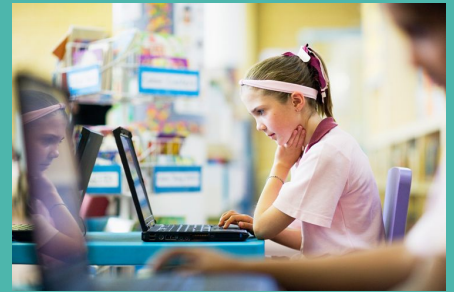# Compass Parent Portal

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.
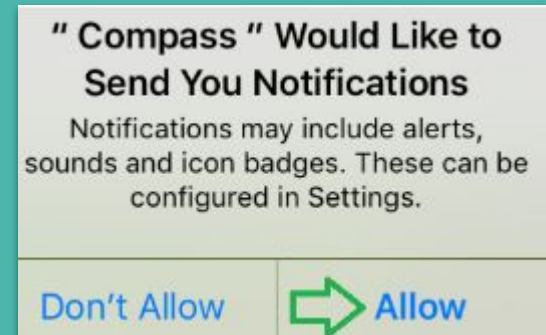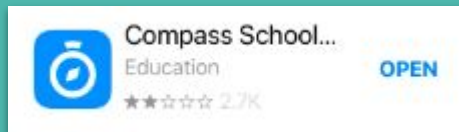
COMPASS SCHOOL MANAGER

ITUNES APP STORE
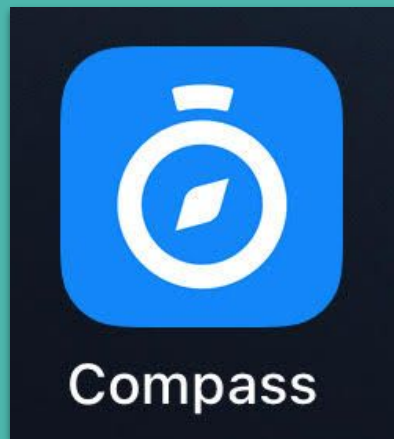## ANDROID APP STORE

Locate and download the App

itunes Apps Store - **goo.gl/9FHGg6**
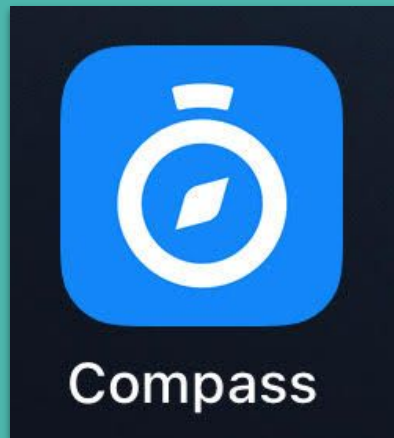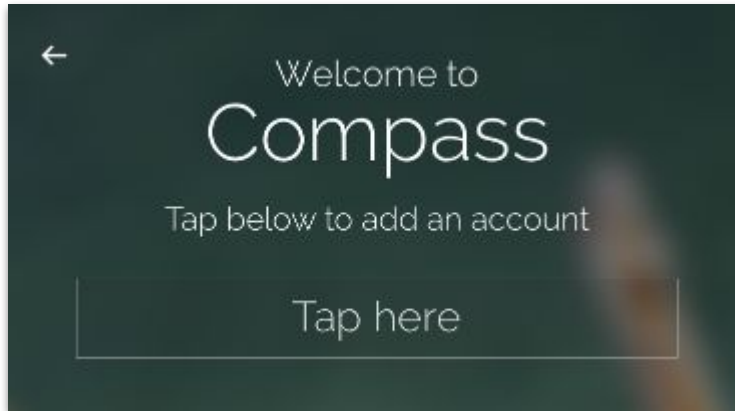**Android App Store -** **goo.gl/iSmC64**

Download, open and allow notifications.

Compass School...
Education   OPEN
★★☆☆☆ 2.7K

+ OPEN

" Compass " Would Like to
Send You Notifications

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

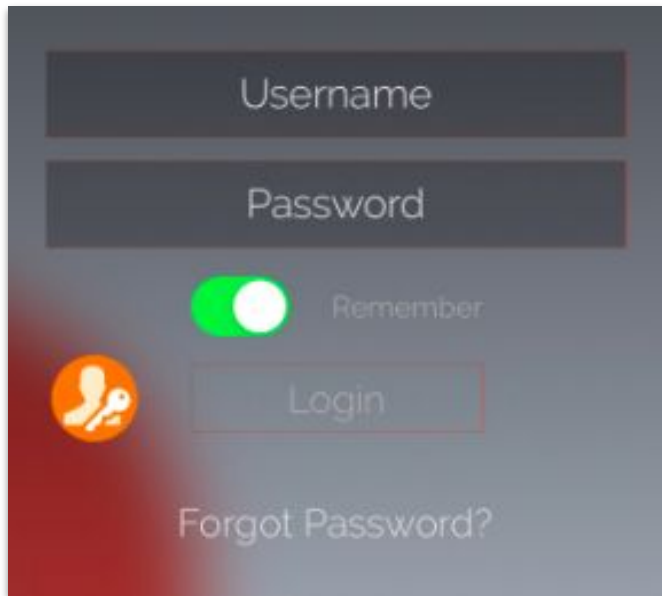Don't Allow   ➡ Allow

# 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)

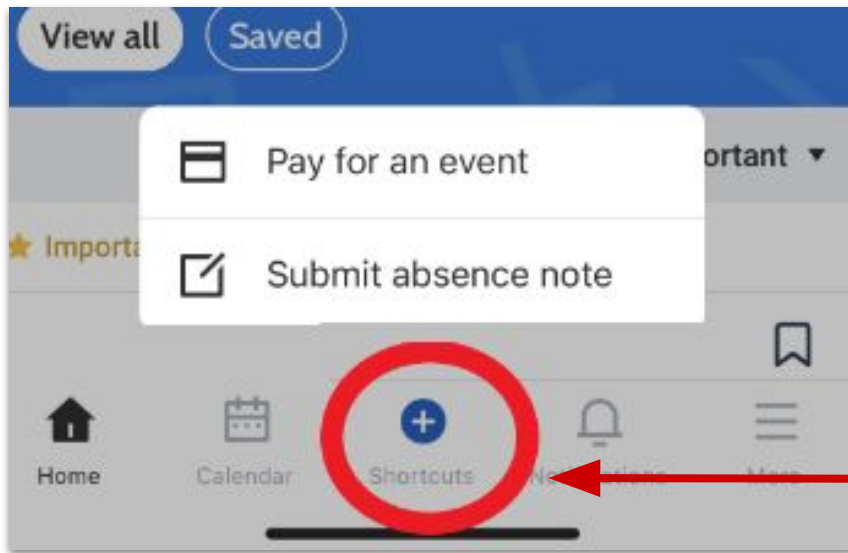NOTE: If this is your first time logging on you will be prompted to update your details and change your password.
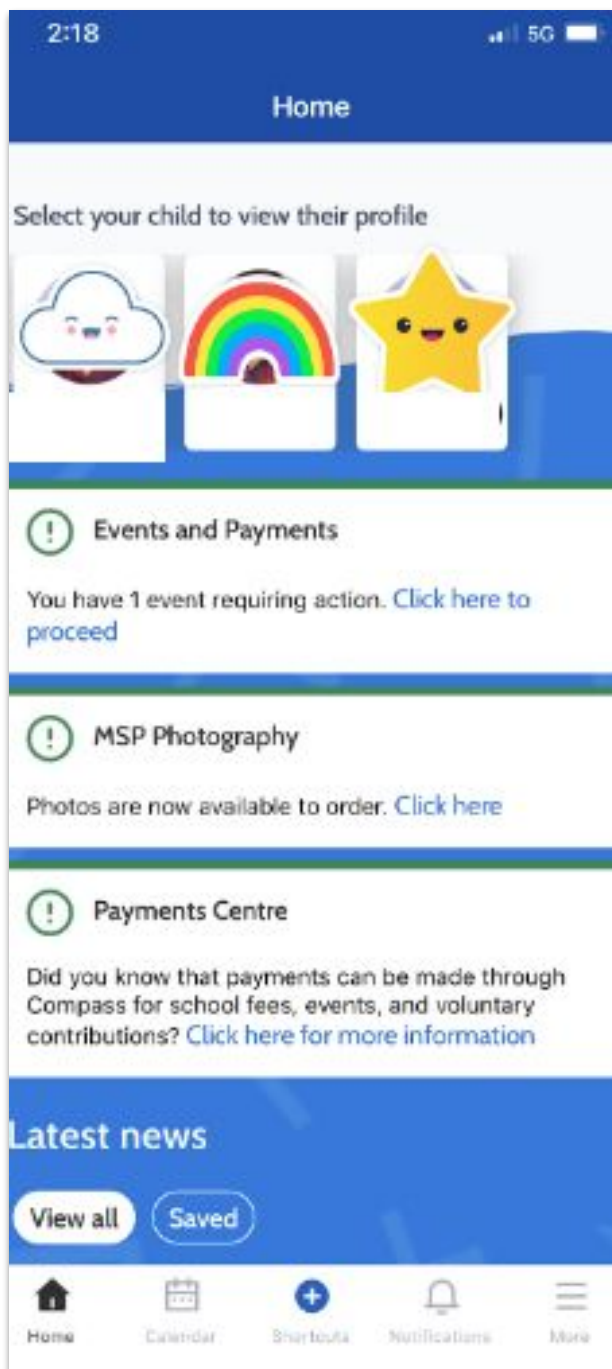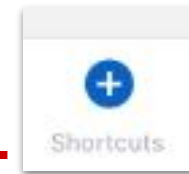
4. The app will open your Compass dashboard

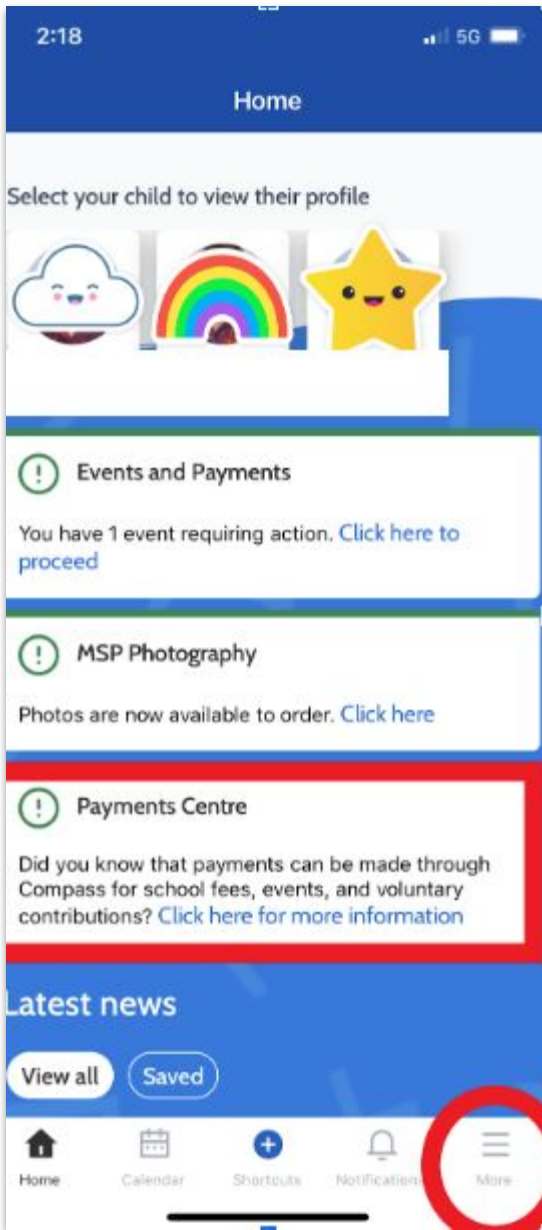5. Tap latest news - view all to see a newsfeed items

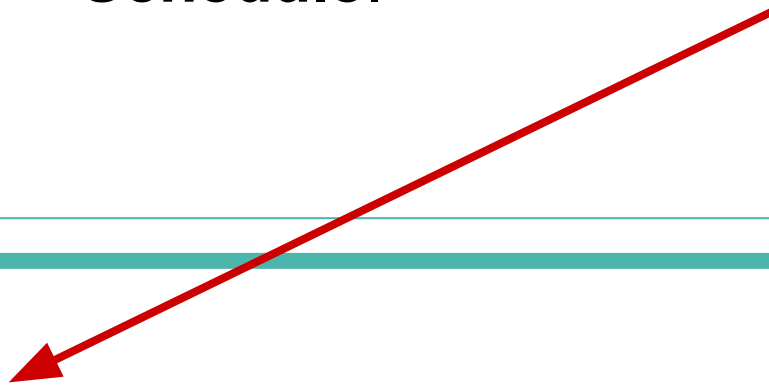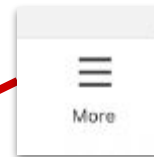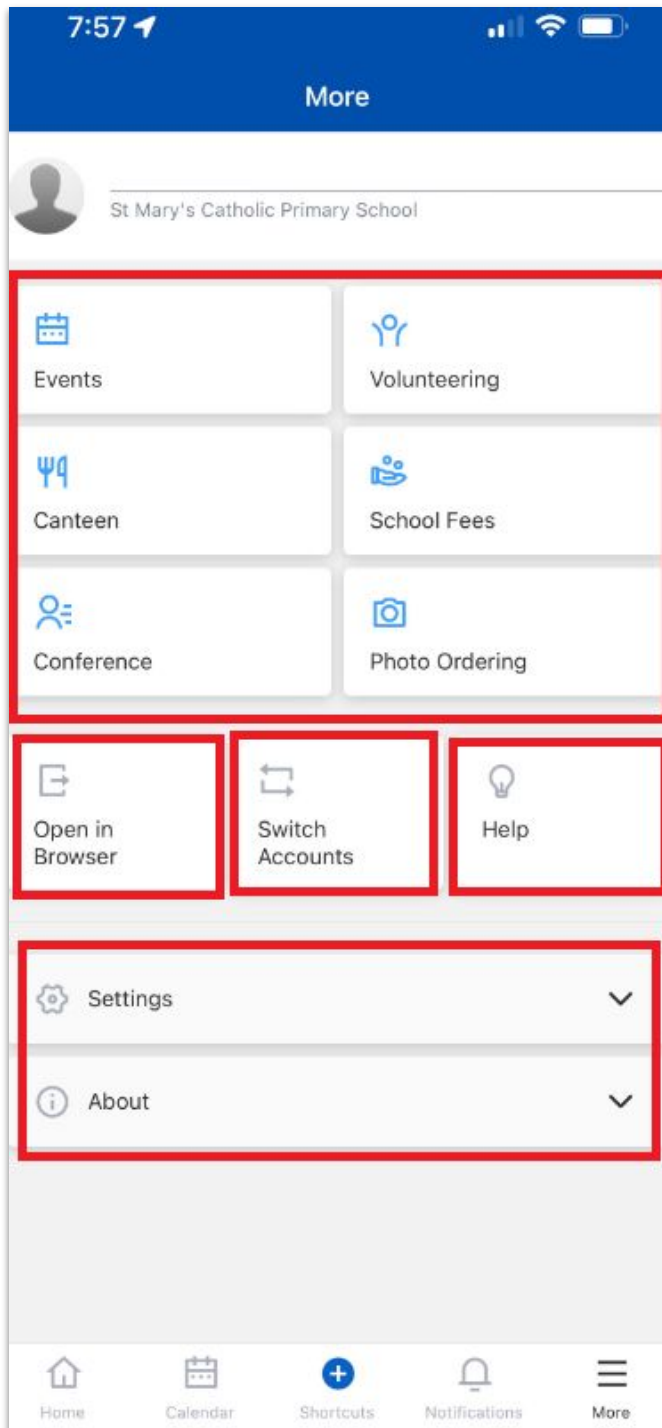You can access latest news by scrolling down the dashboard page.

