

Compass Student Manager App



Password Expiry

Compass Parent's Password Expiry: Each year, parents will get an email requesting them to reset their password. If you do not change your password before the expiry date they will not be able to access the app and you will need to contact the school to reset the account. This email is sent from Compass and is sent as the parent/s are approaching the anniversary date of when their initial password was set.

Why has my password expired before 1 year

A Compass App session will expire if:

- 1. The parent has been signed into the app for 90 days, however they have not opened and accessed the app within that time frame. It is important to note that if you open up newsfeed items through emails, the link takes you to the browser, not the app, therefore this is **not** counted towards opening up the app as a session.
- 2. The school has reset your password and you are currently logged into the app.
- 3. If the parent goes into the "Open in Browser" function in the app, and then logs out through the browser, then the app session also closes.

COMPASS SCHOOL MANAGER

ITUNES APP STORE ANDROID APP STORE

Locate and download the App

itunes Apps Store - <u>goo.gl/9FHGg6</u> Android App Store - <u>goo.gl/iSmC64</u>

Download, open and allow notifications.





" Compass " Would Like to Send You Notifications

Notifications may include alerts, sounds and icon badges. These can be configured in Settings.

Allow

Don't Allow

Open the Compass App



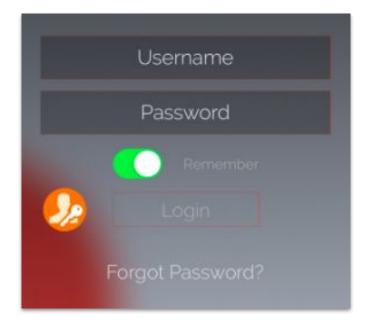
Tap Icon to Open





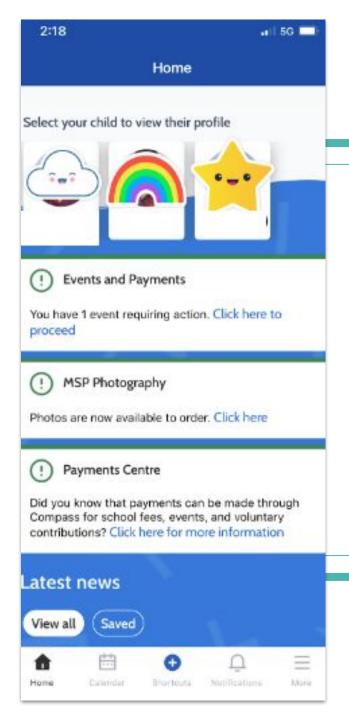


- 1. Type your school suburb
- 2. Tap your school



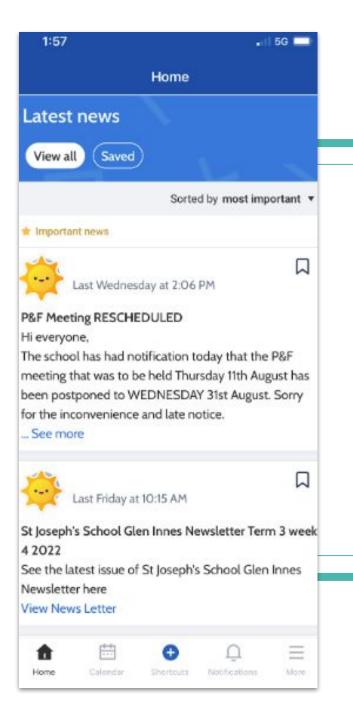
3. Log into the App using the username and password provided to you by the school (or your updated password if you have already changed it.)
You need to press LOGIN (not the orange button)

NOTE: If this is your first time logging on you will be prompted to update your details and change your password.

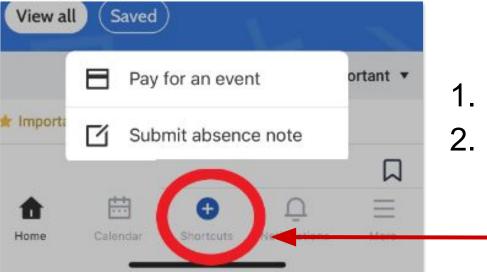


4. The app will open your Compass dashboard

5. Tap latest news - view all to see a newsfeed items



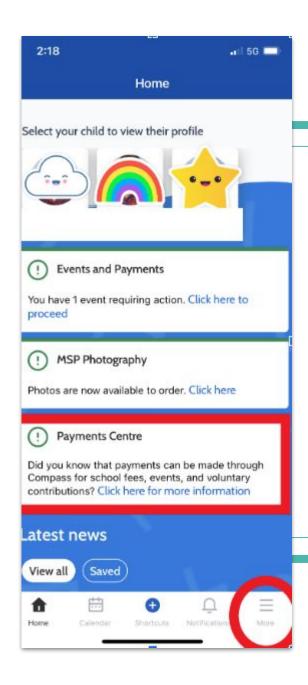
You can access latest news by scrolling down the dashboard page.



Tap shortcuts to add an attendance note or

2. pay for an Event.

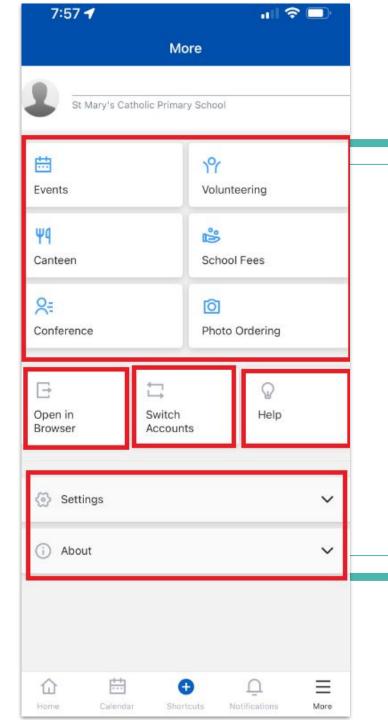




Click on more information.
 More information will take you to your Events and School Fees
 Schedule.

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St Mary's Cat	holic Primar	v School		
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Canteen		School	Fees	
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- 1. **Events** view, consent or pay for an event.
- 2. **Volunteer -** volunteer for upcoming events
- 3. Conferences book a meeting
- 4. **Canteen** order lunch or recess.
- 5. Ordering Photos order photos.
- 6. School Fees view or pay for school fees.



