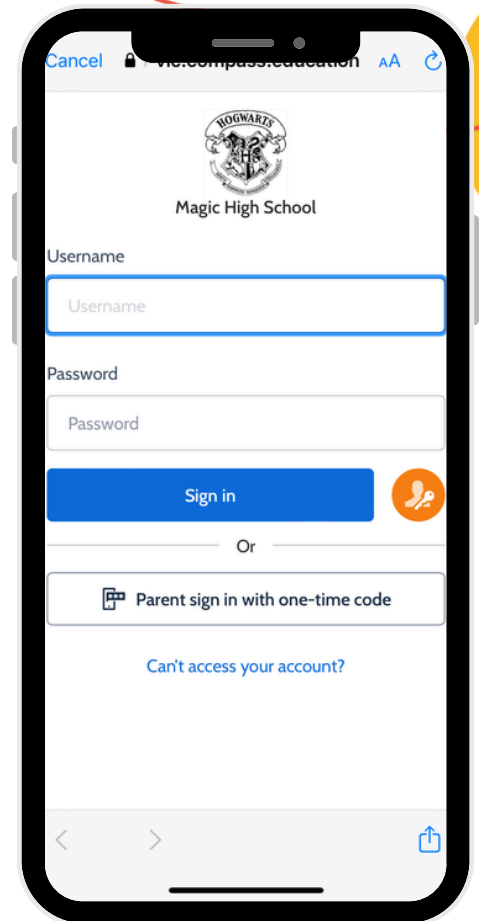


Login to your Compass account

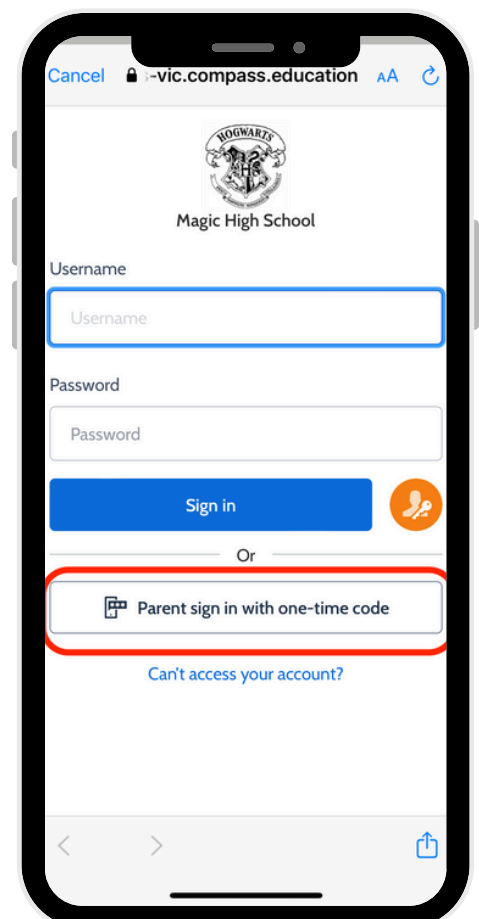
1. Tap in the search field and begin by typing your school name
 2. Click on the name of your school
 3. Type in your unique family username and password. This information is provided to you by your school
 4. Click on the blue 'Sign in' button
-



Login using a One-Time-Password

1. From the login page click on 'Parent sign in with one-time code'
2. Type in one of the following: mobile phone number, email address, or username
3. Click on 'Continue'