Tap shortcuts to
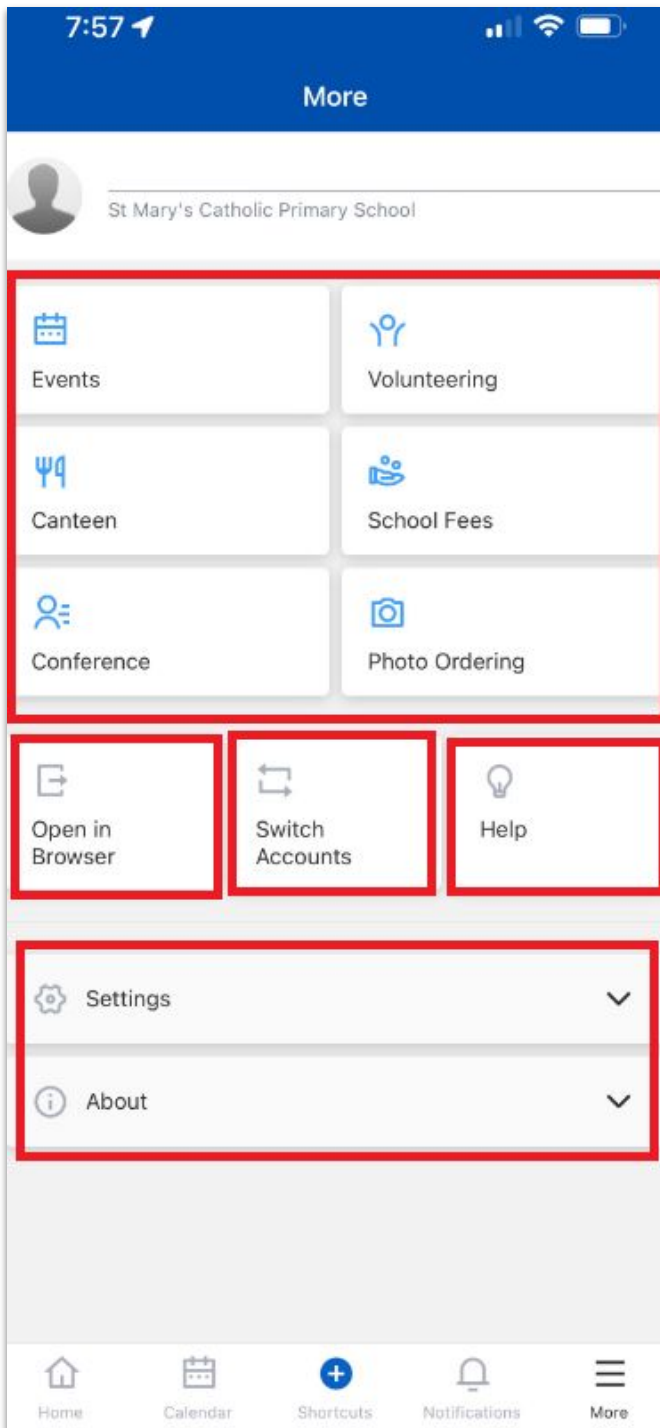1. add an attendance note or
2. pay for an Event.

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

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.
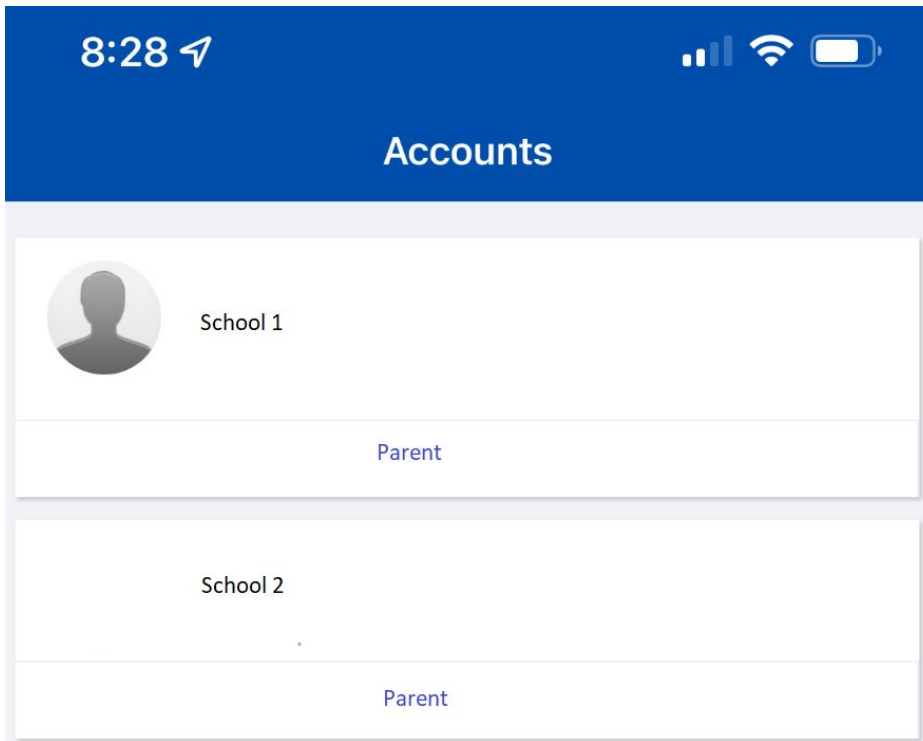11. **About** - order photos.
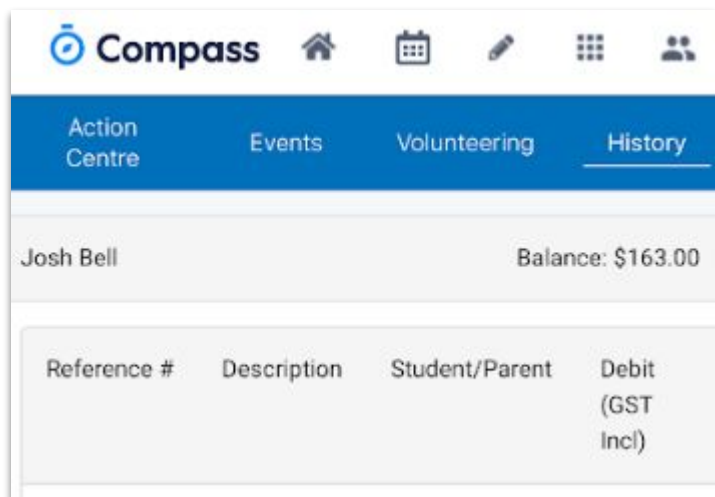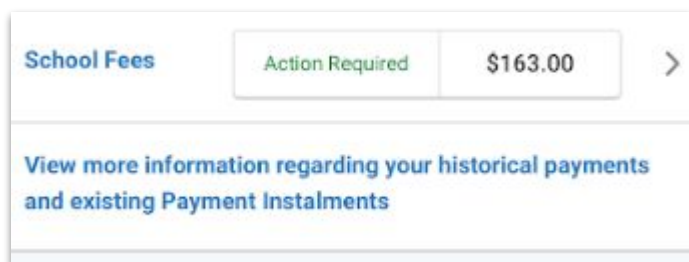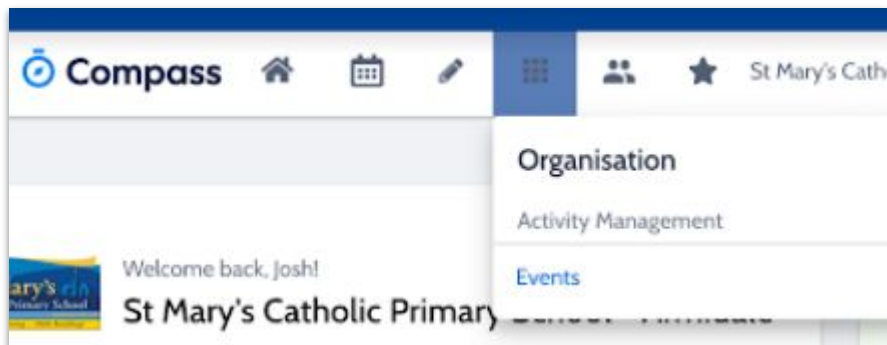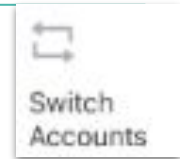
Open in Browser -
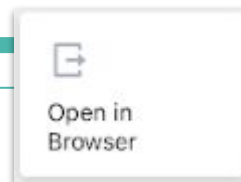
- This mode will allow you to go to the organisation waffle icon.

- 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.
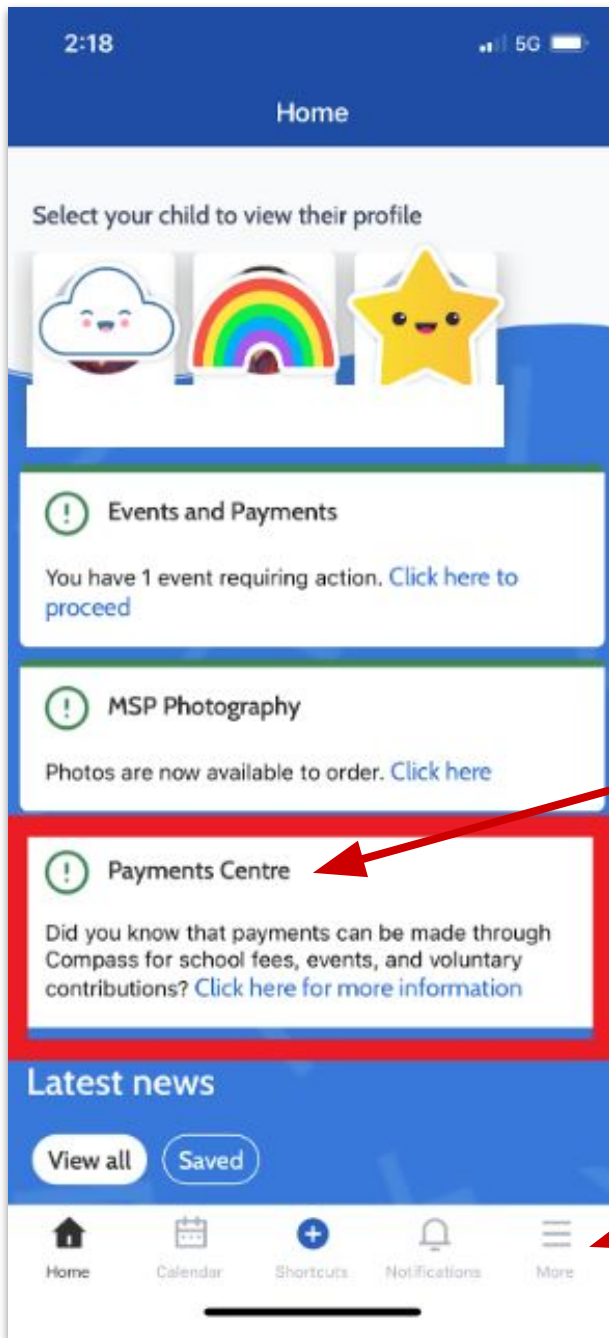
Switch Accounts -

- This will allow parents to move between different school parent portals by tapping on each school.

Paying for an Event

2:18   .ıl 5G ▬

Home

Select your child to view their profile

(!) **Events and Payments**

You have 1 event requiring action. Click here to proceed

(!) **MSP Photography**

Photos are now available to order. Click here

(!) **Payments Centre**

Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information

Latest news

View all   Saved

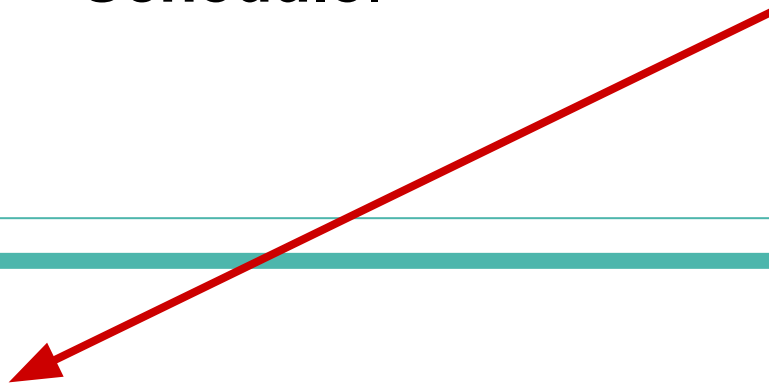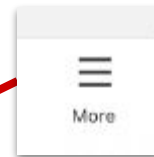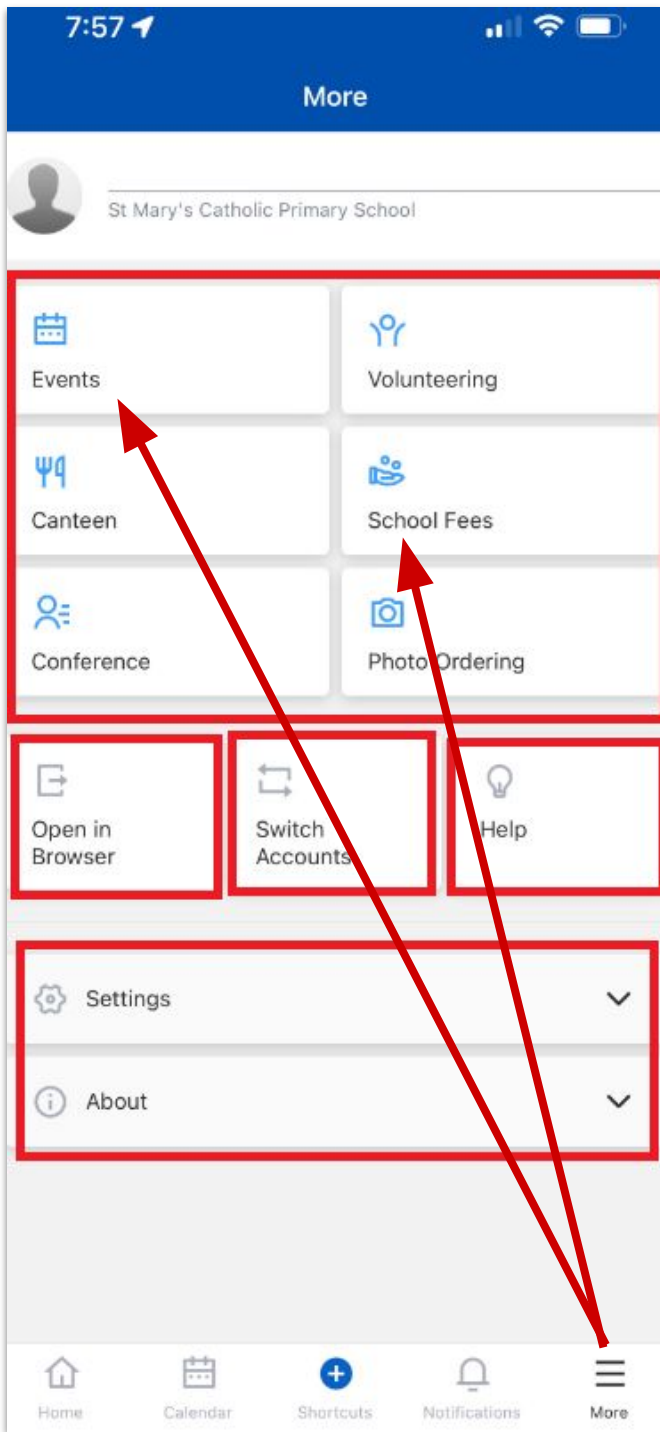Home   Calendar   Shortcuts   Notifications   More