- 7. **Open in Browser** -open to computer browser mode.
- 8. **Switch Account** switch between school accounts.
- 9. Help book a meeting
- 10. **Settings** order lunch or recess.
- 11. About order photos.

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					Activi	ty Manag	ement	
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School Fees	Action Required	\$163.00	>

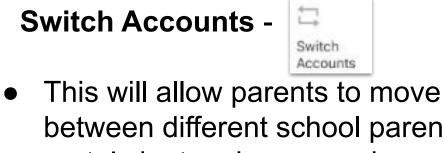
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Action Centre	Events	Volunteering	History	
Josh Bell		Bala	nce: \$163.00	
Reference #	Description	Student/Parent	Debit (GST Incl)	

Open in Browser -

- This mode will allow you to go to the organisation waffle icon.
- Tap Events
- Go to action center
- View historical payments and existing payment instalments.

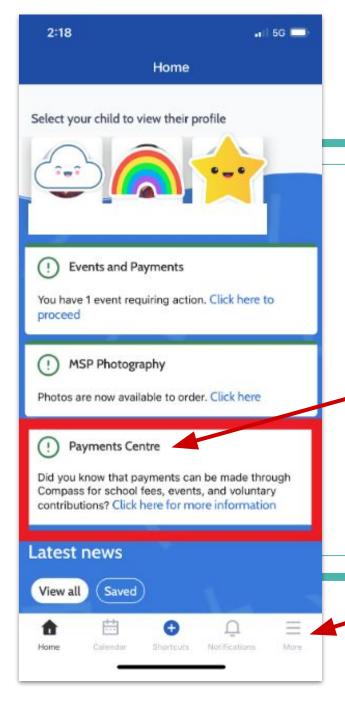
NOTE: You can view and pay fees via the app. However to view historical payments you must go to open browser.

8:28 🗸		ul 🗢 🗖
	Accounts	
School 1		
	Parent	
School 2		
	Parent	



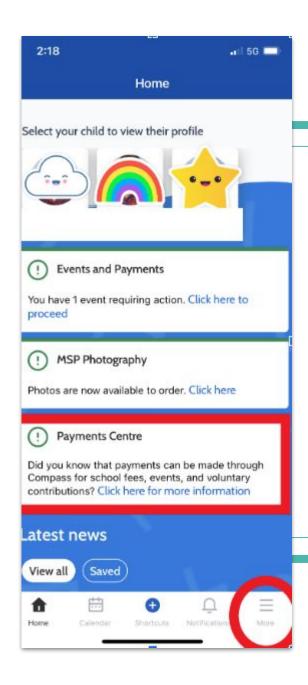
between different school parent portals by tapping on each school.

Paying for an Event

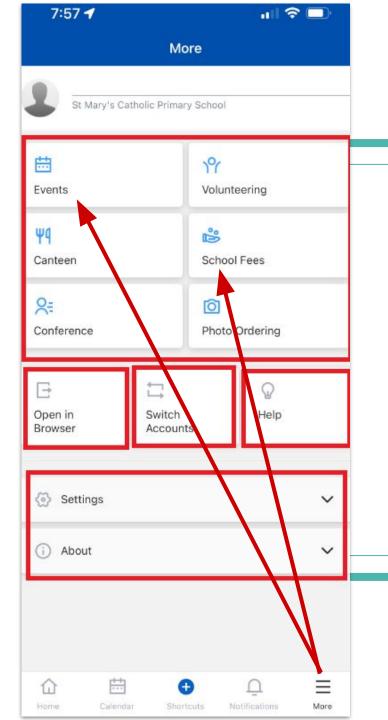


1. Your parent portal dashboard will show any events requiring action and payments that may be due in payment center.

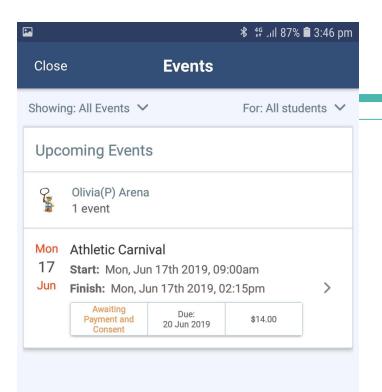
2. You can also get to School Fees and Events payments via the more icon.



Click on more information.
 More information will take you to your Events and School Fees
 Schedule.



Events and School Fees via More



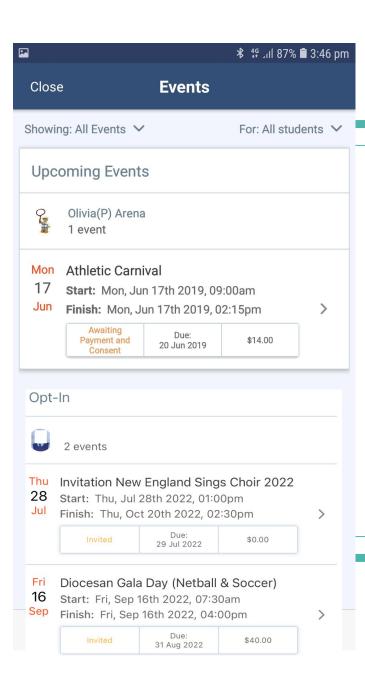
Events requiring consent and/or payment will display.

2. Click on the applicable event





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Events requiring consent and/or payment will display.

- 2. Click on the applicable event
- 3. Opt in Events are at the bottom of upcoming Events.

Opt in Events = not required to attend.

