



McKinnon Primary School

Compass User Guide for Parents

2020

Compass is the platform used daily by our parents, teachers and administrators for communication and school information.

The Compass Parent Portal provides you with:

- Access to immediate school information through your computer, notebook or smart phone
- Regular information regarding upcoming events, newsletters and calendars
- Access to your child's school reports
- Payment and consent system for school education charges, levies, camps and events
- Bookings for parent teacher interviews
- Access to report student absences and approve these online

You can access Compass from the McKinnon Primary School website or log on through <http://schools.compass.edu.au>

We have found some parts of Compass work more effectively from a computer rather than a mobile.
If you are having trouble on your phone, try logging onto Compass from a computer or laptop.

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Logging into the Parent Portal

Every family has a separate account to log into the Compass Parent Portal.

Hogwarts P-12

Username

Password

Sign in

Remember me

Can't access your account?

When you login for the first time, you will need to confirm your email and phone number. These details are used for the SMS messages and email communications.

Next, you will be prompted to change your temporary password, which you will find on your Compass Welcome Letter.

Next, you will need to change your password

You new password must:

- Be at least eight (8) characters in length
- Contain at least one (1) alphabetical character
- Contain at least one (1) numeric character

New Password:

Confirm New Password:

Save

Follow the remaining prompts to ensure your details are up to date.

Forgotten Password

If you have forgotten your password you can reset through the login screen. Click on "Cannot access your account" link.

The school office can also reset your password, but cannot see what your password is.

Hogwarts School of
Witchcraft and Wizardry

Username

Password

Sign in

Remember me

Can't access your account?



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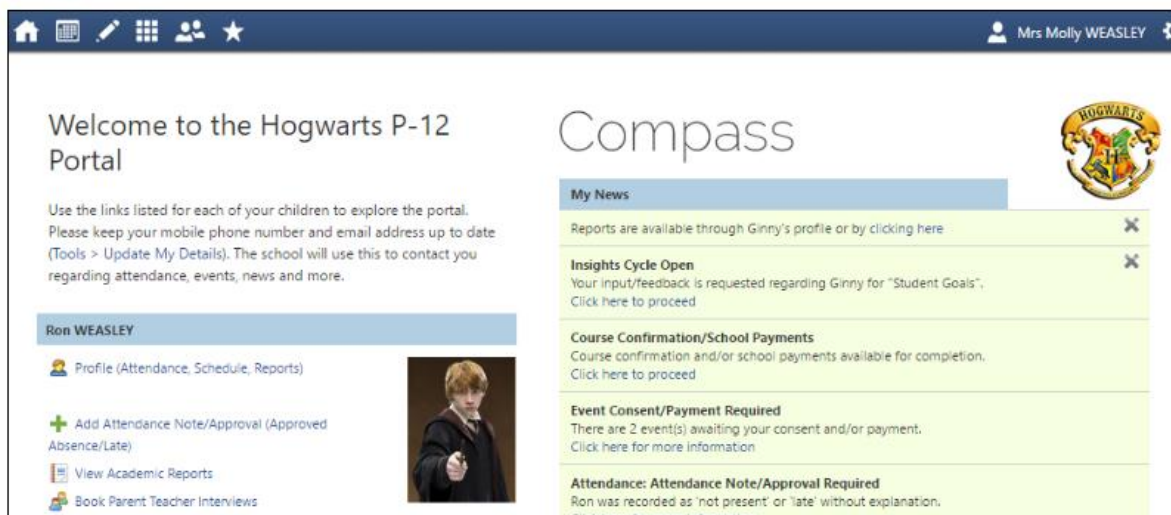
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The Home Screen

When logged on you will see the Compass Parent Portal Screen.

Current details are very important for the school to be able to contact you in case of emergency. These can be updated at any time with the cog in the top right corner of the screen. **However, this does not replace the need to notify the school of changes to contact information** – only email and phone numbers can be changed on Compass.



From here you can view your child's profile, add attendance notes, view reports, book parent/teacher interviews, access news and alerts.

Along the top of the screen there are various icons, and from these you can navigate through the Compass portal.

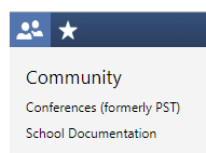
	The Home icon will take you back to the Home page.
	The Calendar icon takes you to the school calendar, where you will be able to see the schedules of your child/ren, as well as any school events or activities that have been entered to the calendar.
	The Pencil icon brings up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources
	The Grid icon brings up the Organisation menu, where you can access Events and Course Confirmations/Payments



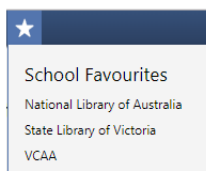
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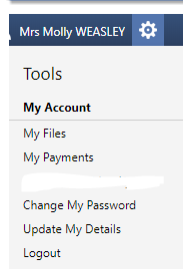
2020



The People icon brings up the Community menu, where parents can access Parent/Student/Teacher Conferences and School Documentation



The Star icon brings up the Favourites menu, where any websites that the school has added for parent access will be linked



To the right of the screen, your name will display, with the Cog icon, which will bring up the Tools menu, from which you can access Payments, your Files, reset passwords, update contact details, and log out

Please note: if your child has not started at school yet you are only able to view the Home, Grid, and People icons. You are unable to view the Calendar, Pencil, and Star icons until your child commences.