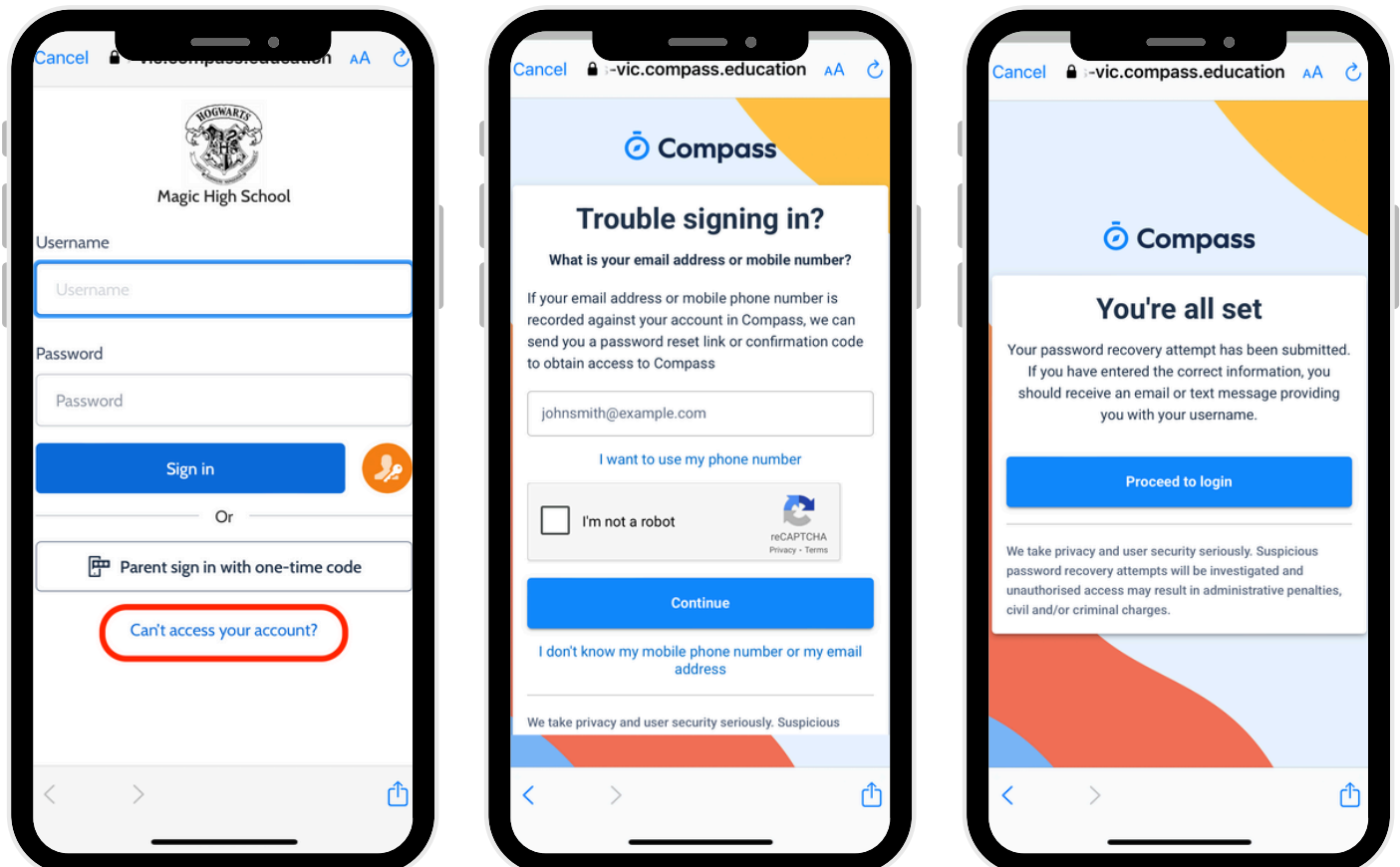
A one-time code will be sent to your chosen method of communication which you can use to login with.



Reset your password

1. From the login page, click on 'Can't access your account?'
2. Type in your Compass username. If you don't know your username you can click on 'I don't know my username'
3. Once you have typed in your username click on 'Continue'
4. To receive a password reset link or confirmation code, type in your email address or click on 'I want to use my phone number' to type in your phone number instead
5. Complete the ReCAPTCHA and click on 'Continue'
6. Type in the confirmation code in the email or text message received and click on 'Continue'

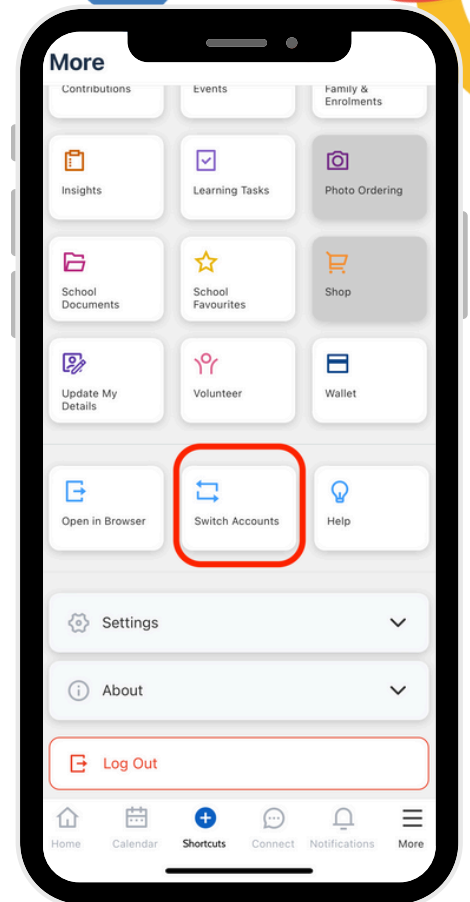
You will then be prompted to reset your Compass password.



Switch between your Compass accounts

1. Click on the 'More' menu
2. Click on 'Switch Accounts'
3. Click on the account you want to login to

If you need to login to a new account, click on the blue plus button and search for the name of the school



Reset your account lockout

If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for 30 minutes.