	ار \$7% أ 3:47 pm المر \$14 km		≵ 49 յլ 87%	a 3:47 pm	
÷	Athletic Carnival	÷	Athletic Carnival		
	etic Carnival sent/Payment Due: 20 Jun 2019		nletic Carnival nsent/Payment Due: 20 Jun 2019		Event details displayed
	rena is currently reserved a spot in this event. Decess the event before the due date to ensure a secured.	Opt-In Ev No Consent			4. Click on
Descript	tion/Educative Purpose	Required	nsent/payment forms return to		proceed to
Annual Sch	hool Athletic Carnival	the gene			consent and
Date, Tir	me, and Location	Cost \$14.00			рау
Mon, 17 Ju (09:00 a	un 2019 um - 02:15 pm	Dress Co Sports U			
Ø Beaton	Park	Transpor Bus or pr	rt rivate transport		
Event De	etails		View Event Resources	-	
	Event Details s will need to bring \$1		View Paper Form		
	Proceed to Consent and Payment		Proceed to Consent and Payment		

3:47 pm 🕯 🕯 🛠

Athletic Carnival

Mon Athletic Carnival

- 17 Consent/Payment Due: 20 Jun 2019
- Jun

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Medical Information

Additional details of any medical conditions, allergies, medications or ailments. e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements, etc.

Additional medical details

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

Parent/Guardian Contact Details

Contact details on file:

Name:

Mr Joe(GB) ARENA

Mobile:

Email: jduggan@cenet.catholic.edu.au

Phone:

Athletic Carnival

Mon Athletic Carnival

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17 Consent/Payment Due: 20 Jun 2019 Jun

Consent for Olivia(P) Arena

I give permission for Olivia(P) Arena 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 Olivia(P) Arena 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.

To provide consent, please type your full name below

Parent/Guardian Full Name

Payment Methods

Add 🕂

🕯 3:47 pm 🕯 🕯 🕯 🕯

You have no payment methods.

Press the 'Add +' button above to add a payment method.

5. Type in your name to provide consent

Click the Add+ to add a credit card

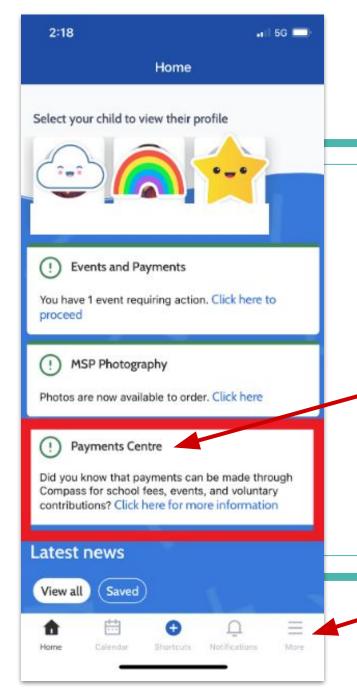
⊲ Sea	9:05 -7 ^{rch} Diocesan Gala Day	∎ 🗢 📭 (Netball & Socc	7. You can also decline an Event if your child is not
 Fri Diocesan Gala Day (Netball & 16 Consent/Payment Due: 31 Aug 20 Sep 		·	attending.
	🗸 Accept	X Decline	

ا 187% ≣ 3:48 pm				
← Add Pa	yment Method			
Card Details	Scan Card >			
Card Number				
16-digit number				
Card Holder Name				
Expiry	CVV			
MM/YY	3-digit number			
Add P	ayment Method			

8. Fill in the details for the credit card and select add payment method

9. Use that credit card to pay for the event

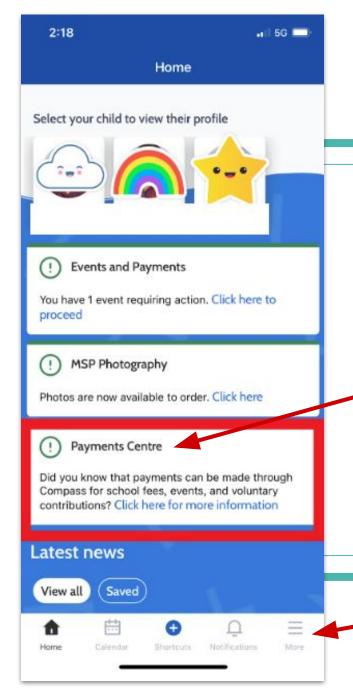
Paying for Fees



1. Your parent portal dashboard will show any events requiring action and payments that may be due in payment center.

2. You can also get to School Fees and Events payments via the **More** icon.

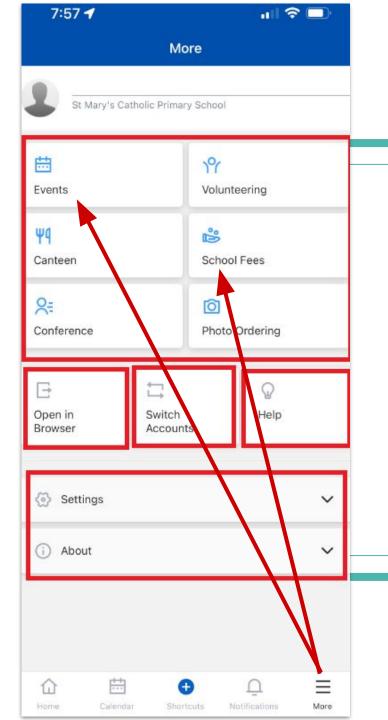
More



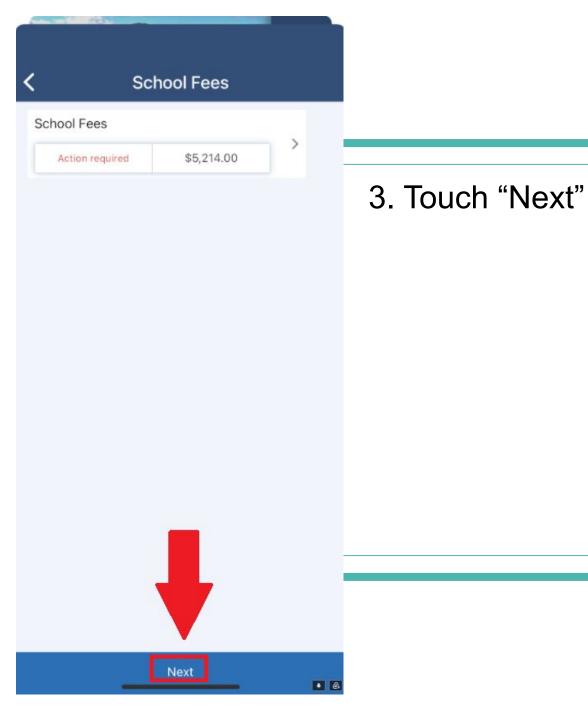
1. Your parent portal dashboard will show any events requiring action and payments that may be due in payment center.