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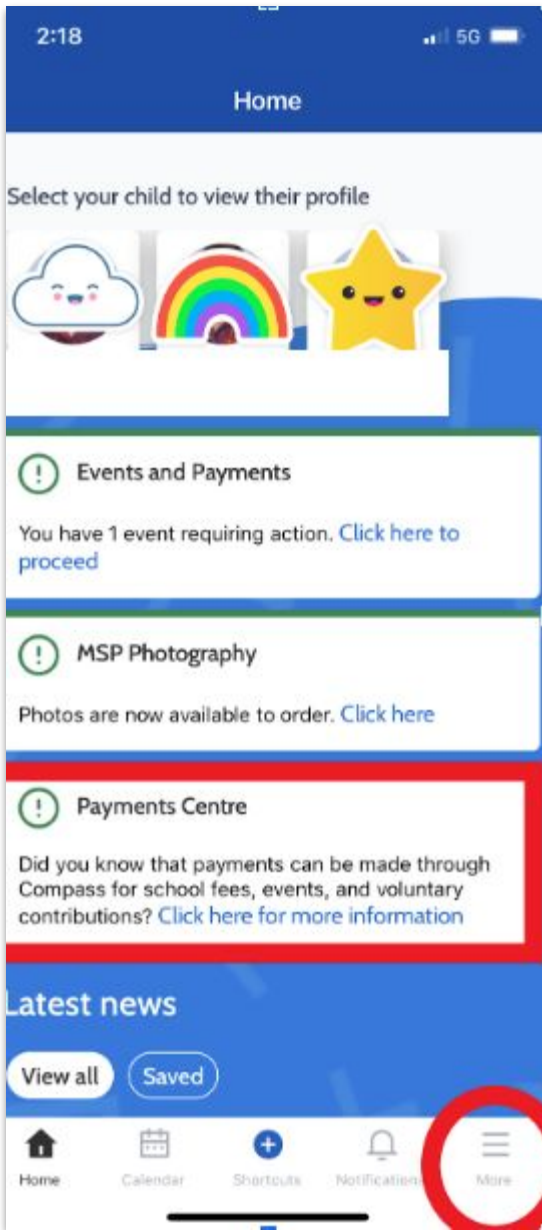
1. Click on more information. More information will take you to your **Events and School Fees Schedule**.

Events and School Fees via **More**

Events requiring consent and/or payment will display.

2. Click on the applicable event

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.

Left screen:

← **Athletic Carnival**

Mon
17
Jun
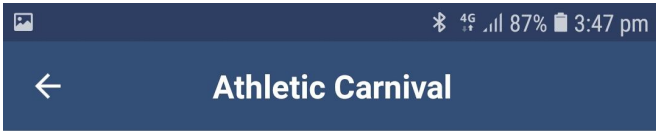
Athletic Carnival
Consent/Payment Due: 20 Jun 2019

Olivia(P) Arena is currently reserved a spot in this event. Please process the event before the due date to ensure the spot is secured.

Description/Educative Purpose

Annual School Athletic Carnival

Date, Time, and Location

Mon, 17 Jun 2019
🕐 09:00 am - 02:15 pm
📍 Beaton Park

Event Details

Additional Event Details

Spectators will need to bring $1

Proceed to Consent and Payment

Right screen:

← **Athletic Carnival**

Mon
17
Jun

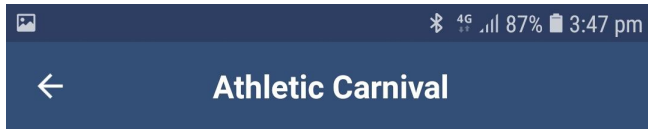Athletic Carnival
Consent/Payment Due: 20 Jun 2019

Opt-In Event

No

Consent

Required

Paper consent/payment forms return to

the general office

Cost

$14.00

Dress Code

Sports Uniform

Transport

Bus or private transport

View Event Resources

View Paper Form

Proceed to Consent and Payment

Annotation:

Event details displayed

4. Click on proceed to consent and pay

5. Type in your name to provide consent

6. Click the Add+ to add a credit card

Screenshot 1 (left):

* ⁴ᴳ .ıll 87% 🔋 3:47 pm

← **Athletic Carnival**

Mon 17 Jun Athletic Carnival
Consent/Payment Due: 20 Jun 2019

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.
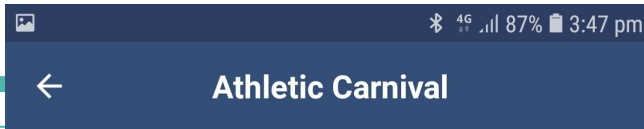
Parent/Guardian Contact Details

Contact details on file:

Name:
Mr Joe(GB) ARENA

Mobile:

Email:
jduggan@cenet.catholic.edu.au

Phone:

Screenshot 2 (right):

* ⁴ᴳ .ıll 87% 🔋 3:47 pm

← **Athletic Carnival**

Mon 17 Jun Athletic Carnival
Consent/Payment Due: 20 Jun 2019

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
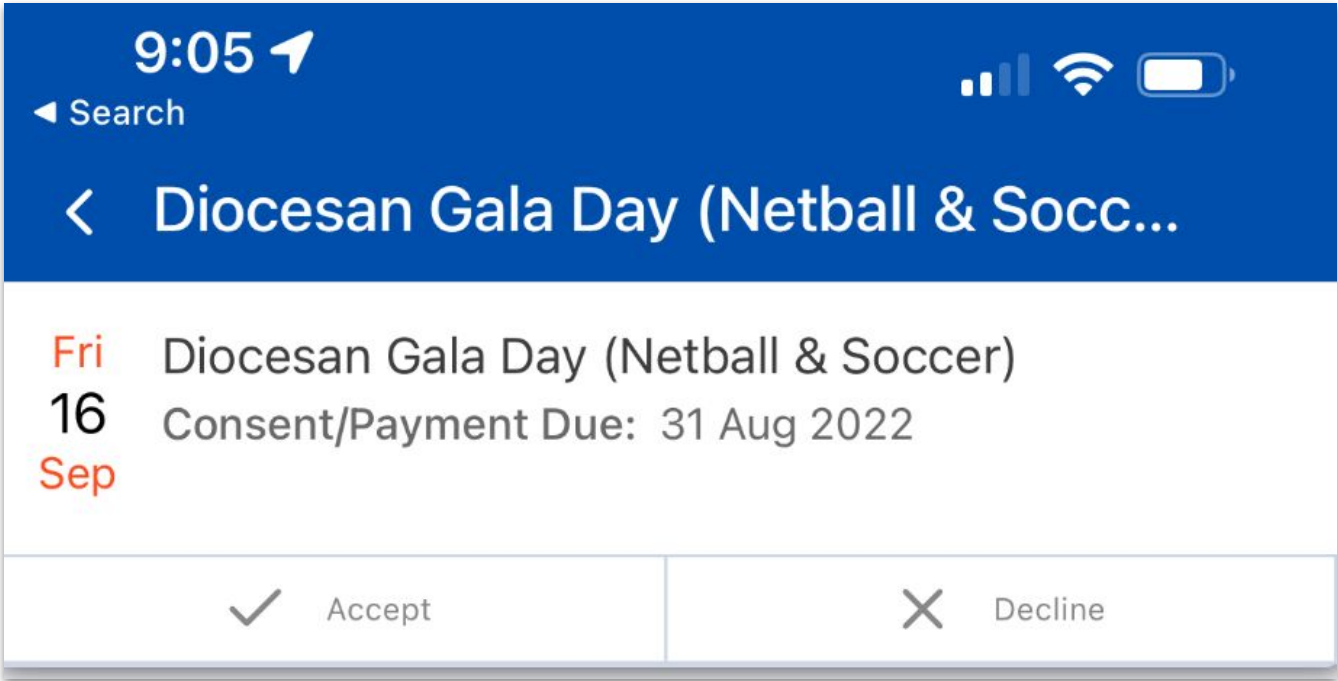
Parent/Guardian Full Name

Payment Methods   Add +

You have no payment methods.

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

7. You can also decline an Event if your child is not attending.

8. Fill in the details for the credit card and select add payment method
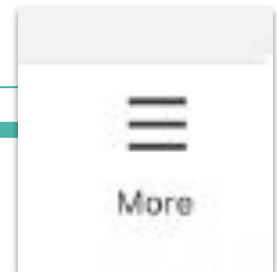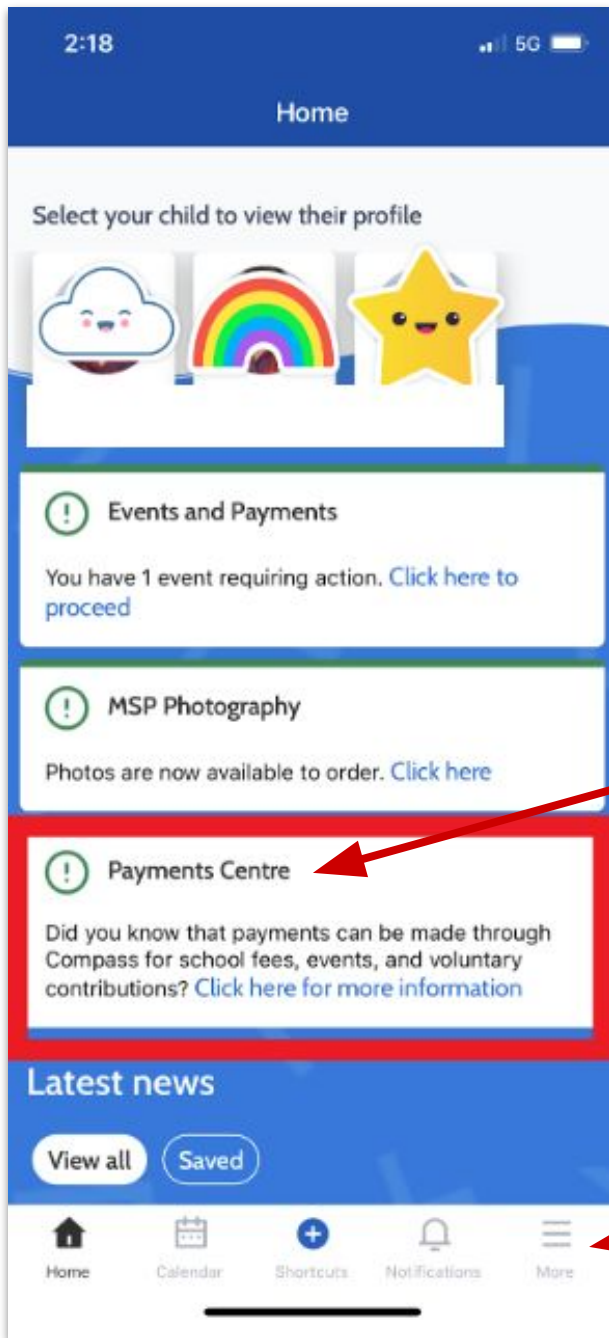
9. Use that credit card to pay for the event