Clicking on the parent name will take you to your profile page



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Adding a Note or Approval

Parents can approve unapproved absences or late arrivals. You will receive an alert on your Compass home page letting you know your child/ren were marked late or absent and there is no note/approval on the system for it. Clicking on this notification will allow you to add a Note or Approval for one or more absences.

Once you have completed the actions required, the alert will disappear from your home page.

To advise of a full day absence before the rolls have been marked at 9am:

Click on “Add Attendance Note” for your child’s Profile. Complete the details – reason (from the DET approved options drop-down), details and the dates the child will be away and submit.

By entering your child’s absence on Compass on or before the actual day this will automatically mark the day (or selected time period) as a Parent Approved Absence. This also informs the school and your child’s class teacher that they will not be attending school that day.

Early Leaver or Late Pass

If you are picking up your child early or they are arriving late to school, you need to enter the details at the Compass Kiosk located at the School Office.



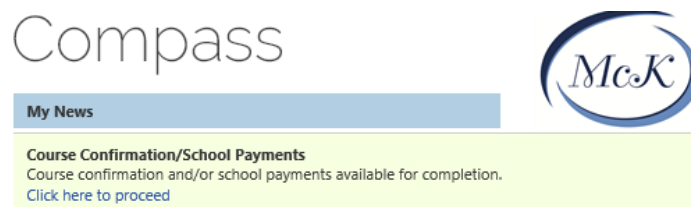
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Parent Payments

The Course Confirmation/Payments allows you to pay your school fees through Compass. Click through from your parent portal.



The stages of your payment process will be displayed

Course Confirmation and Payments	
Click on a course confirmation/payment process below to proceed.	
Confirmation/Payment Process	Status
2019 Year 3 Parent Payments	Not Started

Click on the payment you are wanting to make, you can expand the letter for further information on what you are paying. If your child is in Year 3-6 a prompt will advise you that there is a question about the school's music program.

Click Proceed, and answer the question. Children in Foundation – Year 2 will go straight through to the payment page once they click Proceed

Course Confirmation/Payment: 2019 Year 3 Parent Payments [\[Back to Course Confirmation/Payments \]](#)

Dear Parents,
Welcome to the Year 3 2019 Parent Payments Page
[\[See More \]](#)

Progression Agreements

The following agreements will require online signing as part of the course confirmation process. You will be prompted to read and digitally sign these during the process.

Agreement	Parent Sign?	Student Sign?
Music Program	Not Required	Not Required

Confirmation

Please click "Proceed" to begin the Course Confirmation Process

[Proceed](#) [Cancel](#)

Select the payments you would like to make. The amounts can be changed.

Course Confirmation/Payment: 2019 Year 3 Parent Payments [\[Back to Course Confirmation/Payments \]](#)

Dear Parents,
Welcome to the Year 3 2019 Parent Payments Page
[\[See More \]](#)

General Payment Items

Click on the title of an item for more information.

Item	Recommended	Amount
2019 Essential Education Charge Year 3	\$355.00	\$355.00
2019 Events Levy Year 3	\$163.00	\$163.00
2019 Library Fund Contribution	\$30.00	\$30.00
2019 First Aid Contribution	\$25.00	\$25.00
2019 Grounds & Additional Curriculum Resources	\$50.00	\$50.00
Total for this section:		\$623.00

[Reset Amounts](#) [Enter Payment Details](#)

Alternatively, you can pay in person at the school - a range of payment options are available.



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The total automatically adjusts as you change the amounts. If you would prefer you can print out this page and pay at the office. Once you are happy with the amounts entered, click Enter Payment Details.

Form here you can set up a payment to be processed immediately on your credit card or through instalments.

To create a payment plan click “pay in instalments” button. Please note payment plans are processed automatically on the nominated dates and cannot be altered.



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Consenting/Paying for an Event

Parents will receive a notification on the home screen when there is an event that requires your approval or payment.

Event Consent/Payment Required
There are 2 event(s) awaiting your consent and/or payment.
[Click here for more information](#)

To provide the consent/payment you can click the notification. This will take you to the Events page, where you can see all events that require your consent/payment and those that you have already consented to /paid for.

Once you have completed the actions required, the alert will disappear from your home page.

Events			
Dashboard			
My Children's Events			
My Payments			
Event	Date/Time	Consent/Payment Options	Due
Art Gallery & Street Art Attending: Ron WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10
Great Victorian Broomstick Tour Attending: Ron WEASLEY	Saturday, November 26 2016 - 10:00 AM to Sunday, December 4 2016 - 02:00 PM	Consent/Payment was received No further action required	31/05
Art Gallery & Street Art Attending: Ginny WEASLEY	Wednesday, October 12 2016 - 08:00 AM to Wednesday, October 12 2016 - 01:30 PM	Process Now (Online) Print Form (Offline)	12/10

Parents have the option of completing the consent/payment online or printing the form and handing it into the office. By clicking the “Process Now” option you will be prompted to enter information regarding emergency contact details on the day of the activity as well as any other relevant medical information.

Please keep in mind that within Compass you cannot consent for an event that has a payment associated with it without also paying for the event. If you need to pay in person at the school you should print out the paper consent form and hand it to the office with your payment.

If you have paid the levy at the beginning of the year, you will only need to consent to events. Consent must be done for each individual activity, it cannot be given as a “bulk” at the beginning of the year due to Department of Education and Training guidelines. Your event will show a \$0.00 amount owing when you receive the notification. If you have not paid the levy, the amount of the event will be shown.

Parent/Student/Teacher Conferences

Allows you to book your conferences with teachers. These will be open twice a year. Details of the process will be provided when the bookings open.