2. You can also get to School Fees and Events payments via the **MORE** icon.

More



Events and School Fees via More



Payment Methods	
New credit card	~
Payment	
Total of all charges	\$0.00
Amount due	\$5,214.00
Pay in full	~
Pay a portion now Contirm and Pay [®] button below, you agy your credit card to be charged by CompassPay.com on behalf of your schu understand that the amount charged will 'Total Due' or amount indicated to the ri Refunds for cancelled online orders will your Compass Balance regardless of ori method of payment. This payment and of website is in alignment with the Compass Manager terms and conditions of use as	bol. You II be the ght. be made to ginal use of this as School

http://compass.edu.au/policy/

Process

4. Add New Card if no card is stored in Compass

5. Pay in full or pay portion now.

Payment Methods

New credit card	~		
Payment			
Total of all charges	\$0.00		
Amount due	\$5,214.00		
Pay a portion now	\sim		
Fator amount (ALID)			

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button below, 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 6. Add amount you would like to pay if you selected pay portion now.

Process

Process	Payment
Card Details	rayment
Card Number	
16-digit number	
Card Holder Name	
Expiry MM/YY	CVV 3-digit number
Save this card	

7. Add card details.

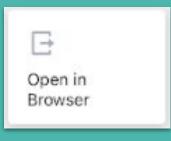
8. Pay

9. You have the choice to save your card details for next time.

If your card is expired, and you have saved your card, call the school to get them to remove the old card.

View Historical Payments or Payment Instalments

You can view and pay fees via the app. However to view historical payments you must go to open browser.



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School Fees	Action Required	\$163.00	>

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Action Centre	Events	Volunteering	History
Josh Bell		Bala	nce: \$163.00
Reference #	Description	Student/Parent	Debit (GST Incl)

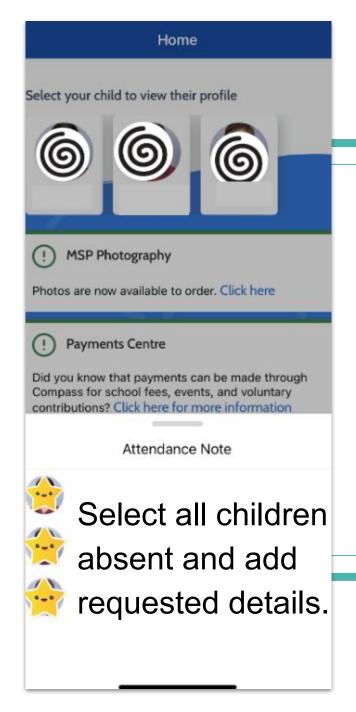
Open in Browser -

- This mode will allow you to go to the organisation waffle icon.
- Tap Events
- Go to action center
- View historical payments and existing payment instalments.

NOTE: You can view and pay fees via the app. However to view historical payments you must go to open browser.

Adding an Attendance Note

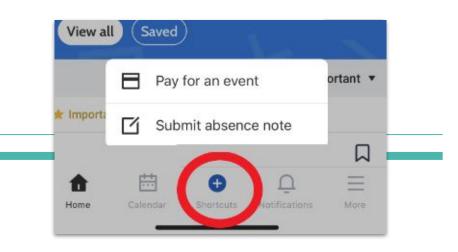
••০০০ Telstra 4G 7:18 pm Cancel Add Approval	≁ ७ ∦ —	
Reason	None >	
Details / Comments		 There are four reasons to choose from: Medical illness Medical appointment Holiday
Start Date		- Domestic Necessity
21/08/2017 - 08:00 am		- Natural disaster
End Date		
21/08/2017 - 05:00 pm		Ensure the dates are correct.
Missed		
Activites missed by this approve	al (j)	
Add Approval		



If your child/ren is/are absent add an attendance note.

1. Selecting shortcuts at the bottom of the screen.

2. Select students absent.



2:00		.iil 5G 🚍
Cancel	Add Attendance Note	
Reason		None >
Details / Co	omments	
Start Date	2 - 09:10 AM	
10/00/202	2 - 00-10 AM	
End Date		
15/08/202	22 - 03:20 PM	
Potentially	Affected Sessions	
Activities		>
		_
	Add Attendance Note	

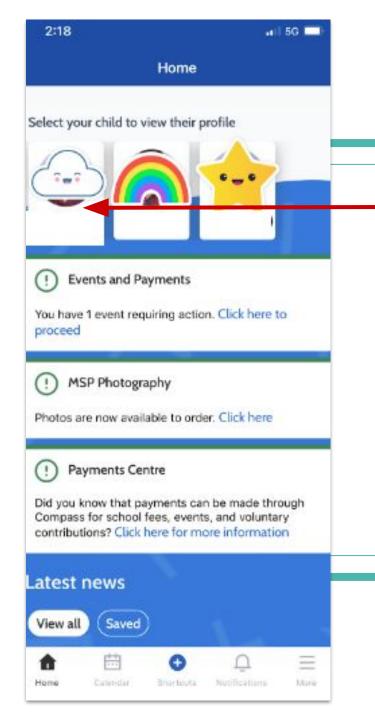
- Only add full day absences.
- Call or email the school if your child/ren are going to have a partial absence
- All student must be signed in by a parent/guardian on the KIOSK/LITE
- Students under 18 can not sign themselves into school on behalf of a parent/guardian.
- To explain an absence after 7 days parents/guardians must contact the school.