Paying for Fees
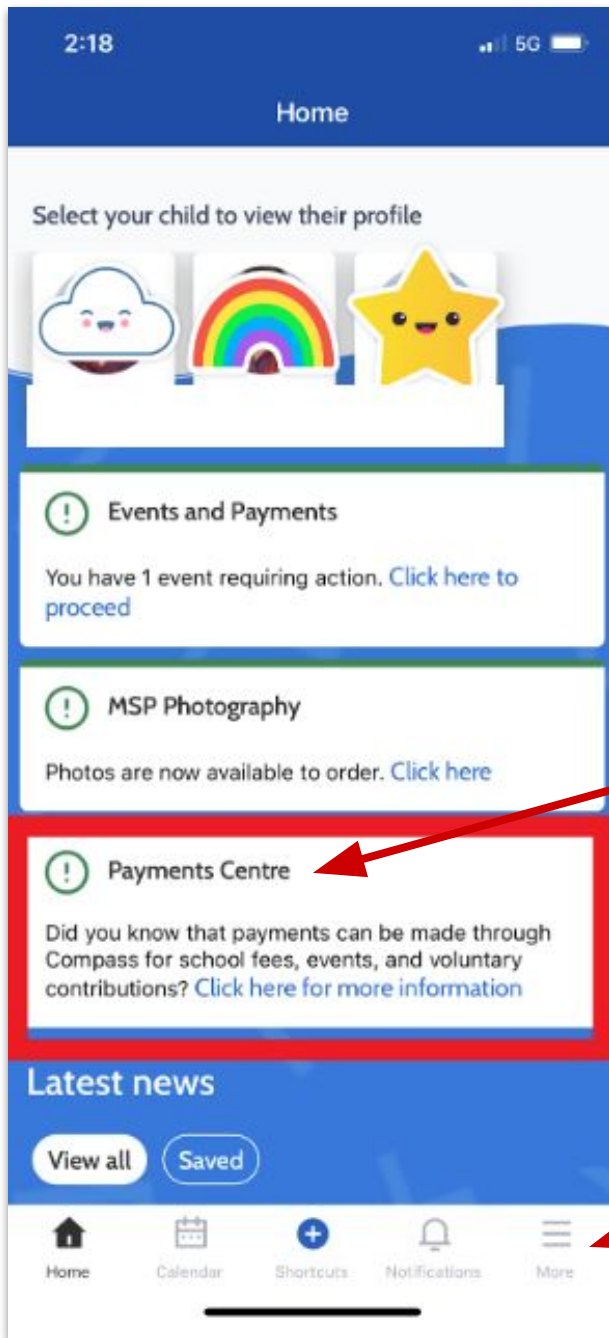
1. Your parent portal dashboard will show any events requiring action and payments that may be due in payment center.
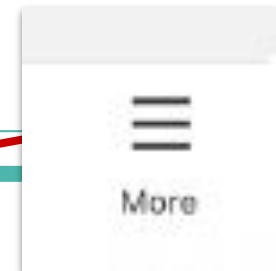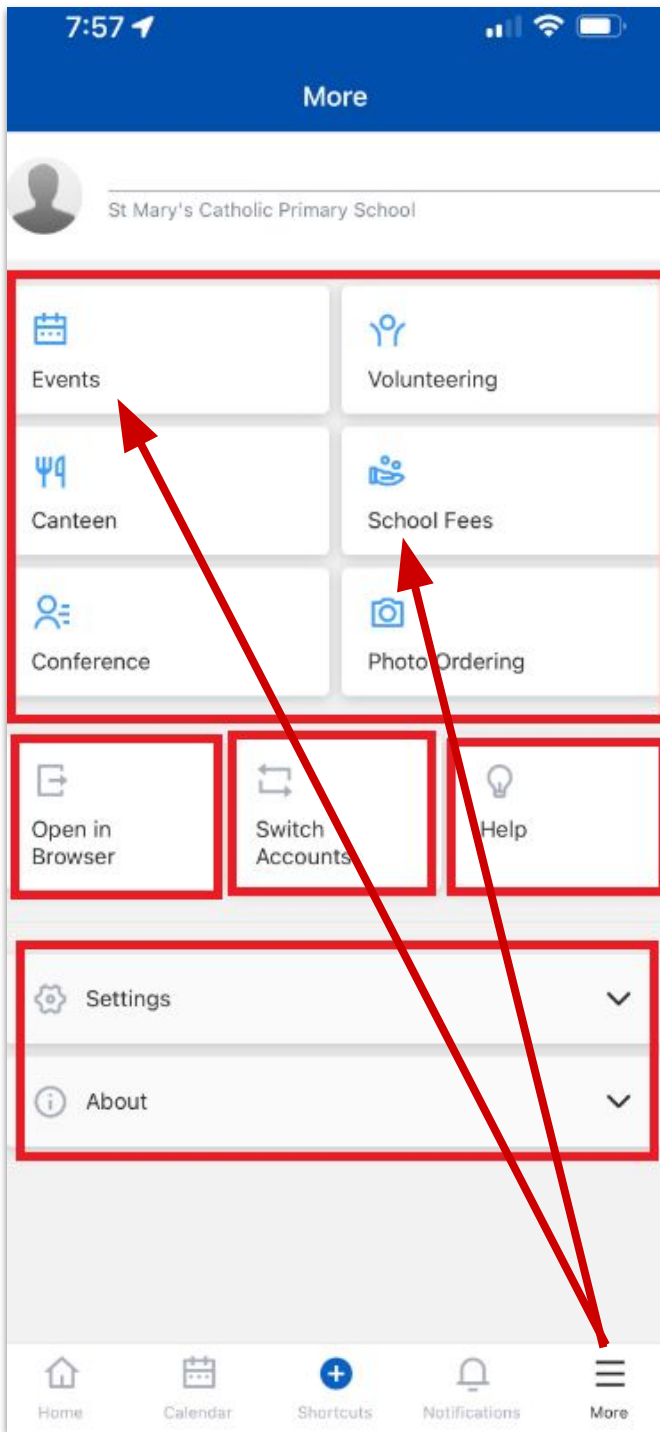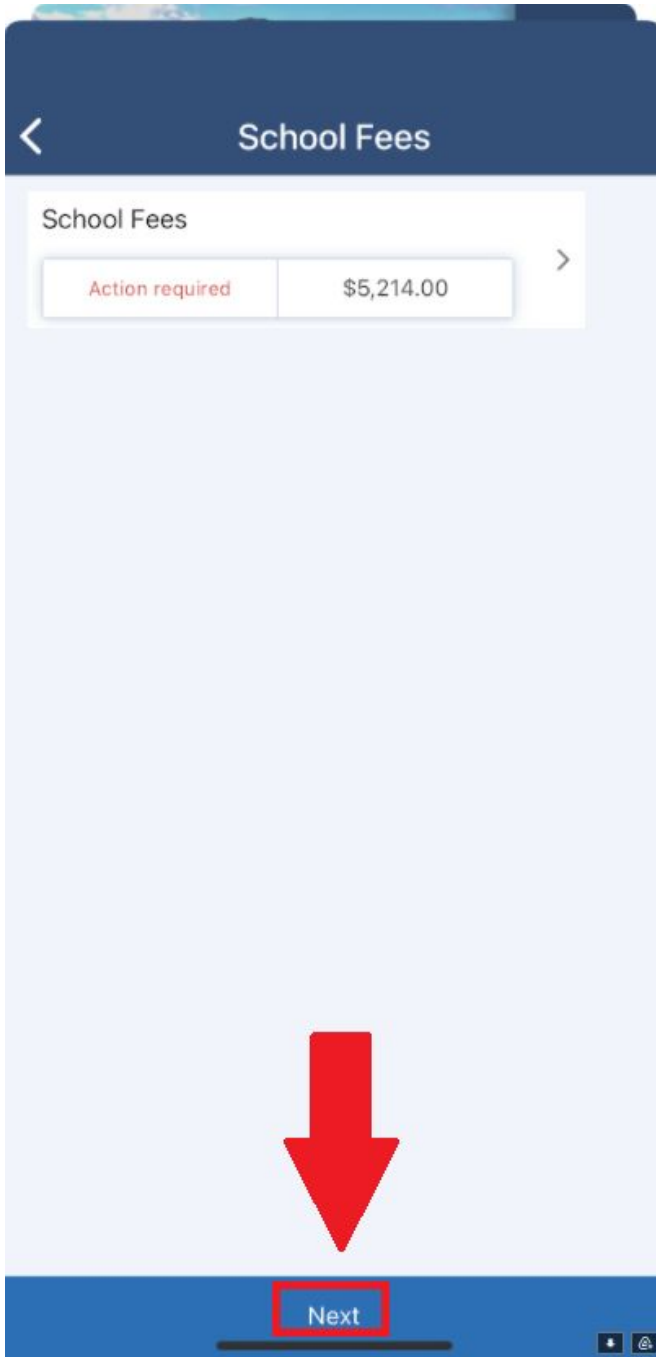
2. You can also get to School Fees and Events payments via the **More** icon.

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.

Events and School Fees via **More**

School Fees

School Fees

| Action required | $5,214.00 | > |

3. Touch "Next"

Next

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

5. Pay in full or pay portion now.

Confirm and Pay

Payment Methods

New credit card ⌄

Payment

Total of all charges	$0.00
Amount due	**$5,214.00**

Pay a portion now ⌄

Enter amount (AUD)

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

Process

6. Add amount you would like to pay if you selected pay portion now.
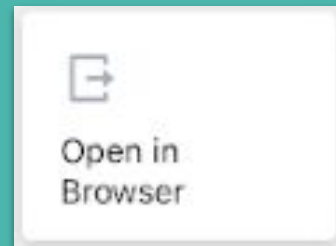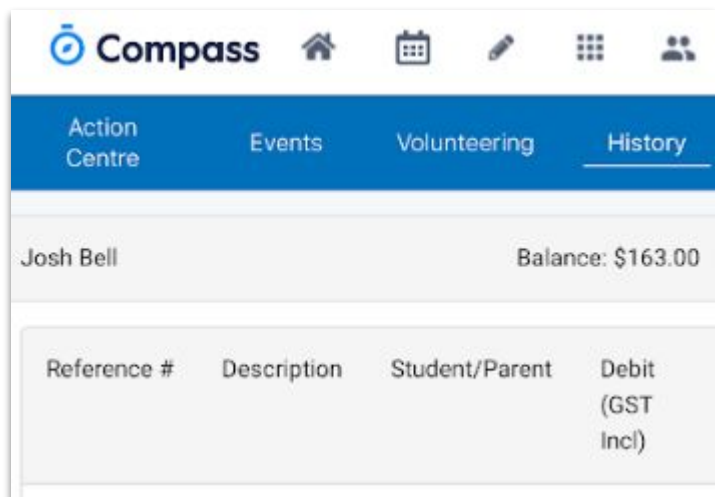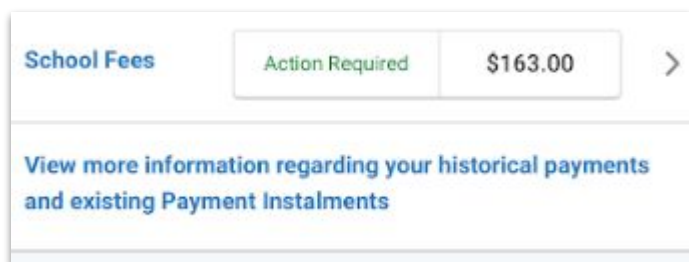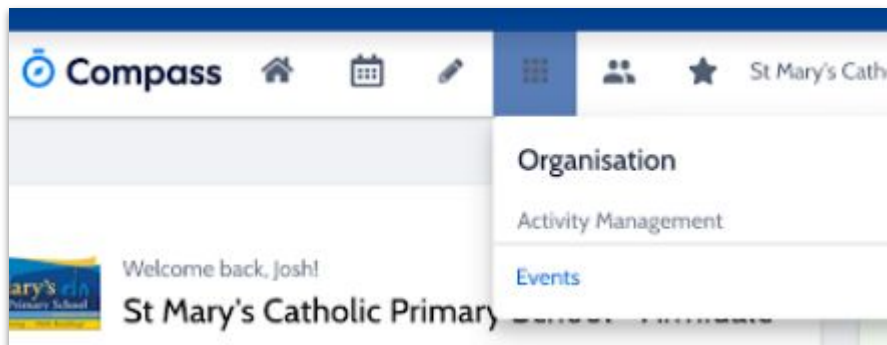
7. Add card details.

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.
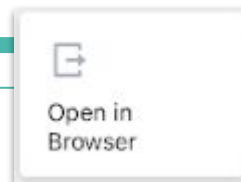
View Historical Payments or Payment Instalments

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

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

Reason   None ›

Details / Comments

Start Date

21/08/2017 - 08:00 am

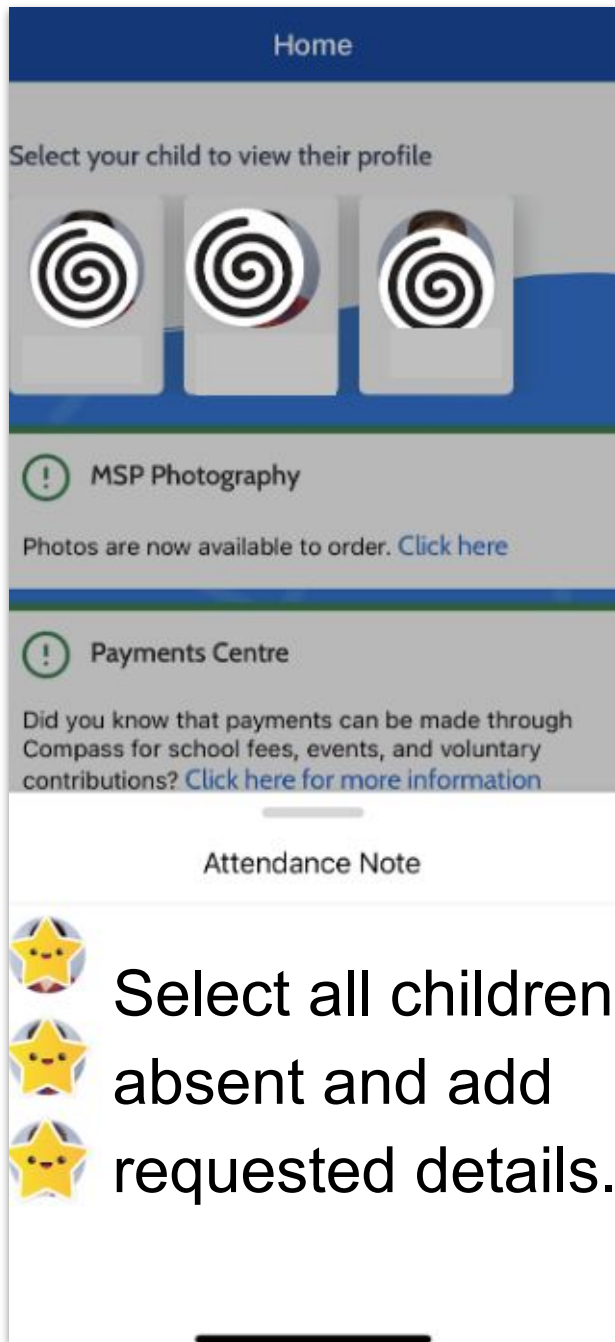**End Date**

21/08/2017 - 05:00 pm

Missed

Activites missed by this approval   ⓘ

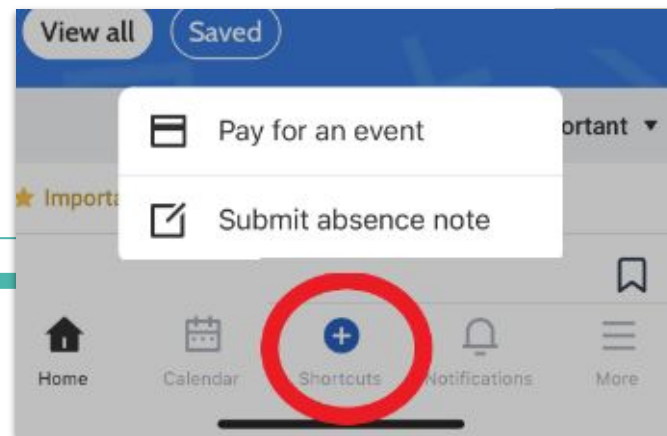**Add Approval**

There are four reasons to choose from:
- Medical illness
- Medical appointment
- Holiday
- Domestic Necessity
- Natural disaster

Ensure the dates are correct.

Home

Select your child to view their profile

! MSP Photography

Photos are now available to order. Click here

! Payments Centre

Did you know that payments can be made through Compass for school fees, events, and voluntary contributions? Click here for more information

Attendance Note

Select all children absent and add requested details.

