to attend this event. Where the staff member in charge is unable to contact me, or where it is impracticable to contact me, I authorise the staff member in charge to 1) consent to any medical or surgical attention deemed necessary by a medical practitioner, and 2) administer such first aid as the staff member in charge judges to be reasonably necessary. I understand that this is an official school event and that Sophie BELL will adhere to the dress code, as outlined above, and behave in alignment with the school's code of conduct. I agree to meet any medical expenses and/or transport costs incurred in the event of sickness or injury. Further, I agree to meet any transport costs should my child be sent home as a result of misbehaviour or inappropriate conduct.

**Contact tracing:**  
Some excursion venues are required to collect contact details and are responsible for managing record keeping for contact tracing in line with current public health directives. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked provider or a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school file for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 28-day period.

To provide consent, please type your name in full

Juliette Bell

**5 Confirm and pay**

Payment Method

New credit card



5555 5555 5555 5555

JULIETTE BELL 02/13

5555 5555 5555 5555

Juliette Bell

02 / 13 999

Save this card

Payment

Total amount \$112.50

Pay in full now  
 Pay in Recurring Contributions

Process

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, you agree for your credit card to be charged by CompassPay.com on behalf of your school. You understand that the amount charged will be the "Total Due" or amount indicated to the right. Refunds for cancelled online orders will be made to your Compass Balance regardless of original method of payment. This payment and use of this website is in alignment with the Compass School Manager terms and conditions of use available at <http://compass.edu.au/policy>.

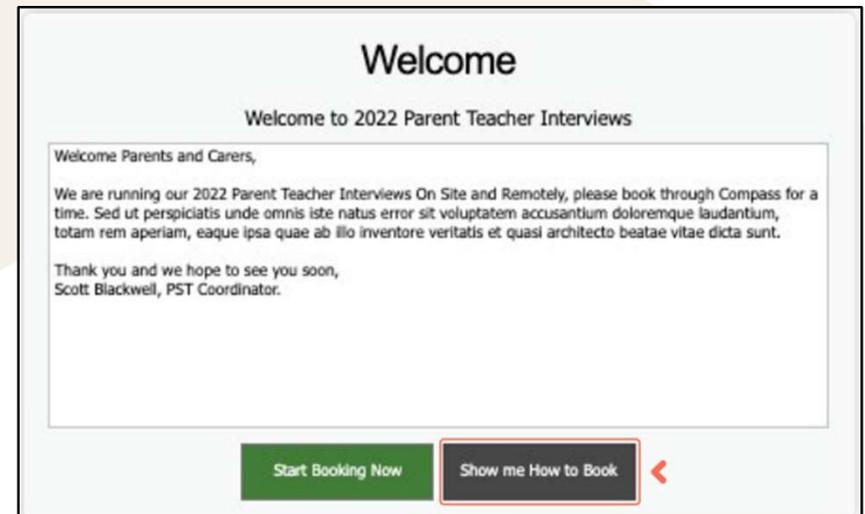


# BOOKING PARENT TEACHER CONFERENCES

When a parent teacher conference cycle becomes available, an alert will appear on your dashboard prompting you to make a booking. Click the alert



This will take you to the conference cycle and you will see the *Welcome* message from the school that will include details about the conference.



Click the 'Show me how to book' option for guided instructions on how to secure your conference booking.



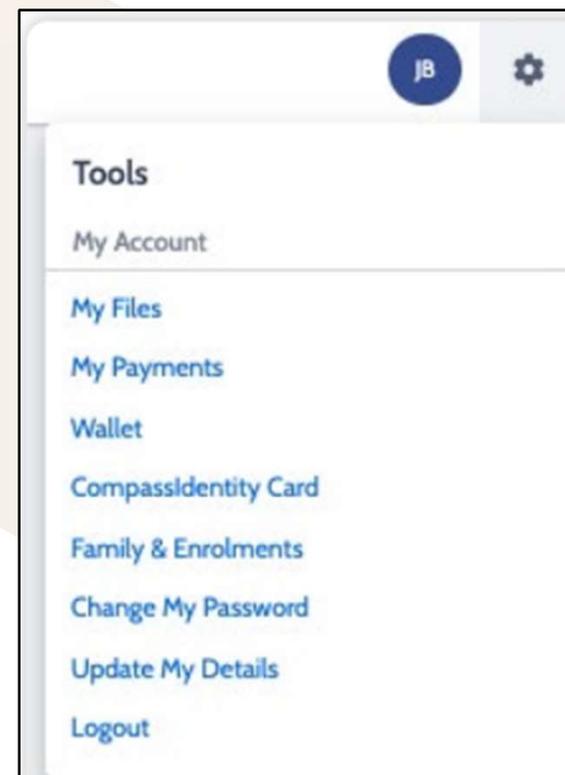
# UPDATING PASSWORDS AND DETAILS

## Password-

If you need to change your password, go to the cog icon and select 'Change my Password'. Key in the required information ensuring your new password meets the set guidelines. Click 'Save' to update.