3. Tap "Add Attendance Note"

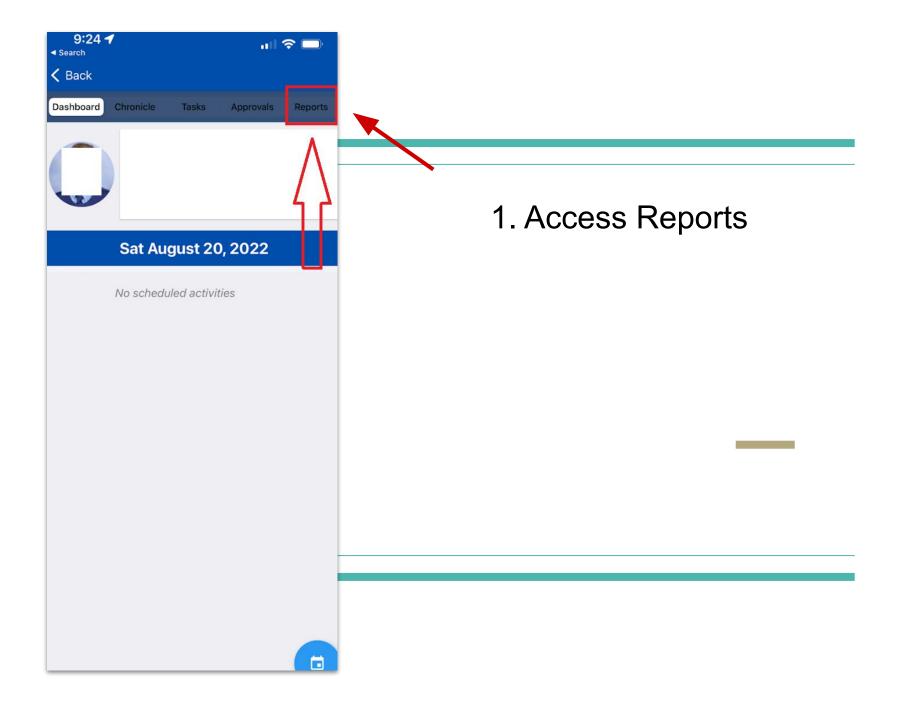
2:00	.iil 5G 🚍		
Cancel Add Attendance Note	2:00	, 1 1 5G 🔲	
Reason	Add Atter	idance Note	
Details / Comments	Medical - III	ness/Injury	
	Medical Ap	pointment	
	Travel		
	Other Expla	ined Absence	
	Domestic N	lecessity	
Start Date	Natural Dis	aster	
15/08/2022 - 09:10 AM			
End Date		4. Then select	date and absence reason.
15/08/2022 - 03:20 PM			
Potentially Affected Sessions		5. COVID is no	ot a natural disaster.
Activities	>	6. COVID is a	Medical - Illness/Injury.
Add Attendance Note		A pop up will appear	saying note successfully added.

-

Finding Student Reports

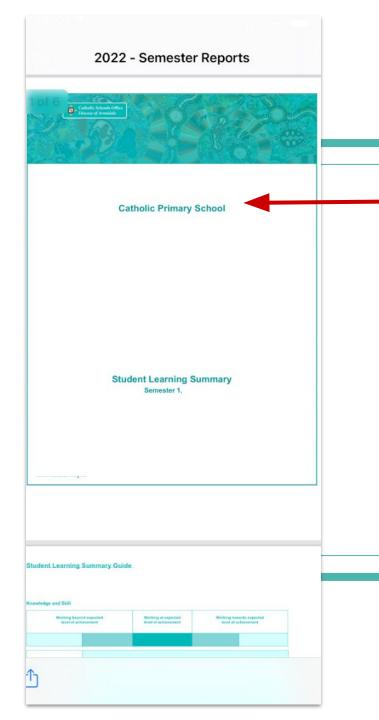


1. Tap your child's picture to get to their profile page



9:24 ◀ < Search		
🗸 Back		
Dashboard Chronicle Tasks	Approvals Reports	
Ø 2022 - Semester Reports		
Ø 2021 - Semester 2 2021		2. Click on report name.
@ 2021 - Semester 1		2. Olick on report name.

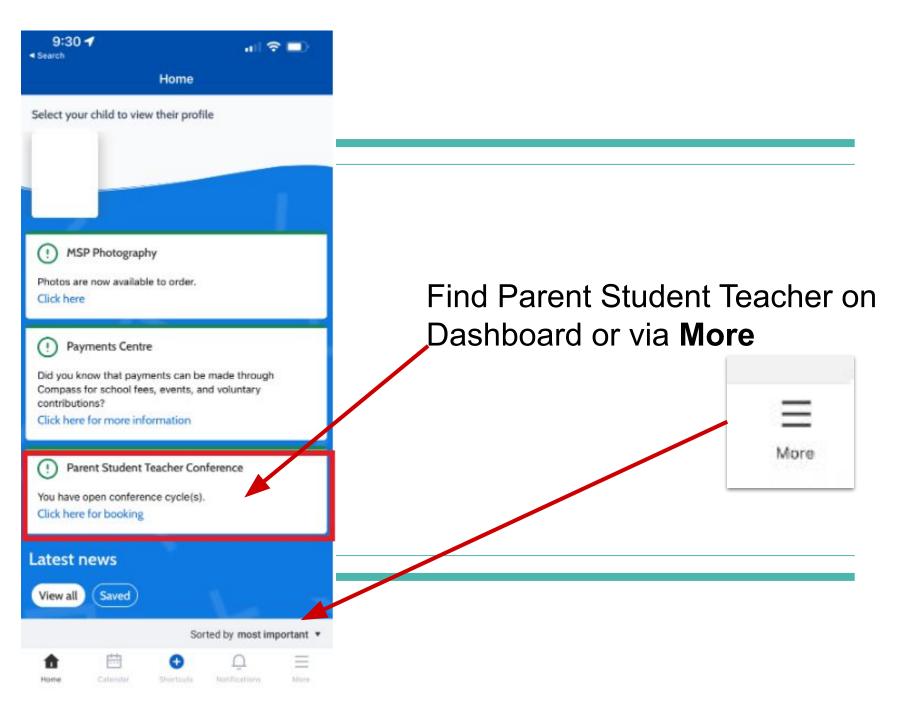
9:24 ◀ ◀ Search	
K Back	
Dashboard Chronicle Tasks Approvals Reports	
Ø 2022 - Semester Reports	
2022 - Semester Reports.pdf	
3 ¹ K	3. Wait for the report to
Generating 2022 - Semester Reports.pdf	-
Cancel	generate and download.