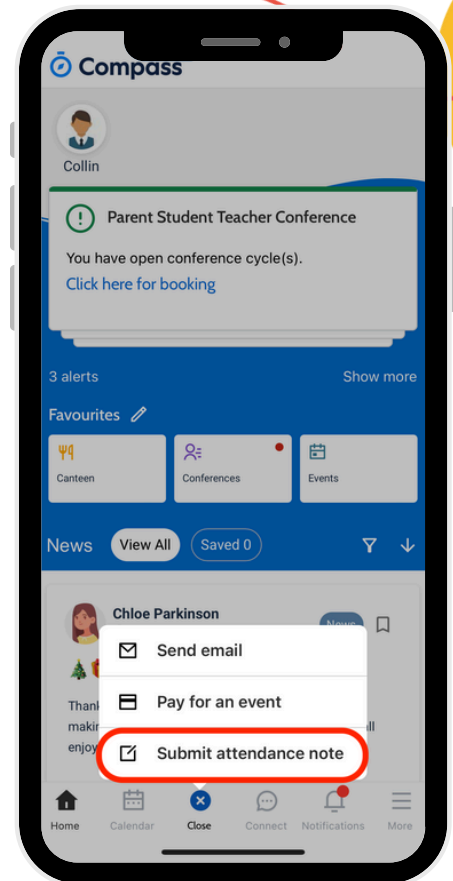
If you need access to your account before 30 minutes, we recommend contacting your school's administration office directly.



Add an Attendance Note

If your child is going to be absent from school, you can add an attendance note to explain their absence.

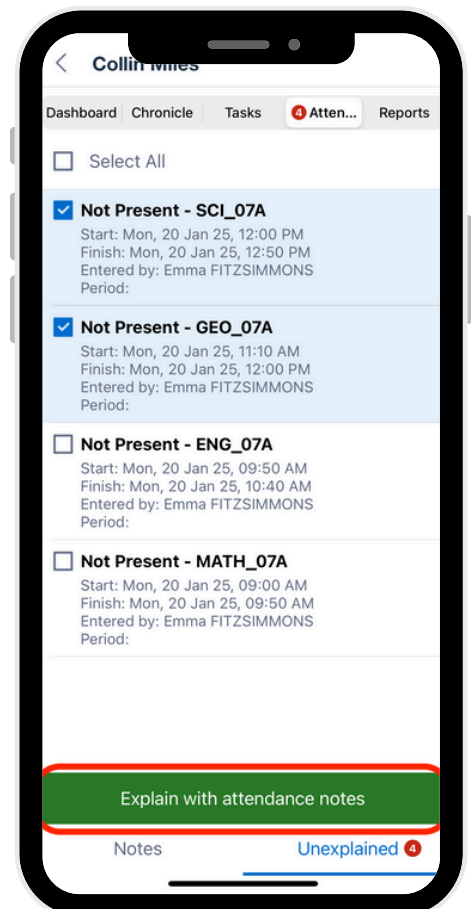
1. Click on the blue 'Shortcuts' button
2. Click on 'Submit attendance note'
3. Select the reason
4. Enter any details and comments
5. Select the start/finish date and time
6. Upload any attachments
7. Click on 'Add Attendance Note' to submit the note



View your child's absences

1. From the homepage, click on your child's profile picture
2. Click on the 'Attendance' tab
3. Click on the 'Unexplained' tab

If you need to explain an absence, click on the checkbox next to the absence and explain with an attendance note.

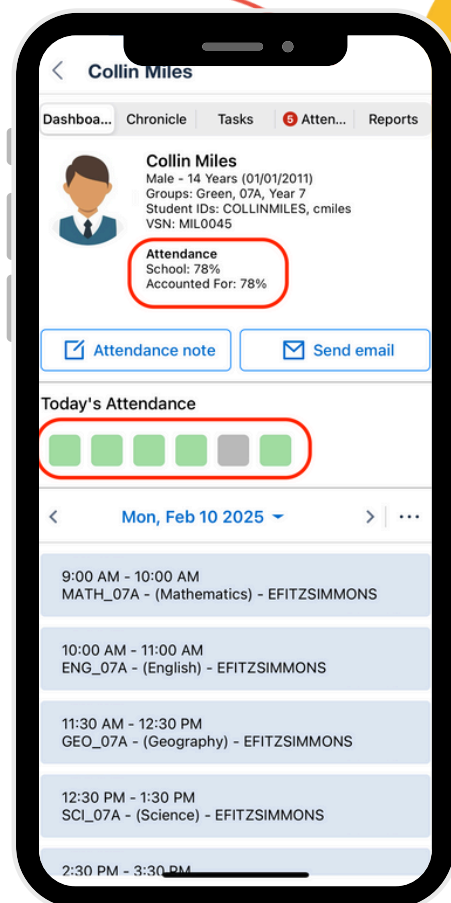


View your child's daily attendance summary

1. From the homepage, click on your child's profile picture
2. Click on the 'Dashboard' tab

The coloured squares under 'Today's Attendance' provide an overview of the student's attendance on the current date.

You can click on the coloured squares to see more information.



Pay and consent for an Event

1. Click on the blue 'Shortcuts' button
2. Click on 'Pay for an event'

In your Action Centre, events that require your payment and/or consent will appear.

Click on the event to provide your payment/consent and fill out any additional questions and information.

Click on the blue 'Process' button to confirm your consent and process any payment.

