



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 contributions, camps and events
- 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.education>

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: [input field]

Confirm New Password: [input field]

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

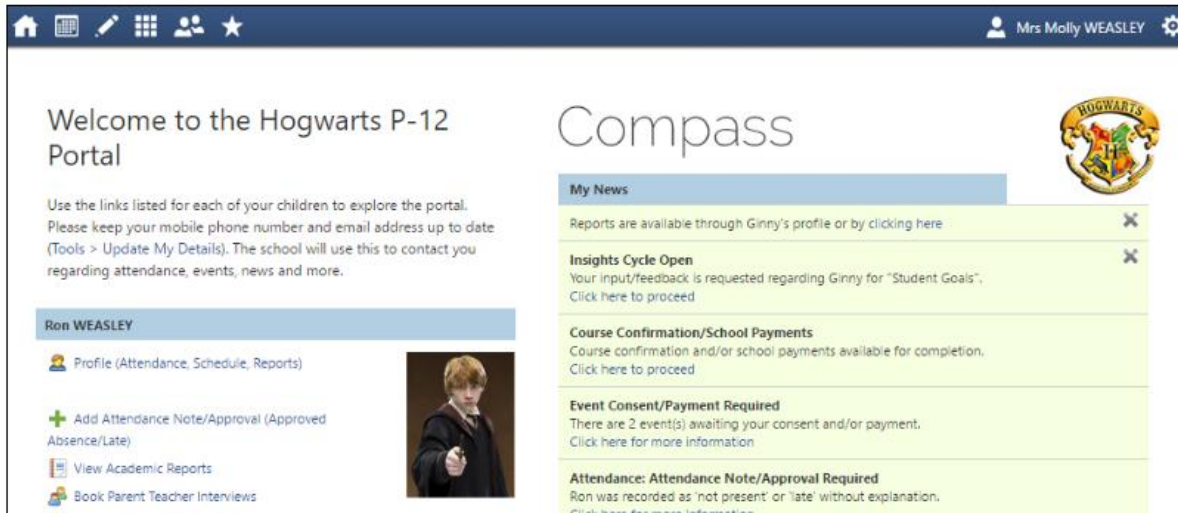
Can't access your account?



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, access news and alerts.

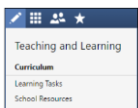
Along the top of the screen there are various icons, and from these you can navigate through the Compass portal.



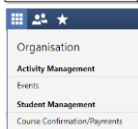
The Home icon will take you back to the Home page.



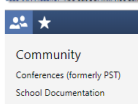
The Calendar icon takes you to the school calendar, where you will be able to see the schedules of your child/ren, as well as any school events or activities that have been entered to the calendar.



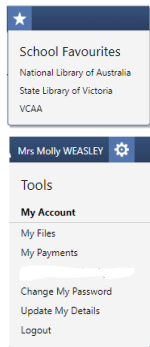
The Pencil icon brings up the Teaching and Learning menu, from which you can access Learning Tasks and School Resources



The Grid icon brings up the Organisation menu, where you can access Events and Course Confirmations/Payments



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

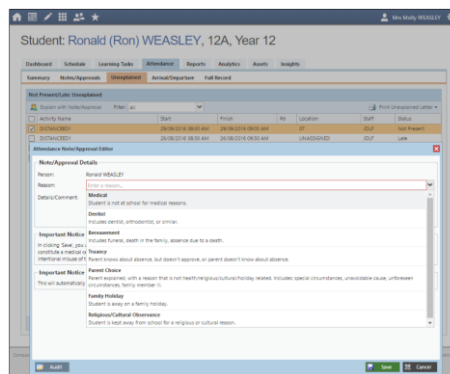
Please note: if your child has not started at school yet you are only able to view the Home, Grid, and People icons. You are unable to view the Calendar, Pencil, and Star icons until your child commences.

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

Adding a Note or Approval

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 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.

Do not enter a partial day, register you child as early or late at the time you drop them off or pick them up.



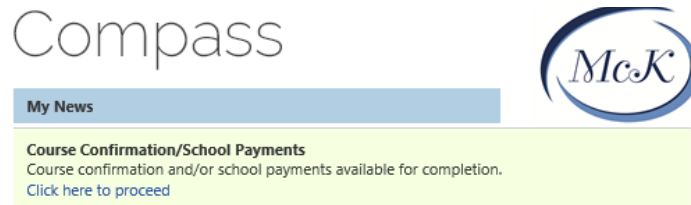
Early Leaver or Late Pass

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. **Do not put a message on Compass.** Using the Kiosk registers your child as being on school premises.

If they arrive after 9:30am you will receive the automatic notice. This will be overridden once they arrive and you sign them in through the kiosk. It is also correct to receive the notice that they are not at school, because they are with you.

Parent Payments

The Course Confirmation/Payments allows you to pay your contributions 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.

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

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

The total automatically adjusts as you change the amounts. Once you are happy with the amounts entered, click Enter Payment Details.

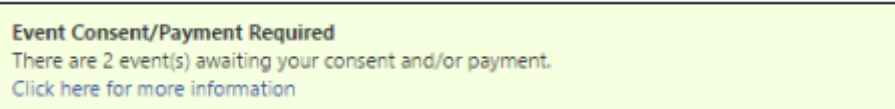
From here you can set up a payment to be processed immediately on your credit card.



We do not recommend storing your details in the Compass Wallet, as this has caused problems for some parents.

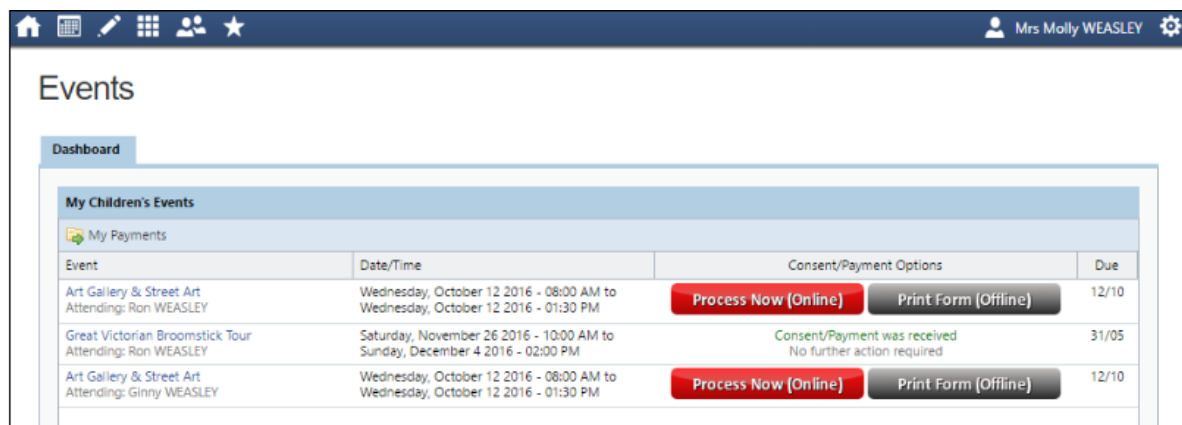
Consenting/Paying for an Event

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



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.



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.

Consent must be provided 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.