4. Report PDF will open on your phone.

5. Scroll down to read the report.

Booking a Conference



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	More			
St Mary's Cath	holic Primary School			
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Events	Volunteering	_		
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Conference	Photo Ordering			
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Home Calendar	Shortcuts Notifications	More		

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	More		
St Mary's Catholic Pr	rimary School		
… Events	Y Volunteering		
<mark>Ψ¶</mark> Canteen	School Fees		
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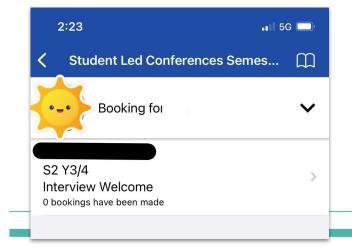
Conferences

2:23

〈 Back

Student Led Conferences Semester 2, 2...

Dear Parents, I invite you to participate in our Semester Two Student-Led Conference process to discuss your child's development during this Semester. The Conferences will be held during Weeks 3 and 4, commencing Monday 1st Aug...



1. Select the Conference.

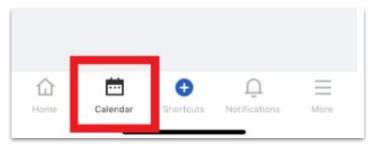
2. Select the student.

2:24		📲 5G 💭
< Back	S2 Y3/4	
WEDNESDAY, AU	IGUST 03	
08:00 AM		
09:00 AM		
09:15 AM		
09:30 AM		
09:45 AM		
10:00 AM		
10:15 AM		
10:30 AM		
10:45 AM		
11:00 AM		
04:15 PM		
04:45 PM		
05:00 PM		
THURSDAY, AUG	UST 04	
04:00 PM		
04:30 PM		•

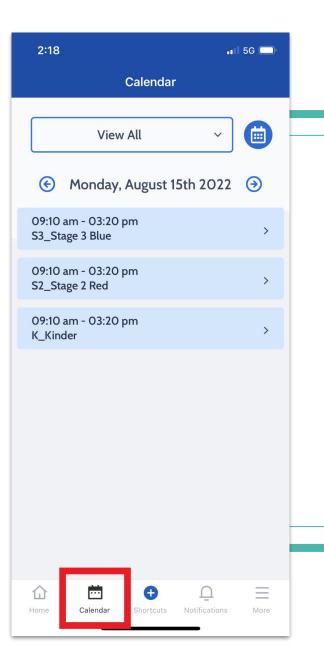
Choose the day and time you require for a meeting with a teacher.

4. Choose subject, teacher, day and time.

Calendar



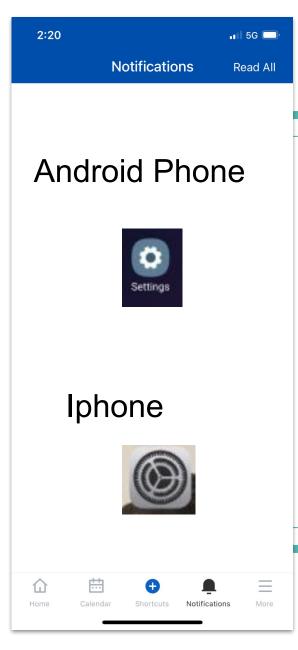
To view your child's day select Calendar from the bottom task bar



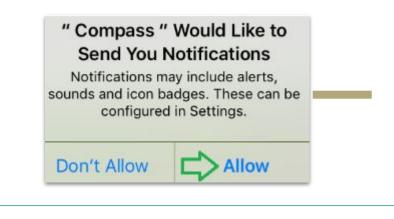
To view your child's day select Calendar from the bottom task bar

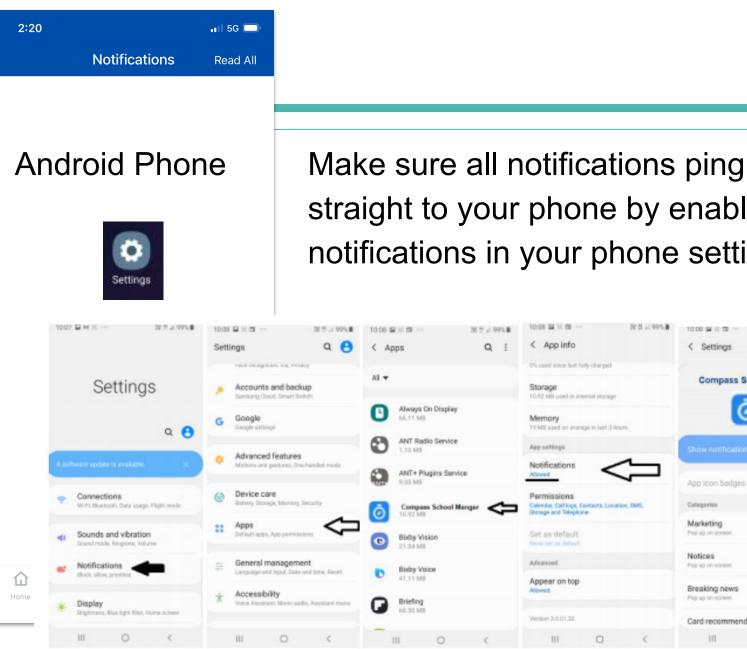
Notification

	<u></u>	Ð	\cap	\equiv
Home	Calendar	Shortcuts	Notifications	More



Make sure all notifications ping straight to your phone by enabling notifications in your phone settings