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

1. Selecting shortcuts at the bottom of the screen.

2. Select students absent.

View all   Saved

Pay for an event   ortant ▼

★ Import

Submit absence note

🏠 Home   📅 Calendar   ➕ Shortcuts   🔔 Notifications   ☰ More

Cancel   **Add Attendance Note**

Reason   None >

Details / Comments

Start Date

15/08/2022 - 09:10 AM

End Date

15/08/2022 - 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 ..Il 5G 🔋

Cancel   **Add Attendance Note**

Reason

Details / Comments

Start Date

15/08/2022 - 09:10 AM

End Date

15/08/2022 - 03:20 PM

Potentially Affected Sessions

Activities   >

Add Attendance Note

2:00 ..Il 5G 🔋

< Add Attendance Note

Medical - Illness/Injury

Medical Appointment

Travel

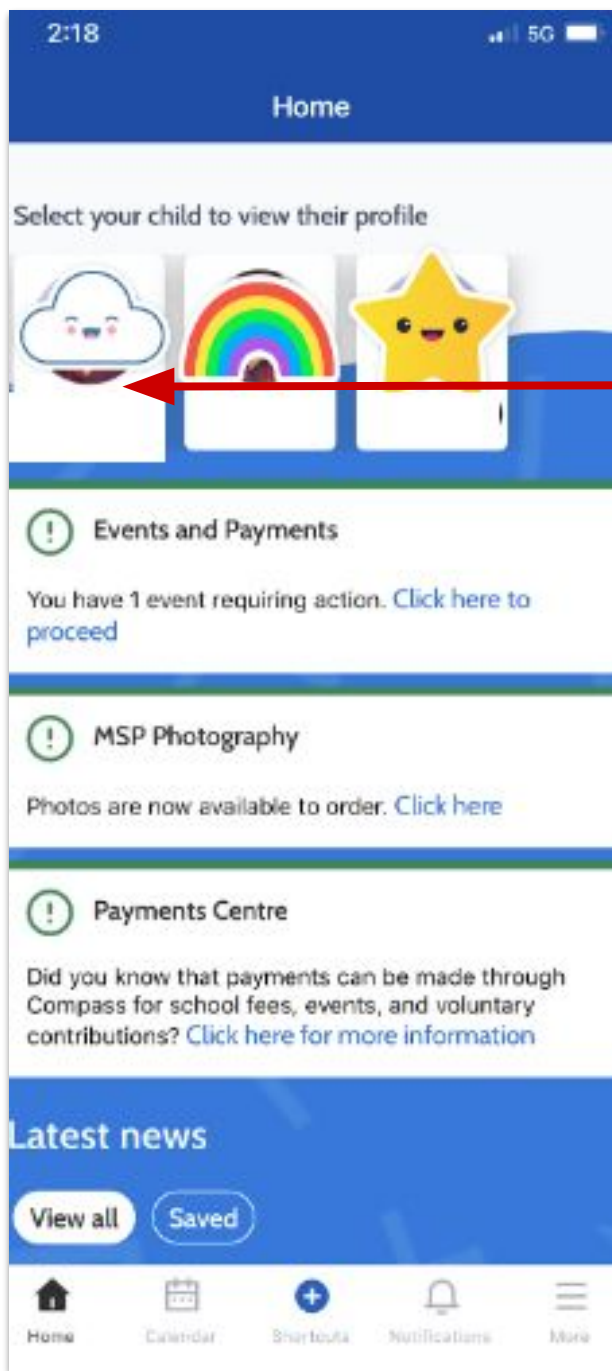Other Explained Absence

Domestic Necessity

Natural Disaster

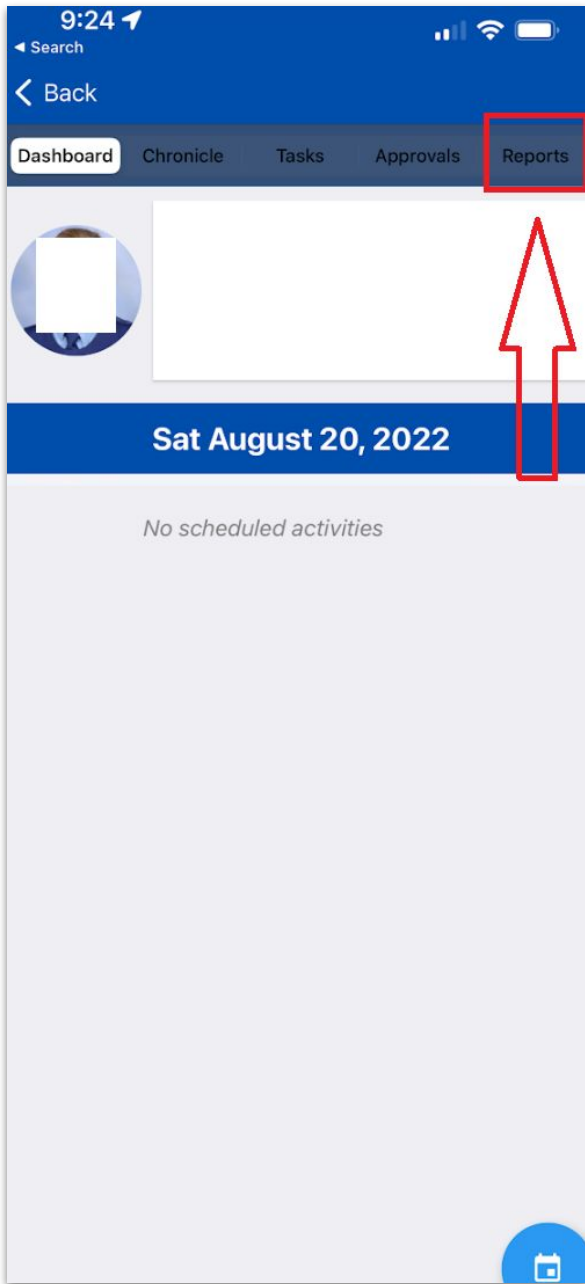---

4. Then select date and absence reason.

5. COVID is not a natural disaster.

6. COVID is a Medical - Illness/Injury.

A pop up will appear saying note successfully added.

Finding Student Reports

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

1. Access Reports

Dashboard | Chronicle | Tasks | Approvals | **Reports**

🖉 2022 – Semester Reports

🖉 2021 – Semester 2 2021

🖉 2021 – Semester 1
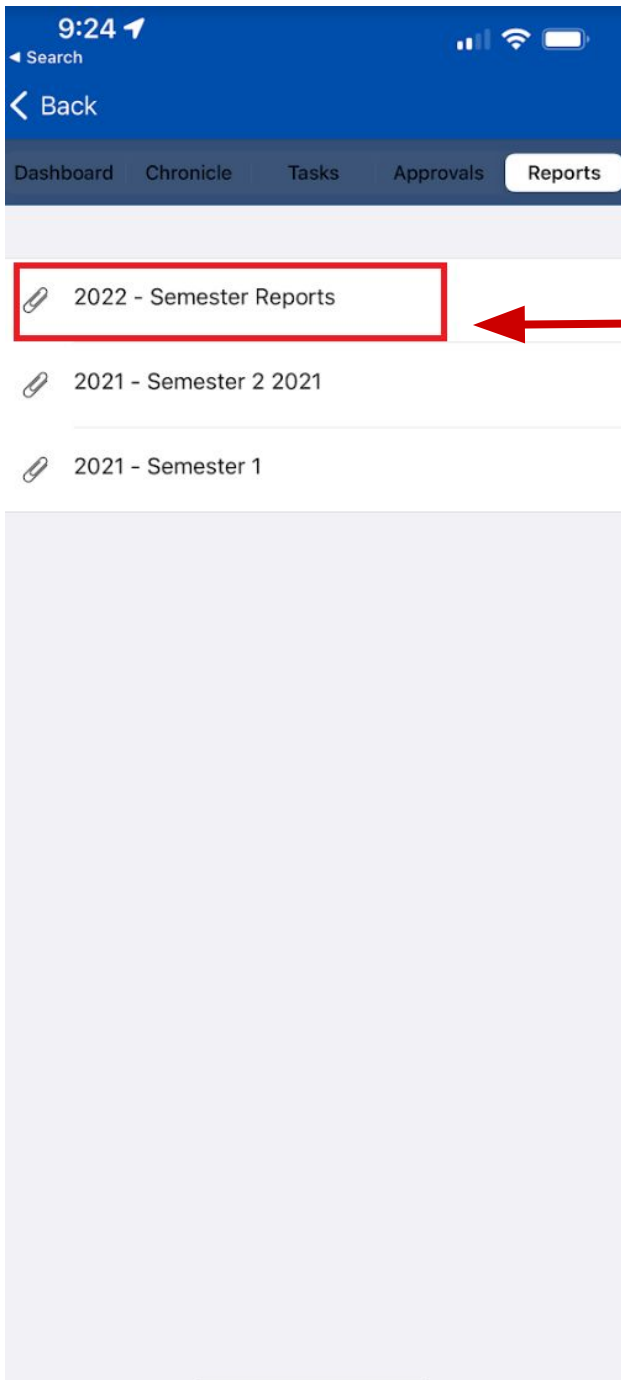
2. Click on report name.

Dashboard   Chronicle   Tasks   Approvals   **Reports**

2022 - Semester Reports

2022 - Semester Reports.pdf

Generating 2022 - Semester Reports.pdf

Cancel
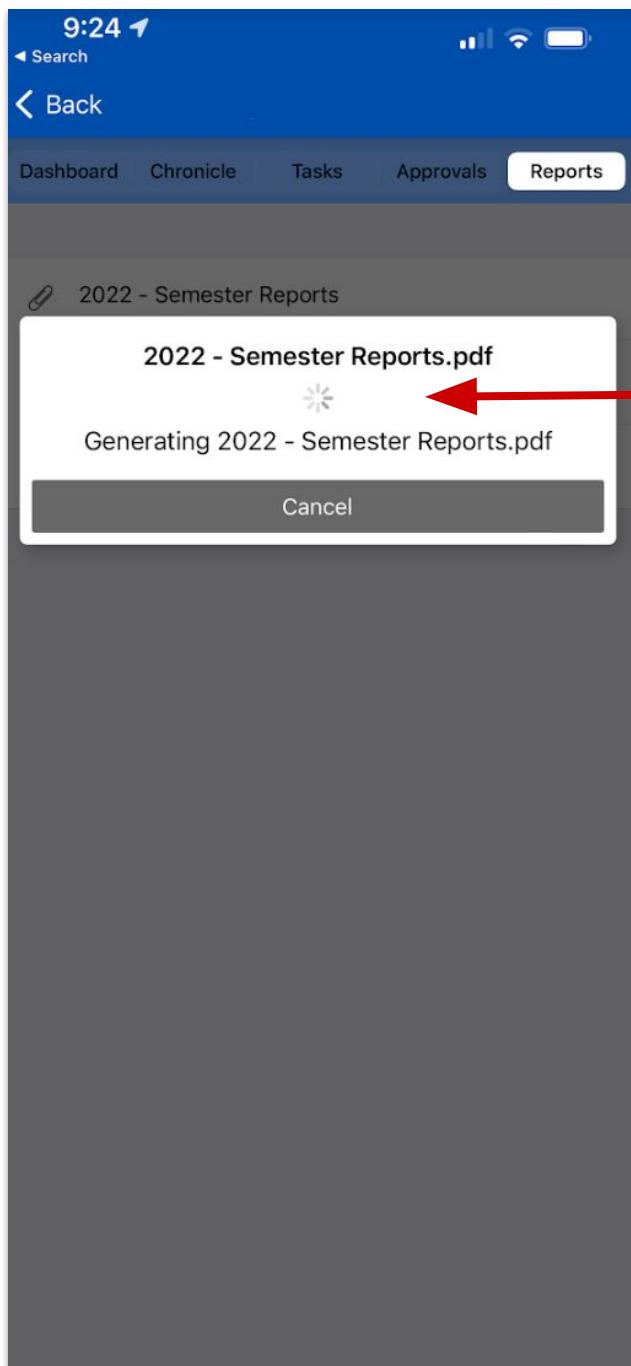
3. Wait for the report to generate and download.
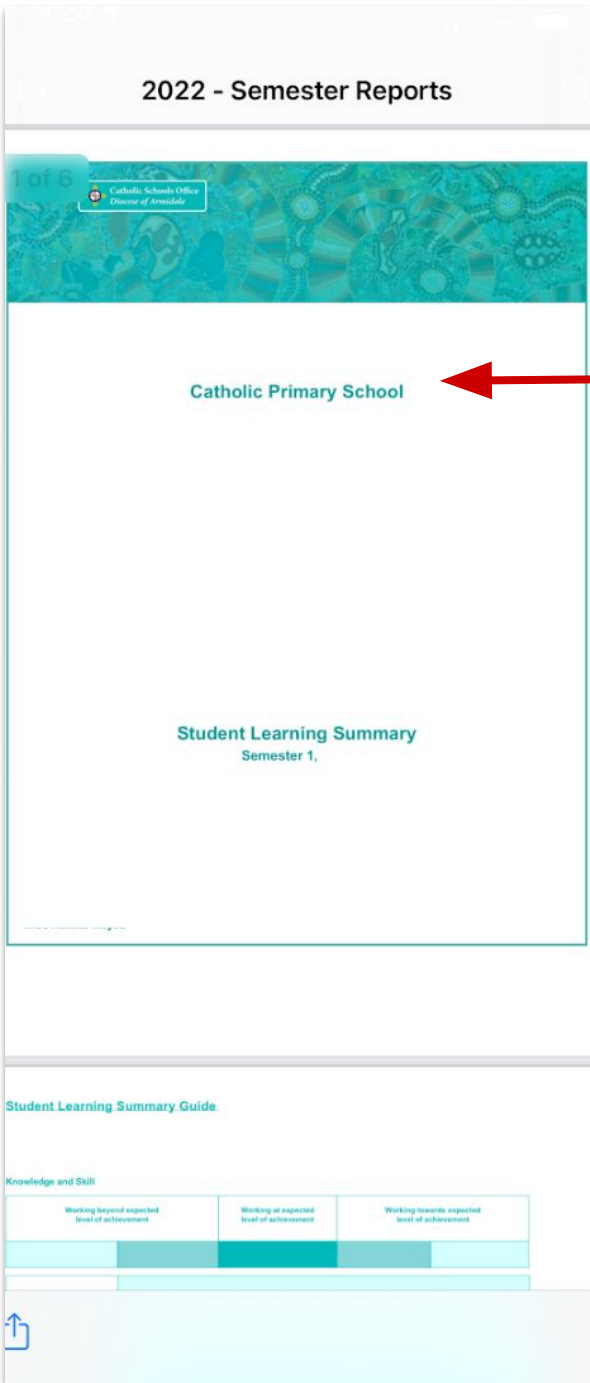
4. Report PDF will open on your phone.

5. Scroll down to read the report.

Booking a Conference
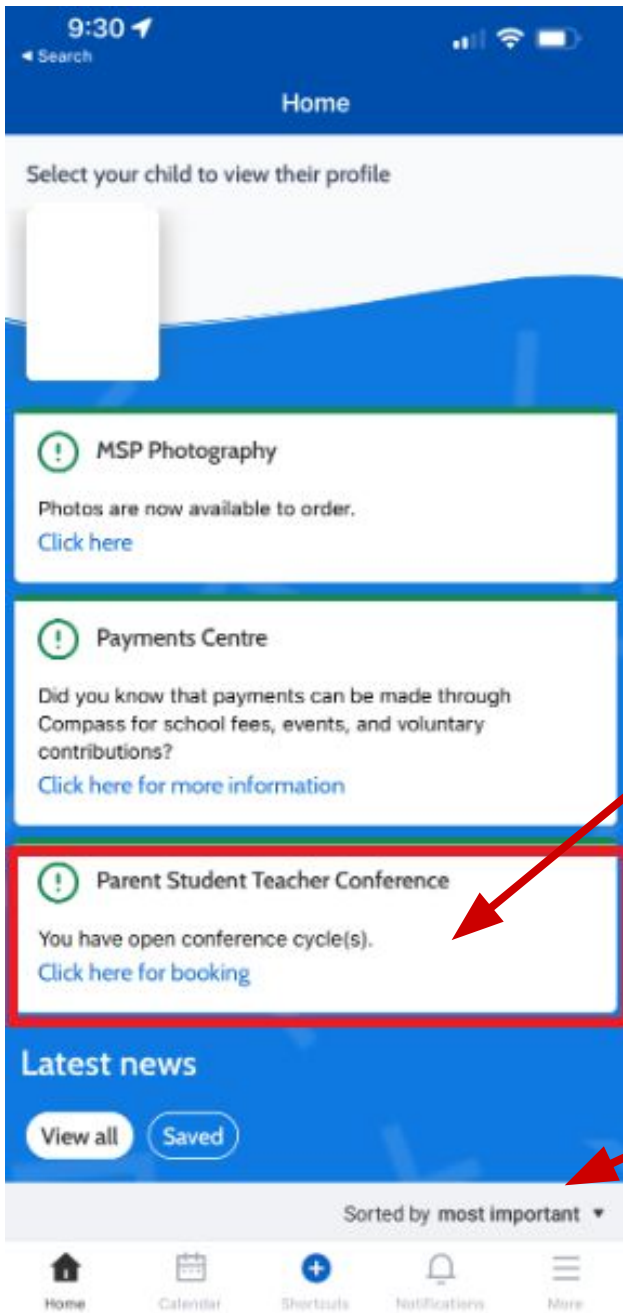
Find Parent Student Teacher on Dashboard or via **More**
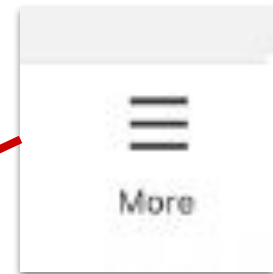
Find Conference via **More**
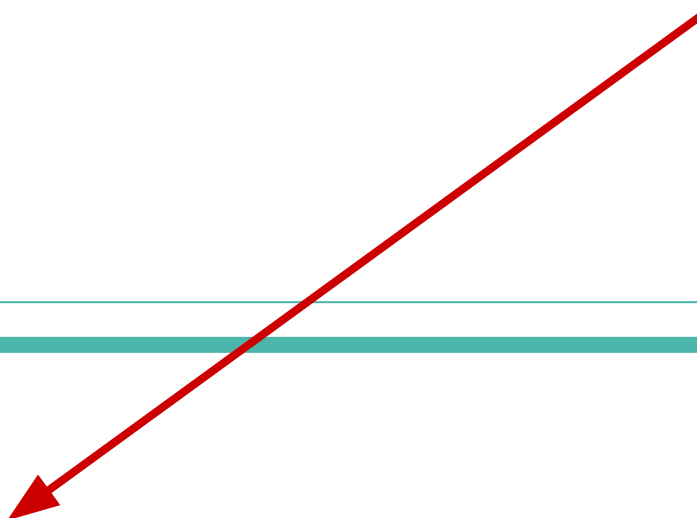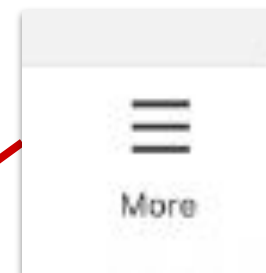
More

