

How to Complete Media and Local Walk Consent Forms in Compass

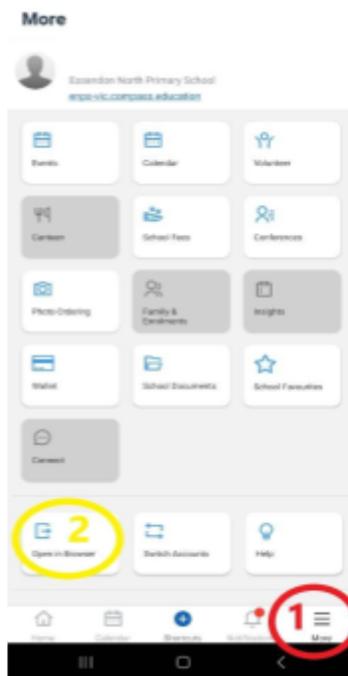
- 1) Open Compass and click on the blue link to the **“Course Confirmation/School Payments”** section.

If this link is not visible on the home screen of your Compass app, we recommend opening Compass in your browser instead.

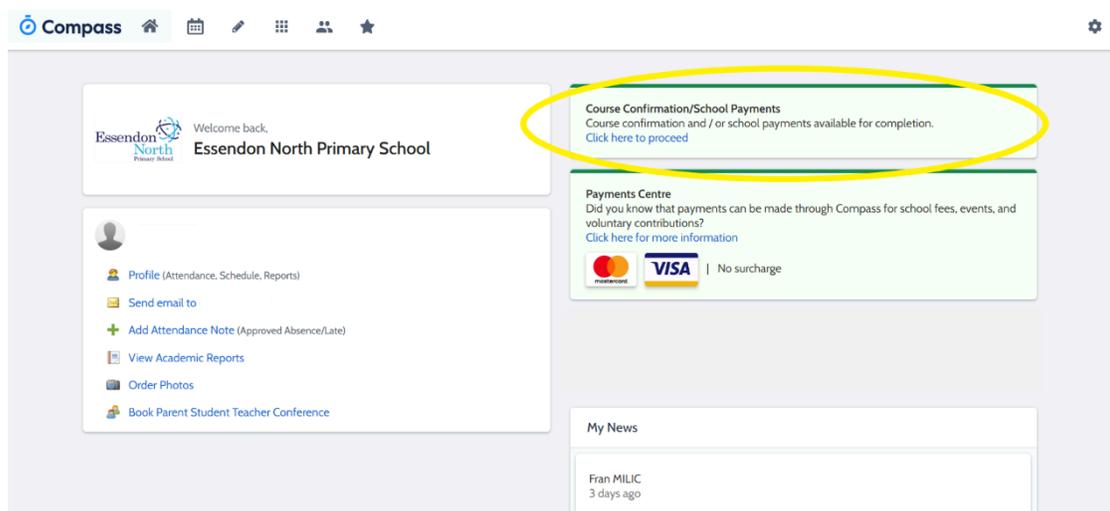
To do this from your mobile app, please:

Step 1: Click on the **More** icon at the bottom right of the home screen (circled red on the image pictured right).

Step 2: Select **“Open in Browser”** (circled yellow on the image pictured right).



- 2) Once you are in browser view, the **“Course Confirmation/School Payments”** heading can be found on the top right-hand side, as circled yellow below:



- 3) Click the blue link **“Click here to proceed”** and the following screen will open. Any outstanding forms will be listed under the heading **“Confirmation/Payment Process”**.

Compass

Course Confirmation and Payments

Click on a course confirmation/payment process below to proceed.

Confirmation/Payment Process	Status
Local Excursion Annual Consent 2024	Not Started
Internal Media Consent: Jan 2024-End of Dec 2024	Not Started
External Media Consent - Jan 2024-End Of Dec 2024	Not Started

**Completed via payment plan.*

- 4) Click on the first form shown in the list. An overview screen will appear (see example below). Click on the blue link **“See More”** to expand and read detailed information (circled yellow below). Click on the **“Next”** button (circled red below) to begin the Course Confirmation Process then follow the steps on screen to provide consent.

Course Confirmation/Payment: External Media Consent - Jan 2024-End Of Dec 2024

[Back to Course Confirmation/Payments]

Photography, Filming and Recording students at Essendon North Primary School

To provide Media Consent you are required to acknowledge that you have read and agree to the information provided. If you do not accept the information provided, please do not click on the 'Next' button to provide media consent from January 2024 to December 2024. Do not submit a response to this form. Please

[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?
External Media Consent: Jan 2024-End of Dec 2024	Required	Not Required

Confirmation

Please click "Next" to begin the Course Confirmation Process

[Next] [Back to Course Confirmation]

*** Note: Following the completion of your first form, please return to the screen shown in Step 3 to complete any other forms.**

Note: If you do not give permission, DO NOT complete these forms. If you do not fill out these forms, we assume you do not give permission.

Thank you for your cooperation, and please visit the Essendon North Primary School Office or call 9379 3979 if you have any further questions.