straight to your phone by enabling notifications in your phone settings

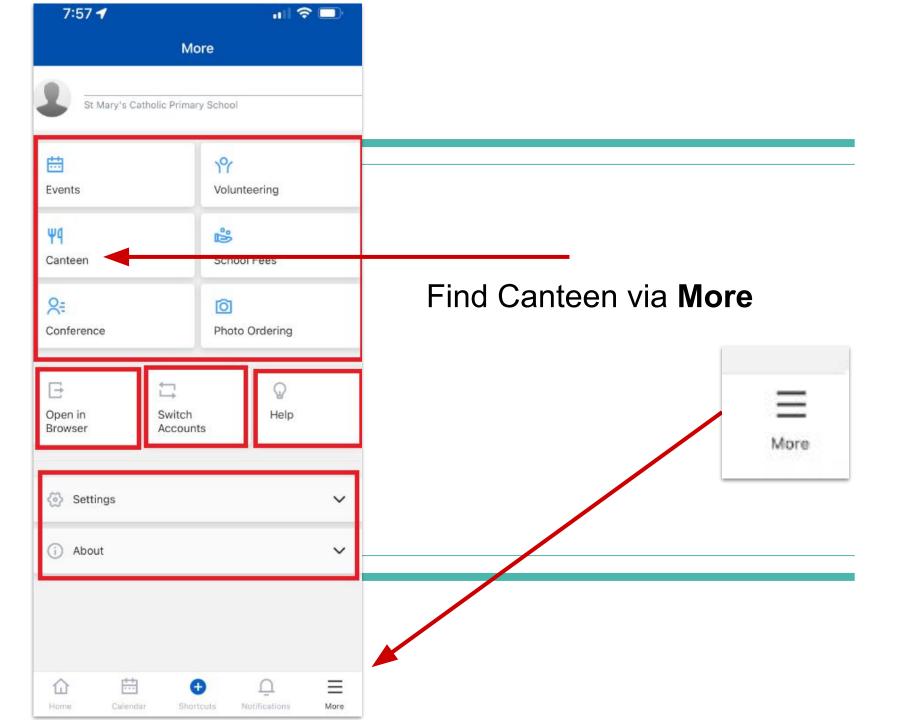
EME ···	117×9358	10.08 🖬	1 a	22.5 105.8	10:00 4	2×0 ···	31 7 2 99%	10:08 🖬 🗏 🗇 —		12.1 = 99%	10.00 🖼 🗉 🖬 -	-	22.3 × 295.8
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Make sure all notifications ping straight to your phone by enabling notifications in your phone settings

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-		CamperMate	·	-
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Personal Hotspot	08.5	Constantin, Statutes	Sounds	
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Sounds & Haptics	>	COVID-19!	>	-
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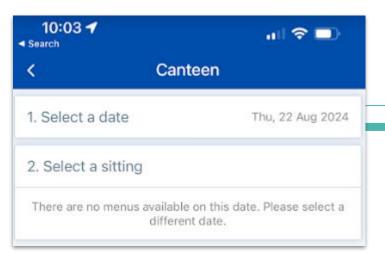




10:03 🖌 < Search		I 🗢 🗖
<	Canteen	
	3	
From here you	Welcome to Canto can create and manage orders!	
	Upcoming Orde	rs
There are no up	coming orders. To place the Order tab	a an order, navigate to
Dashboard	Place Order	My Order

10:03 ┥ Search		ul 🗢 🗖
<	Canteen	
1. Select a da	ate	Select date

Cancel		Don
16	May	2019
17	June	2020
18	July	2021
19	August	2022
20	September	2023
21	October	2024
22	November	2025



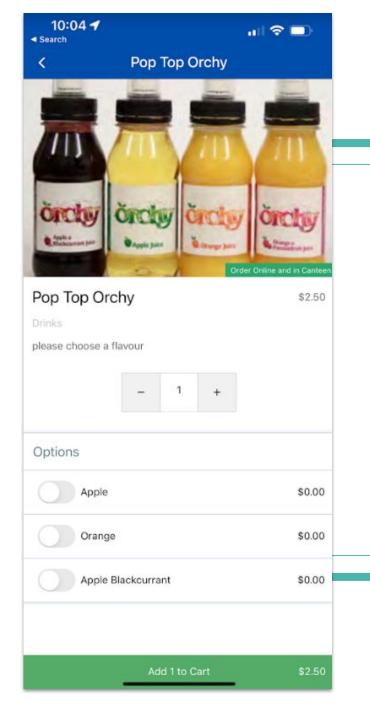
- 1.Select date
- 2. Scroll to date and press done
- 3. Select Sitting

\$	Canteen		
I. Select a	a date	Tue, 23 Aug 2	2022
2. Select	a sitting		
Winter Fi	rst Lunch Menu	10:50 AM - 11:30 AM	>
Winter Se	cond Lunch M	01:30 PM - 02:00 PM	>
Clothing	Pool Items	11:30 PM - 11:45 PM	>

4. Select menu.

5. Tap on food selections

10:0 Search	4 1	ul 🗢 🗊
<	Winter First Lunch Me	nu
Order for:	Compass - Tue, 23 Aug 2022	<u>(</u>)
Q Search	h for an item	
11/	Calci Yum Milk	
5	\$2.50 Order Online and in Cante Drinks	en
	Pop Top Orchy	
	\$2.50 Order Online and in Cante Drinks	en
-	Pikelets	
R	\$0.70 Order Online Only Morning Tea	
E CA	Popcorn Bag	
	\$1.00 Order Online Only Morning Tea	
AQ.	Jelly Cup	
	\$1.50 Order Online Only Morning Tea	
	Anzac Cookie	
1 5	\$0.80 Order Online Only Morning Tea	
0	Muffins	
A.	\$1.00 Order Online Only Morning Tea	



6. Add quantity

7. Chose from selections.

8. Add to cart.

10:04 🕇 Search		all 🗢 🗖
<.	Cart	
Compass - Aug 2022	Winter First Lunch	Menu on Tue, 23
1 x Pop Top	Orchy (\$2.50)	>
Add Special In	structions	Remove
	Create another ord	ler
Proceed to Checkout - \$2.50		

- 9. Add special instructions.
- 10. Create another order.
- 11. When finished proceed to checkout.