St Mary's Catholic Primary School

📅 Events	🙌 Volunteering
🍴 Canteen	👥 School Fees
👥 Conference	📷 Photo Ordering

Tap Conference

←

➡️ Open in Browser	🔁 Switch Accounts	💡 Help

⚙️ Settings ⌄

ⓘ About ⌄

1. Select the Conference.

2. Select the student.

< Back **S2 Y3/4**

WEDNESDAY, AUGUST, 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, AUGUST, 04

04:00 PM

04:30 PM
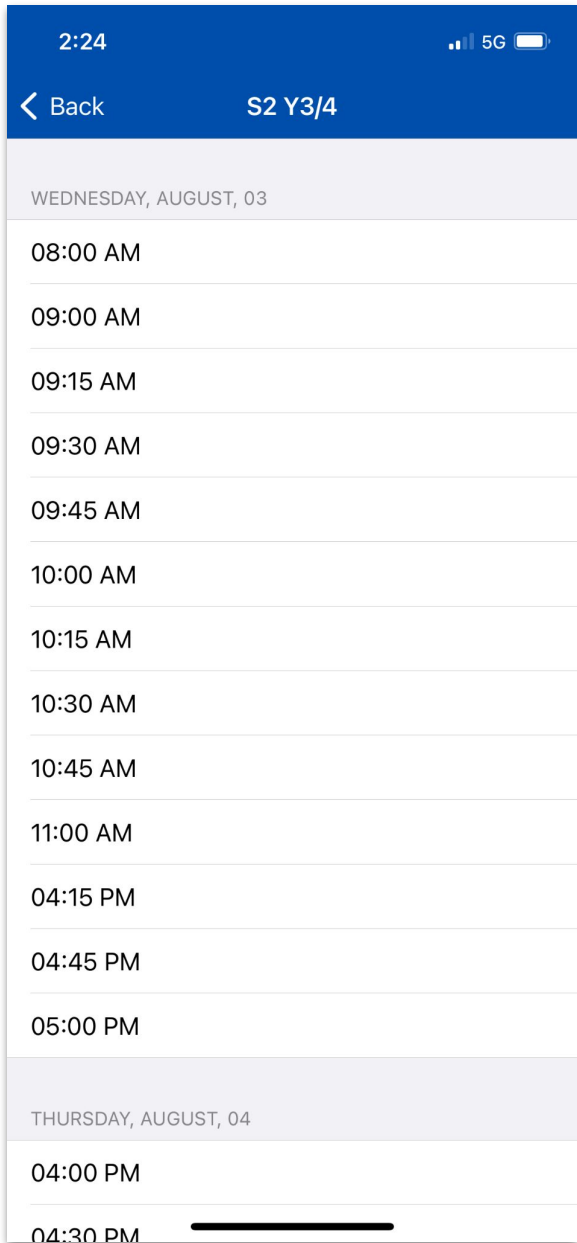
Choose the day and time you require for a meeting with a teacher.

4. Choose subject, teacher, day and time.

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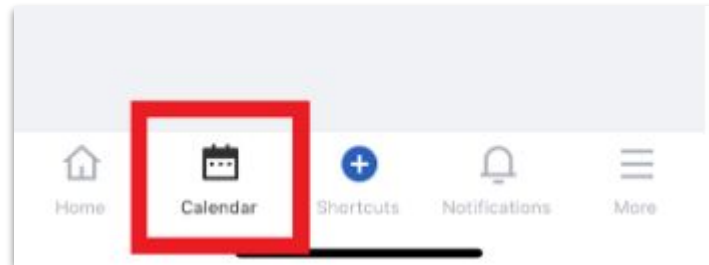
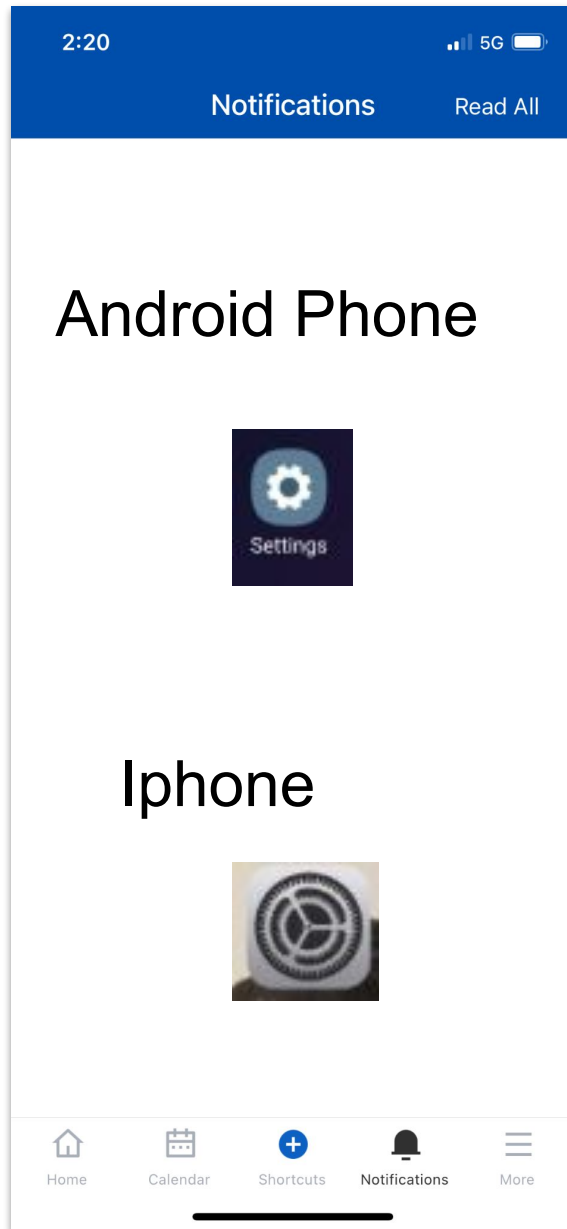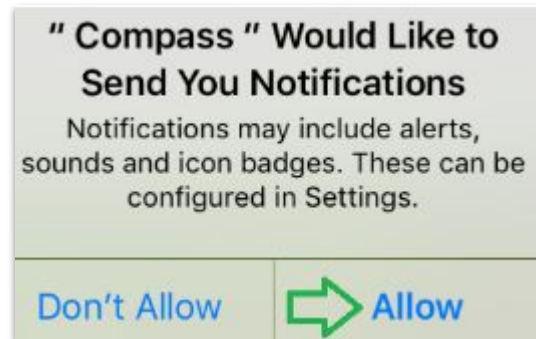To view your child's day select Calendar from the bottom task bar
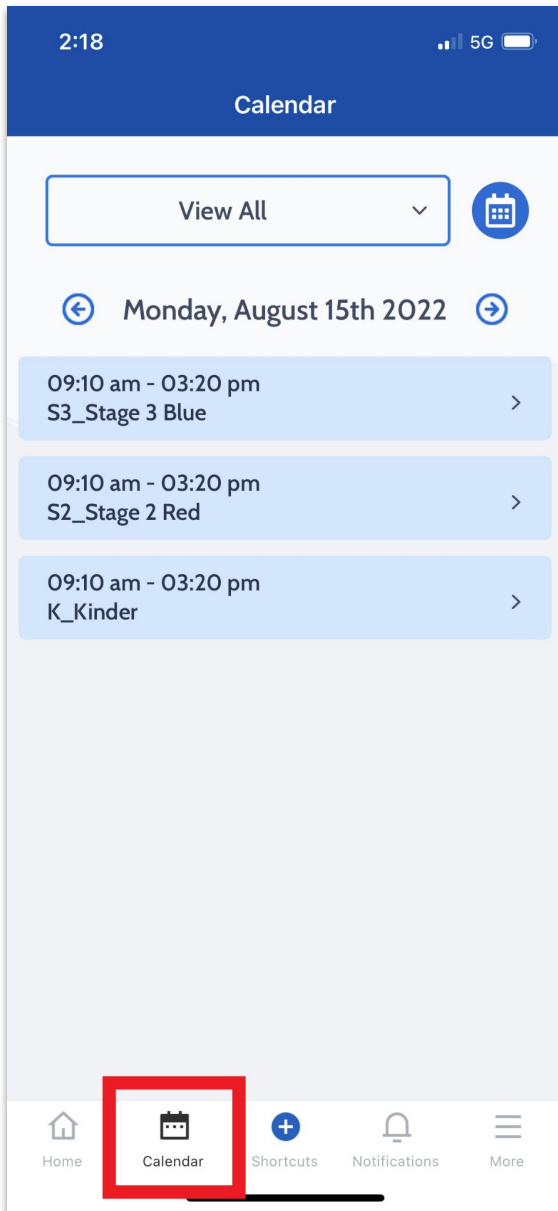
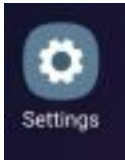To view your child's day select Calendar from the bottom task bar
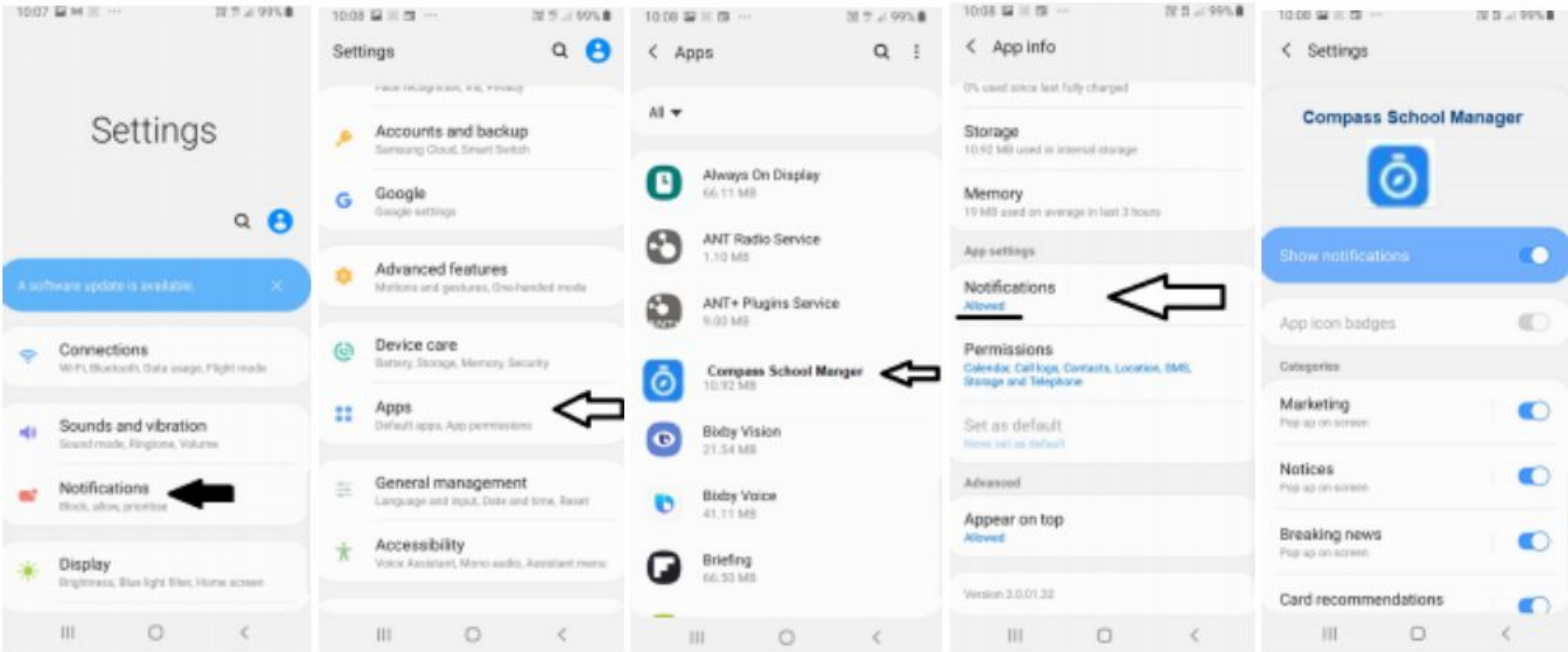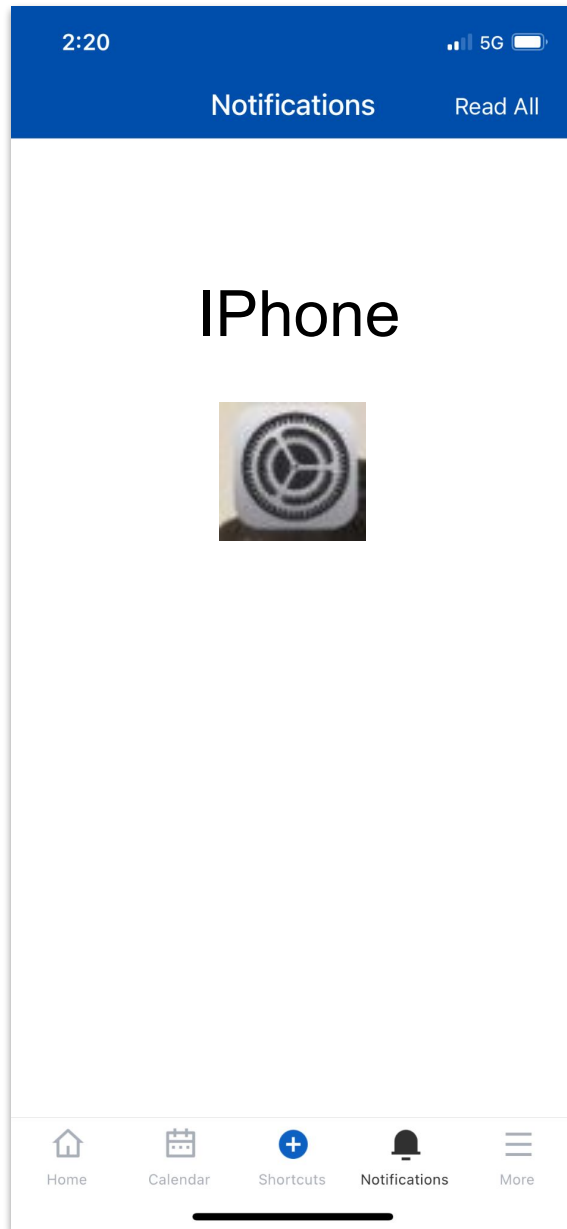
Notification
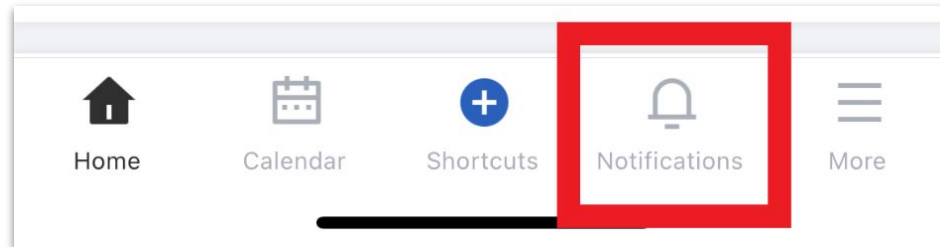
Android Phone