## Details-

If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select 'Update my Details'. Add in your new contact information. This will trigger a notification to the school advising them of these changes



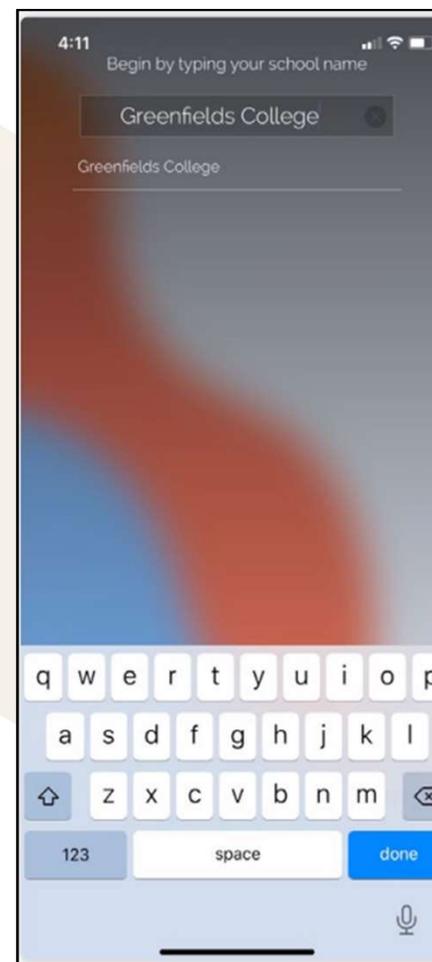
# COMPASS MOBILE APP

You can use the Compass app to action tasks. The app is available to download for free from the Apple App Store or the Google Play store.



Once installed and opened for the first time, you will be prompted to choose which school your child attends.

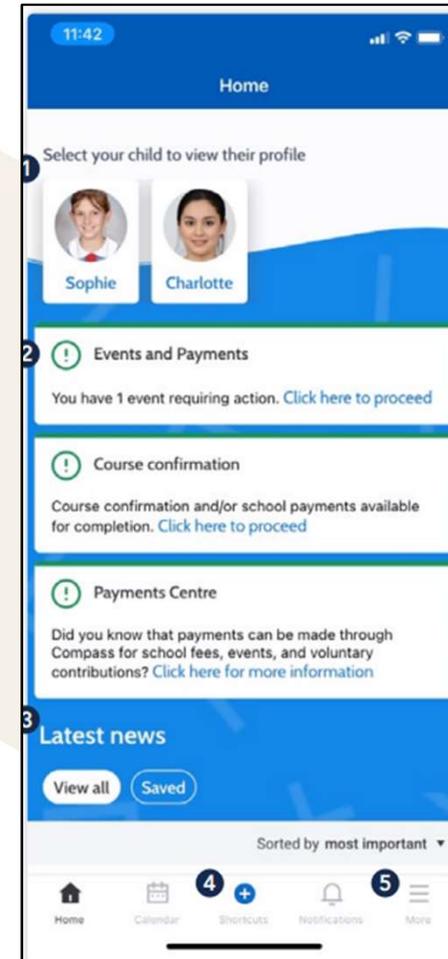
After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.



# COMPASS MOBILE APP (CONTINUED)

When logged in, you will see:

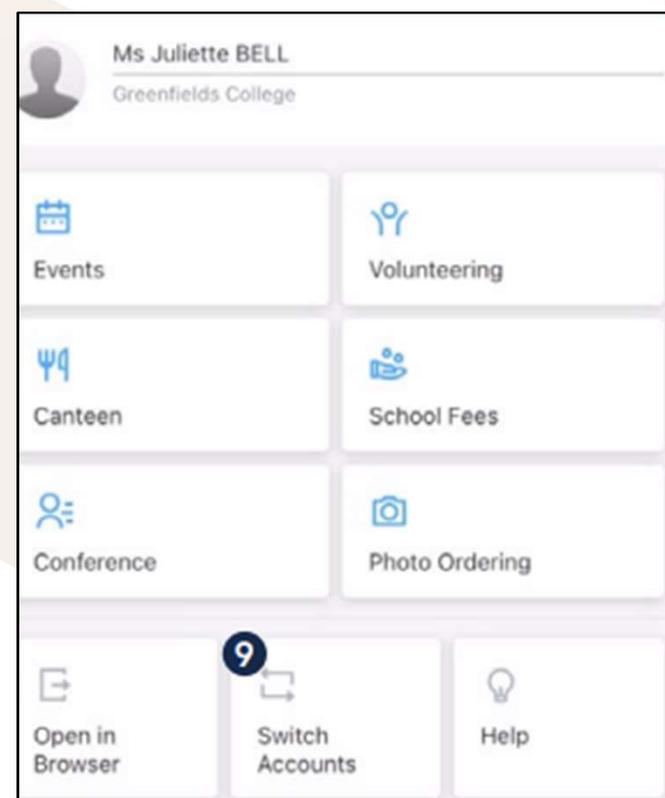
1. **Profiles** Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles. Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.
2. **Alerts** Notifications of items that require your action.
3. **Newsfeed** Scroll through to view the latest posts from your school.
4. **Shortcuts** The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.
5. **More** Gives you access to additional actions





# COMPASS MOBILE APP (CONTINUED)

1. Events Consent/payment Process consent/payment for your child's upcoming events.
2. Conferences Allows you to book teacher conferences.
3. Switch Accounts If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school



# COMPASS MOBILE APP (CONTINUED)



The screenshot shows the navigation bar of the Compass mobile app. It contains five icons: a house icon labeled 'Home', a calendar icon labeled 'Calendar', a blue circle with a white plus sign labeled 'Shortcuts', a bell icon labeled 'Notifications', and a hamburger menu icon labeled 'More'. Below the navigation bar, there is a list of five explanatory text blocks, each preceded by a small icon corresponding to the navigation bar item.

-  The House icon can be clicked at any time to take you back to the **Home screen** in Compass.
-  The **Calendar** icon will take you to view the available Schedules i.e. school events, your child's schedule etc.
-  The 'Plus' icon will give you access to **'Shortcuts'**, such as paying for an Event, and adding an Attendance note.
-  The bell icon opens your **Notifications**. This contains a list of all notifications received.
-  The hamburger menu icon gives you access to the **More menu**. Conferences, Events, Canteen, and much more can be found in this menu.

# COMPASS PARENT GUIDE



Use the QR code to access Compasses online Parent Guide.

Reminder CECG is not using all features in Compass currently