10:05 🖌 Search		all 🗢 💷
<	Checkout	
Payment M	ethods	
New credit	card	~
1 order	Pay	\$2.50

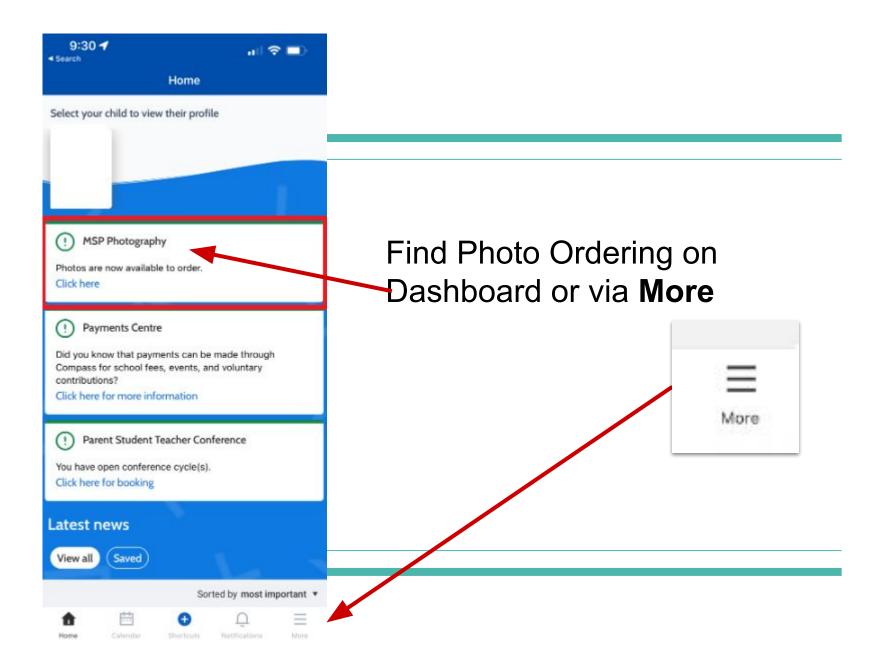
es in	Process Payment
Card Details	
ard Number	
5-digit number	
Card Holder Nar	ne
Card Holder Nar	cvv
Expiry	cvv

12. Add card details.

13. Select PAY.

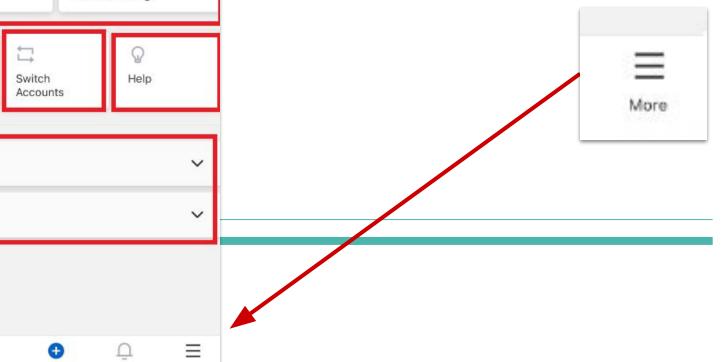
- 14. It is optional to save card.
 - If you save a card and it expires, call the school and they will remove your expired card.
- If you receive a refund this money is refunded to your wallet. It does not go back into your bank account.

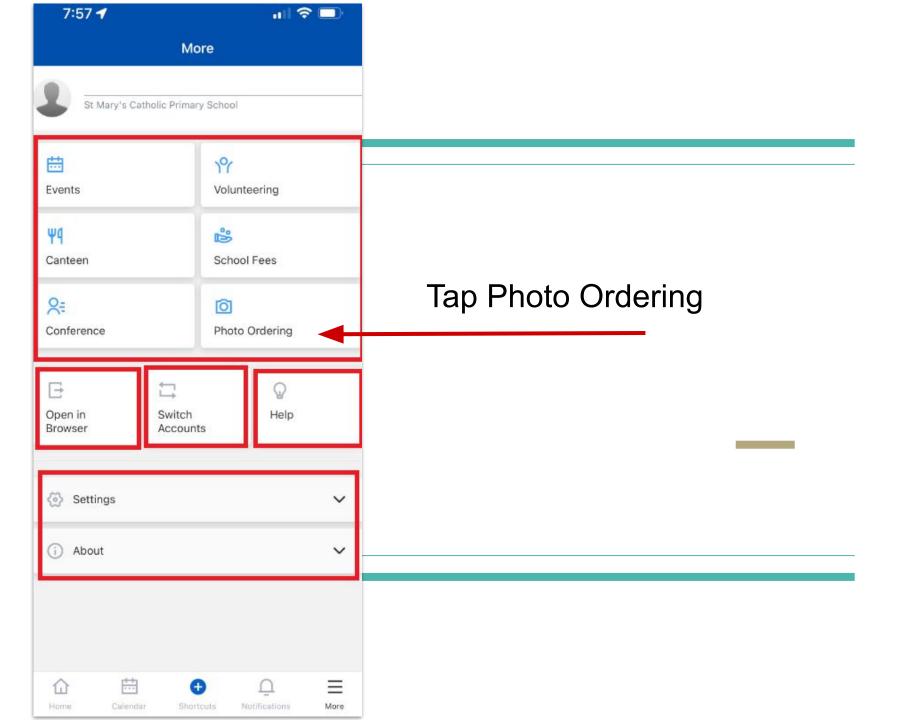
Ordering Photos MSP



7:57 ┥	.ıl ≎ 🗖	
М	ore	
St Mary's Catholic Prima	ary School	
Events	ነዋ Volunteering	
Ψ q Canteen	School Fees	
Q = Conference	Di Photo Ordering	Find Photo Orderi
G t	Q	
Open in Switch Browser Accourt		
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ng via **More**









Welcome to MSP Photography

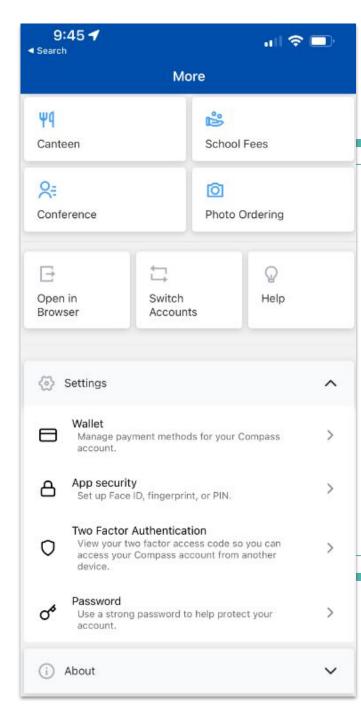
Please select the year you'd like to order photos for:

Order 2022 Photographs >

Order through the MSP Website

Your Children:





- Wallet stores money for payment. Refunded money from canteen goes into your wallet.
- App security- set up pin, face and fingerprint access compass. Locks out anyone who is not you. (Recommended)