Settings

Iphone

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

" Compass " Would Like to
Send You Notifications

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

Don't Allow   Allow

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Android Phone

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

IPhone

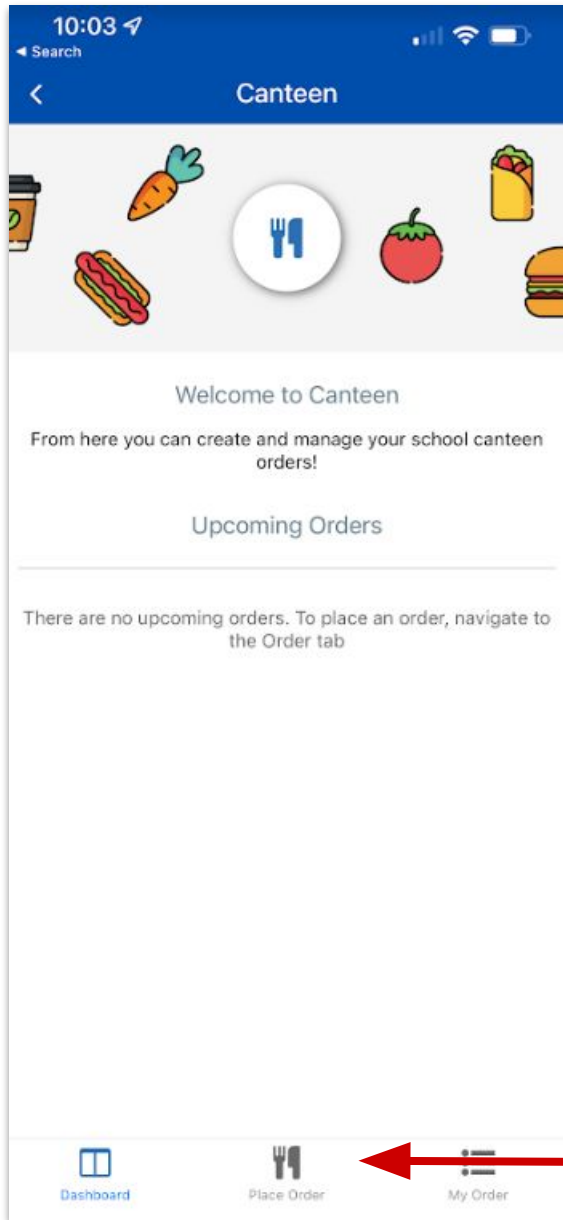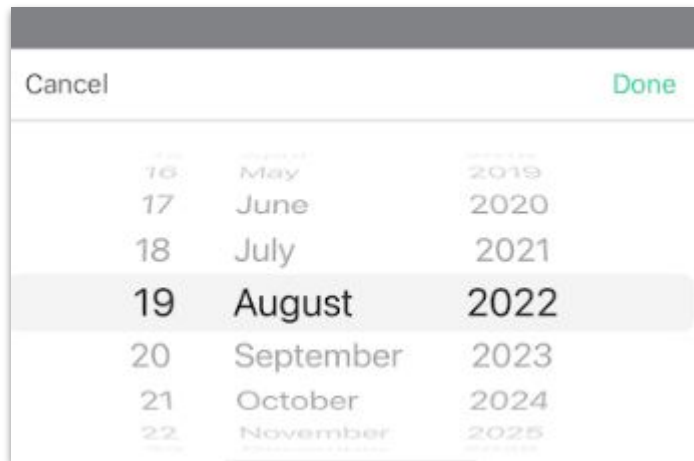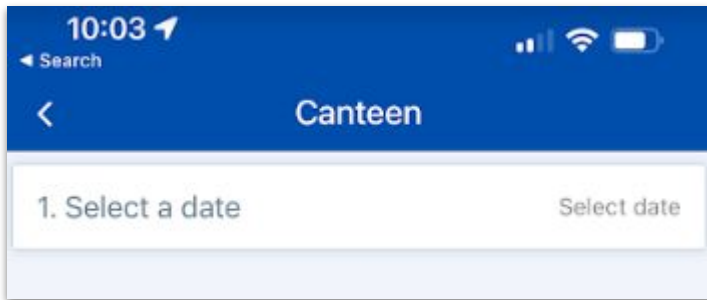Make sure all notifications ping straight to your phone by enabling notifications in your phone settings
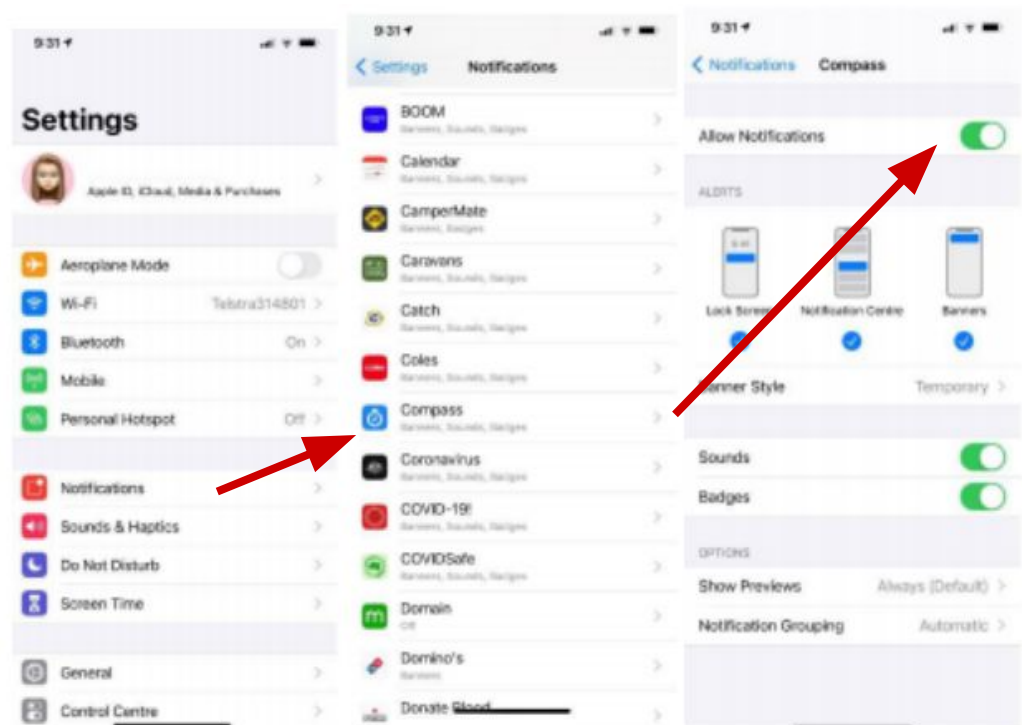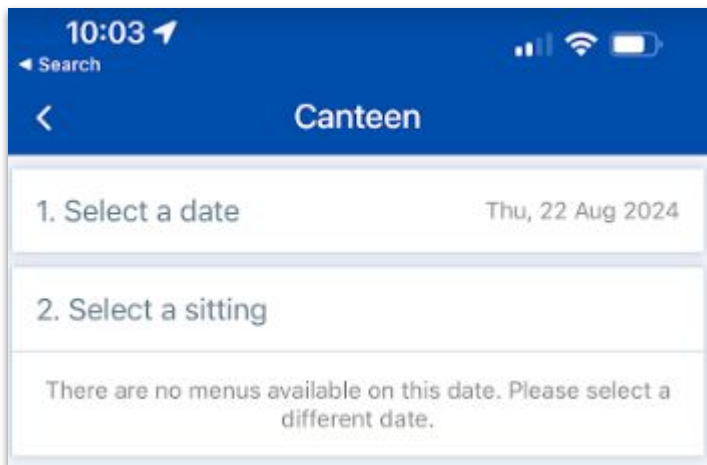
Canteen
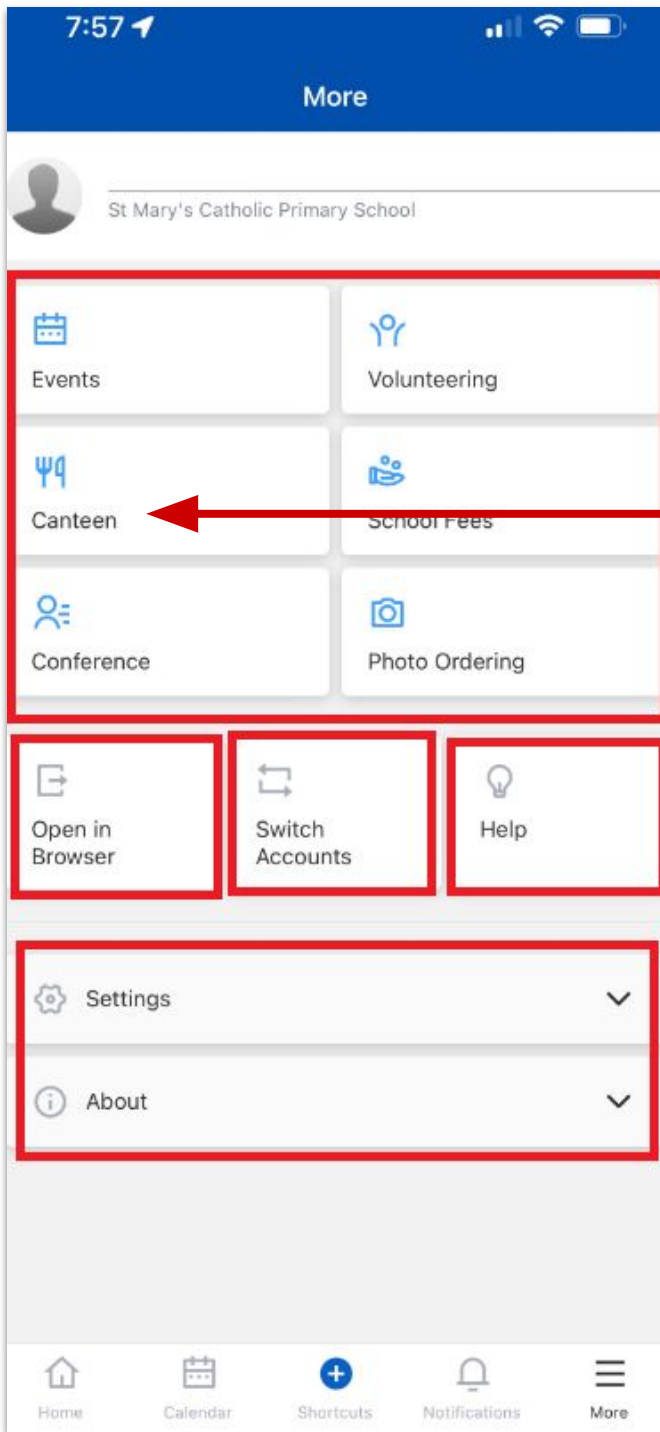
Find Canteen via **More**
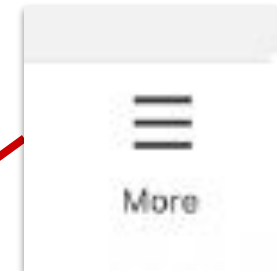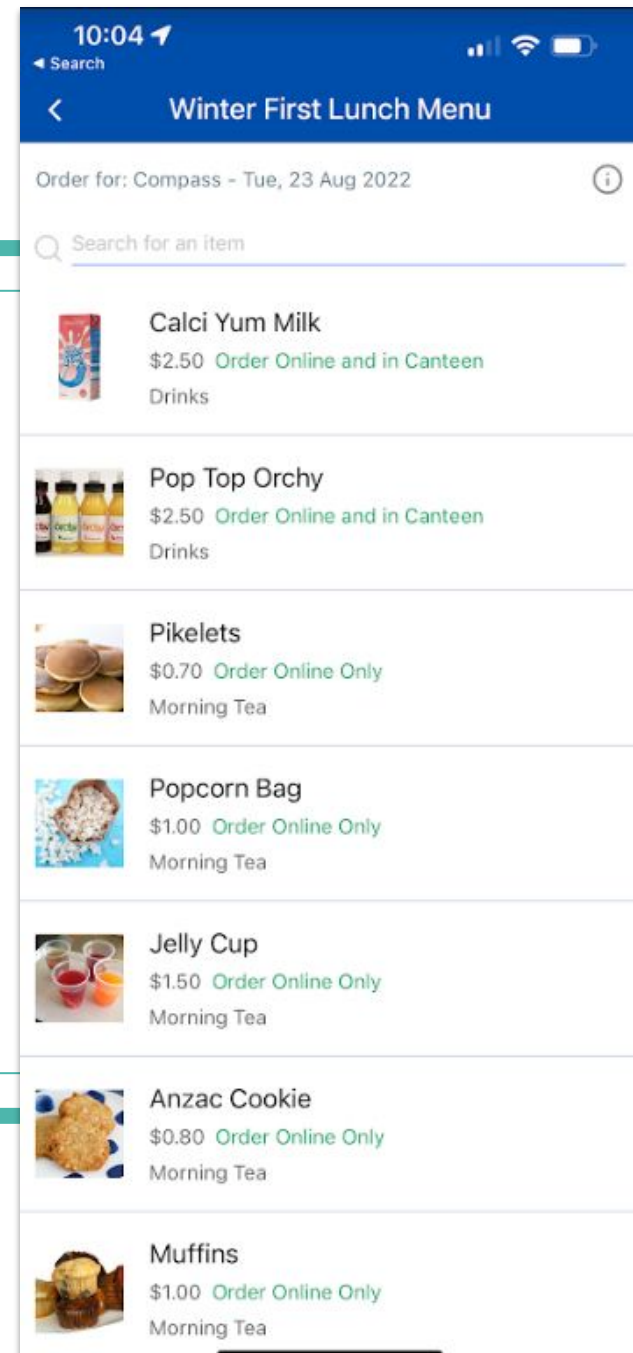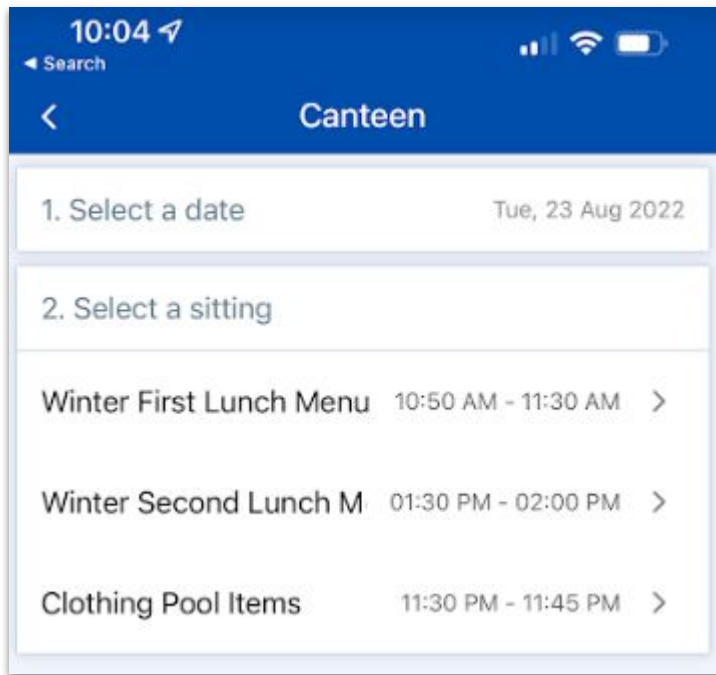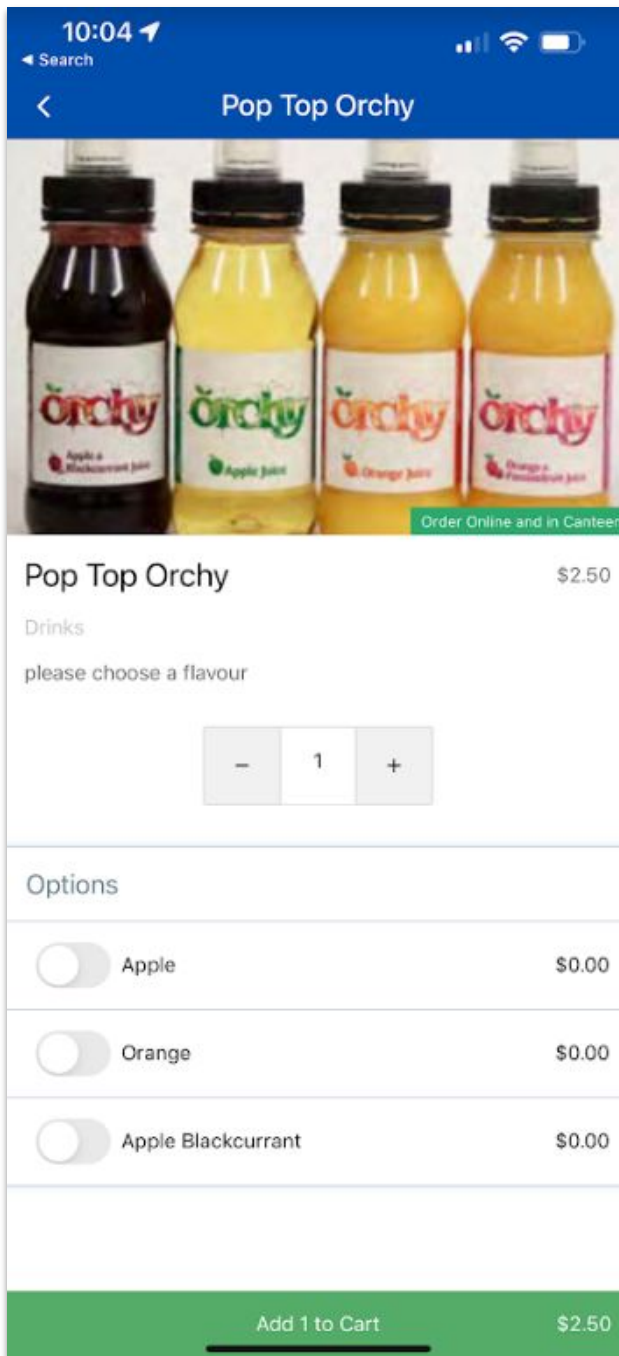
Tap place order

1. Select date

2. Scroll to date and press done

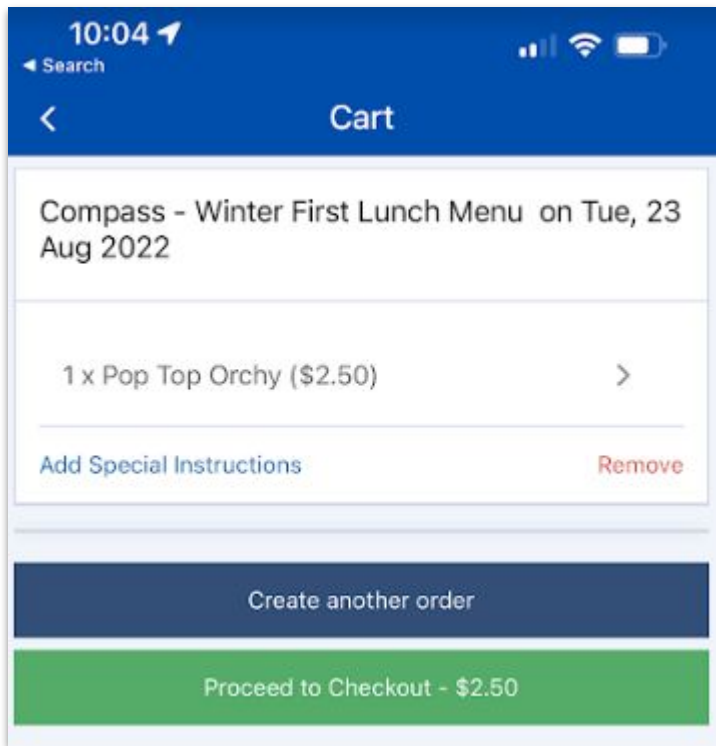3. Select Sitting

4. Select menu.

5. Tap on food selections
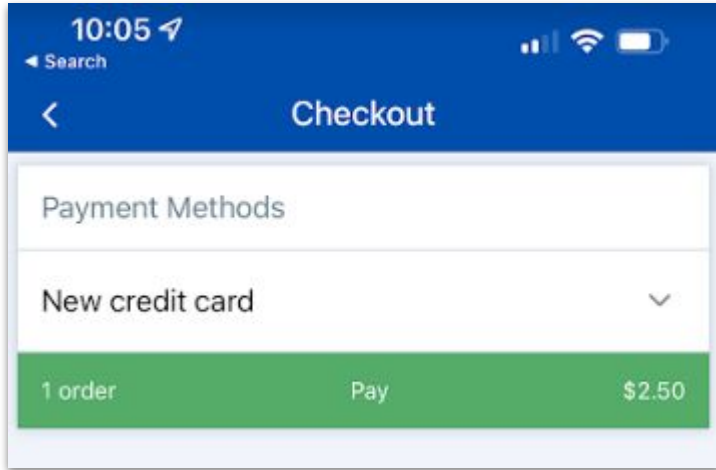
6. Add quantity

7. Chose from selections.

8. Add to cart.
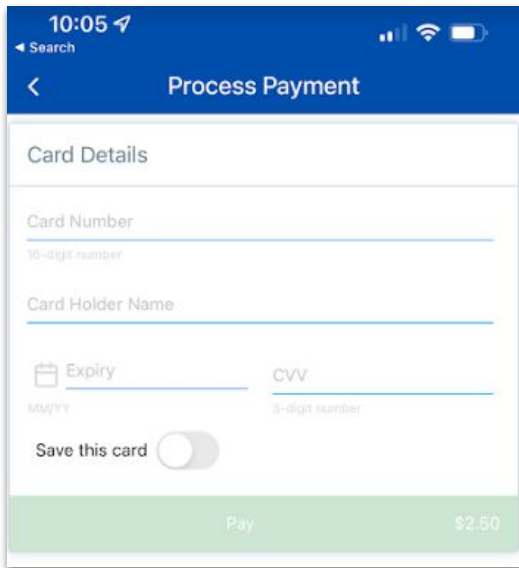
9. Add special instructions.

10. Create another order.

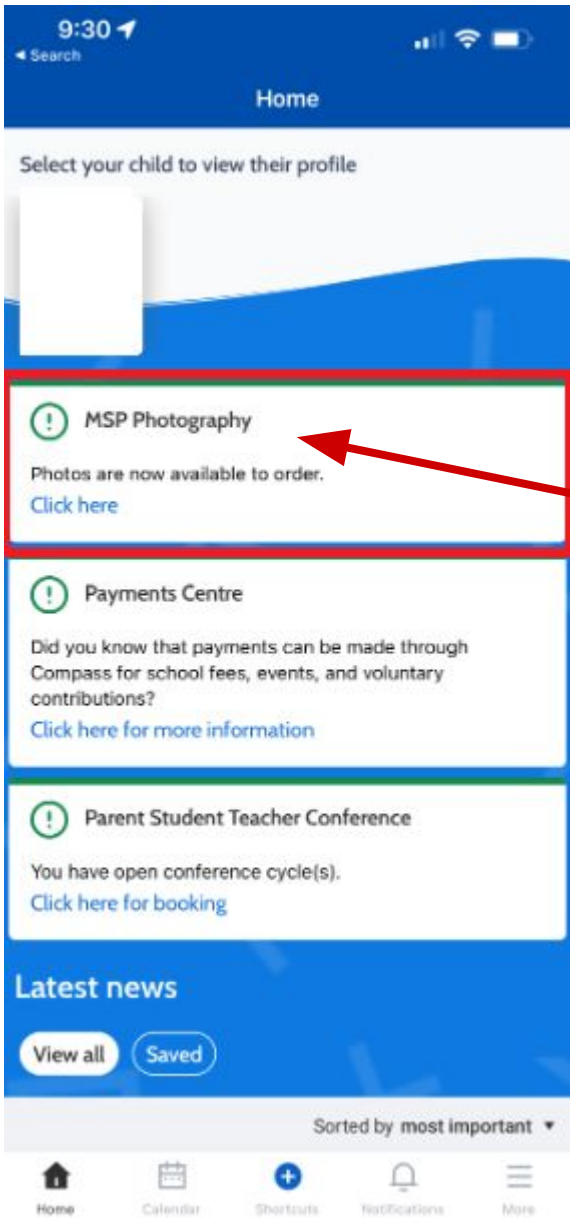11. When finished proceed to checkout.

12. Add card details.

13. Select PAY.

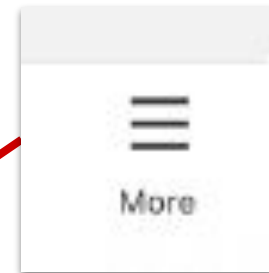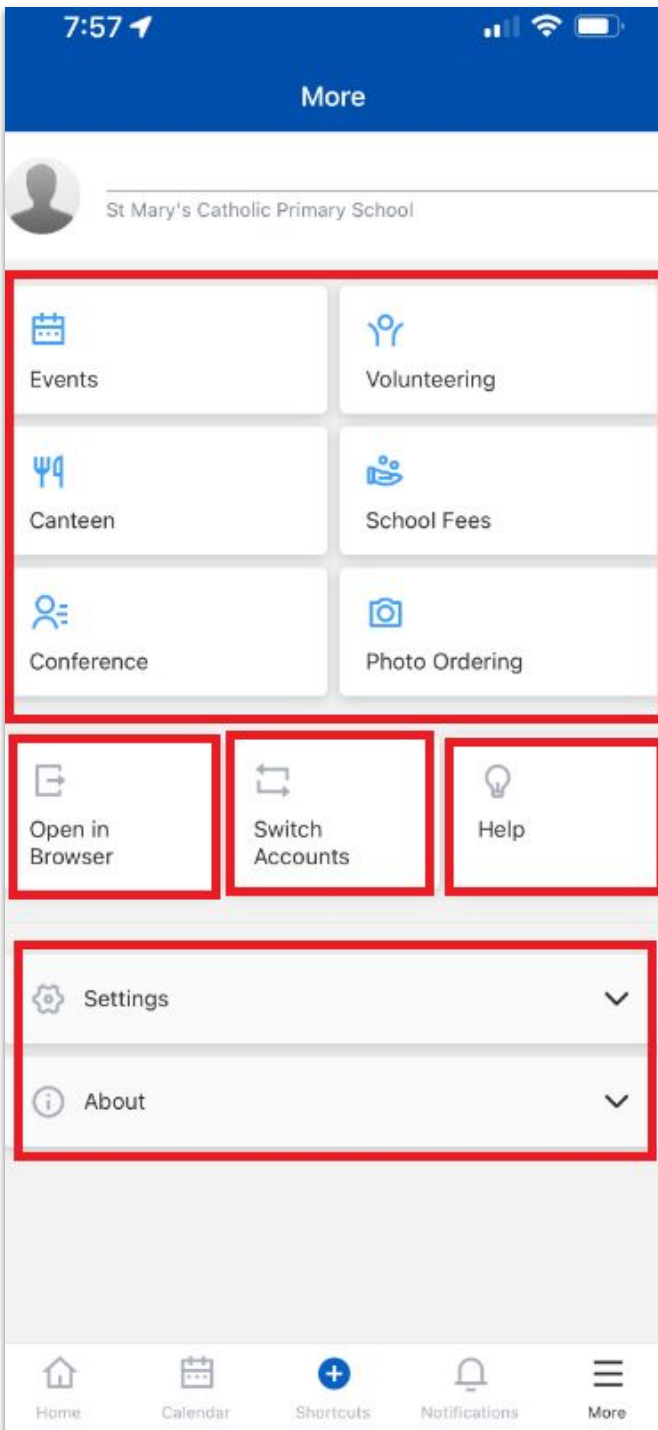## 14. It is optional to save card.

- 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.
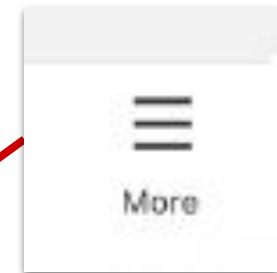
Ordering Photos MSP

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St Mary's Catholic Primary School

📅 Events	🙌 Volunteering
🍴 Canteen	🤲 School Fees
👤 Conference	📷 Photo Ordering

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➡️ Open in Browser	🔄 Switch Accounts	💡 Help

⚙️ Settings ⌄

ℹ️ About ⌄

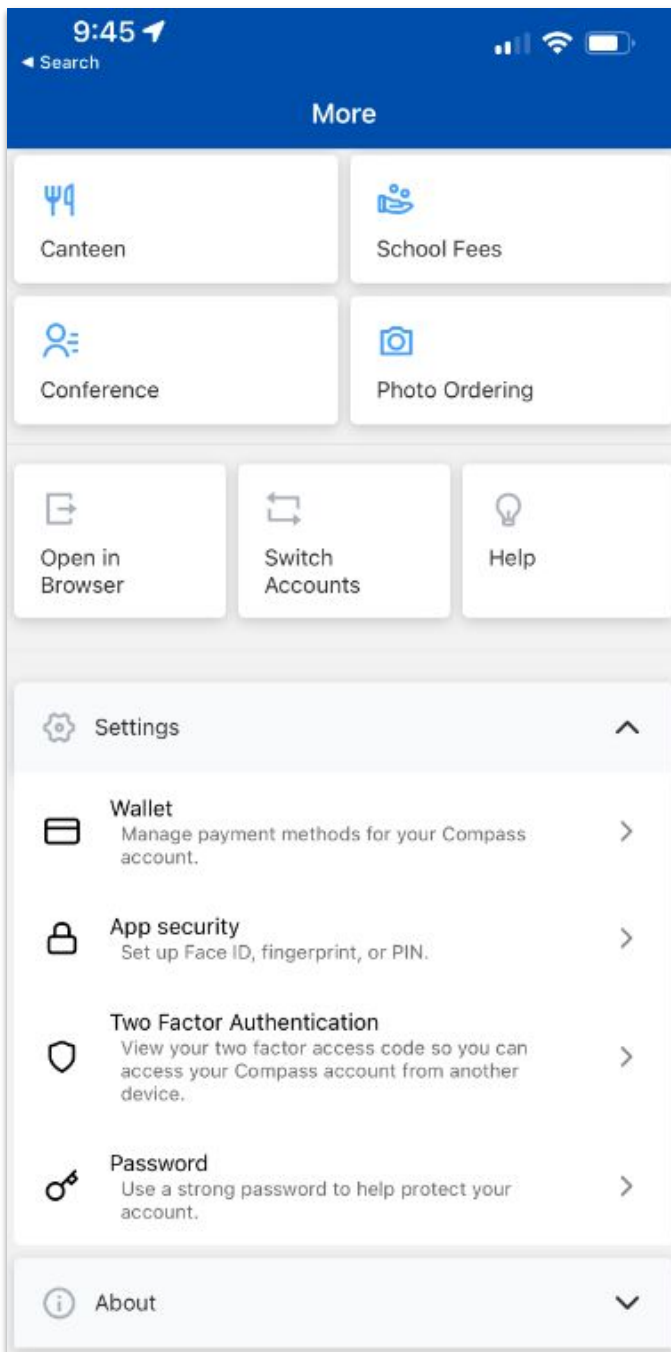Tap Photo Ordering

Order through the
MSP Website

Settings

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