

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc.).

Every family receives a separate login to our school's Compass site. This login information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

<https://schools.compass.edu.au>

You will then be able to search for our school and access the link.

## How to Login

To login, you will require your unique family username and password.

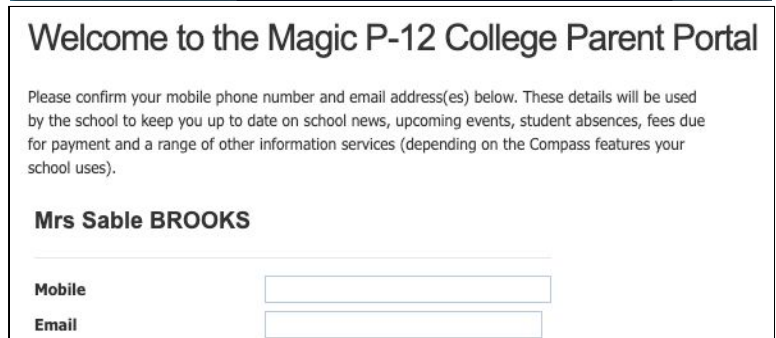
These details will be provided to you by the school however if you are yet to receive them, please contact the school office.

You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you login for the first time.

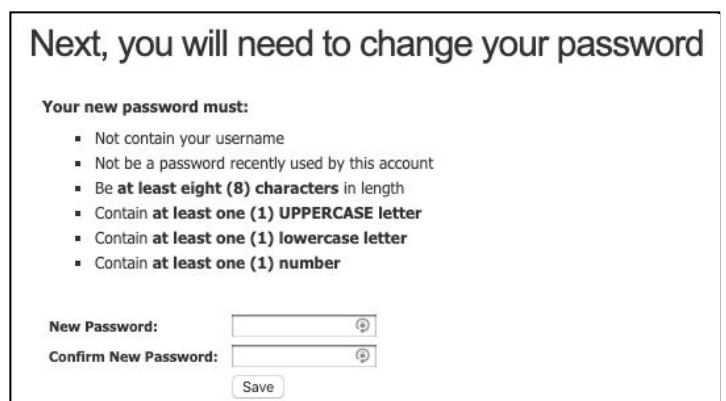
To login, go to your school's Compass site. Type in your username and password and click 'Sign in'.



If it is the first time you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and also, password recovery.

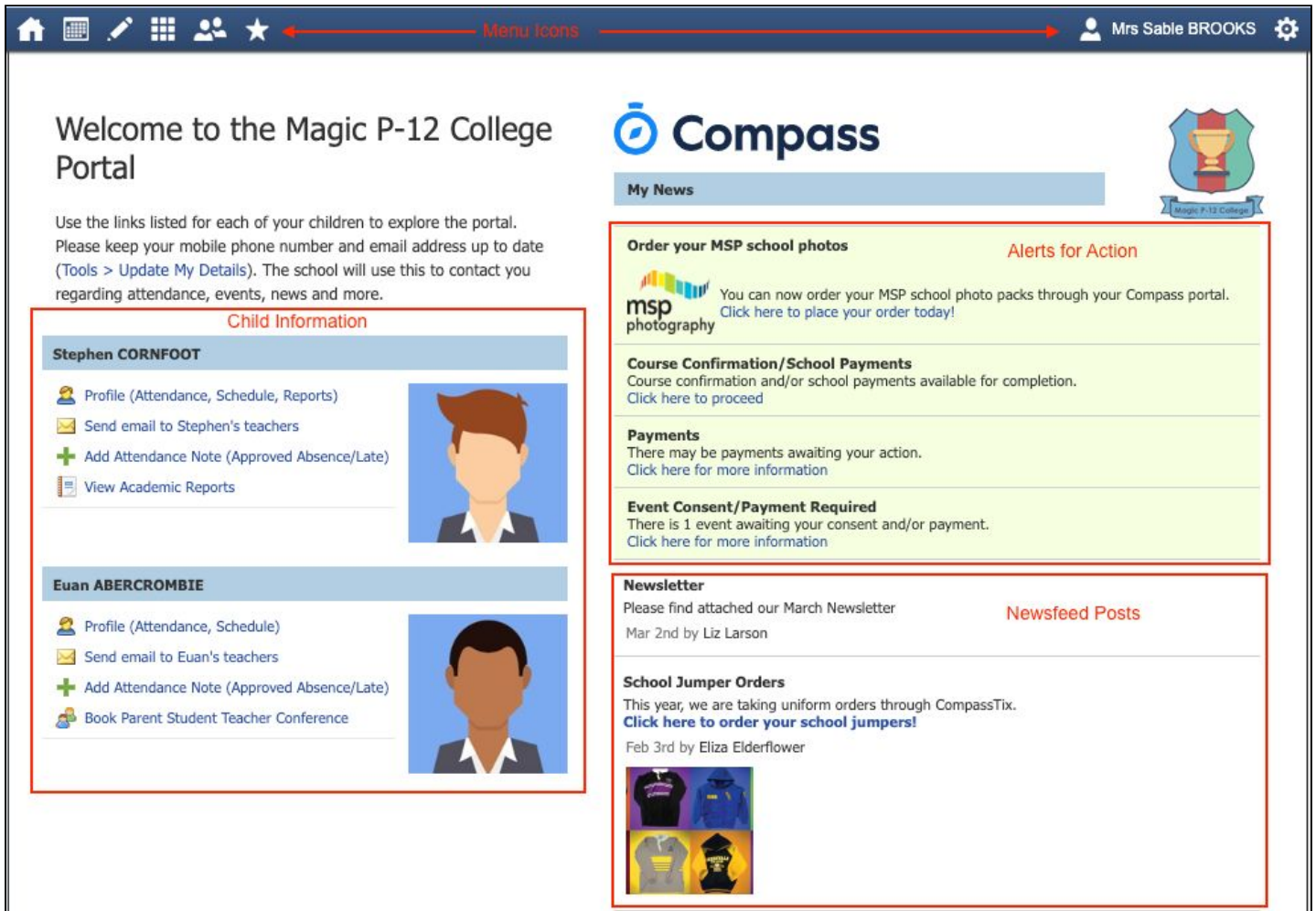


Also when logging in for the first time, once you have confirmed your details, you will be required to change your temporary password to one of your choosing. When you have entered your new password, click 'Save'.



## The Home Page

When logged in, you will be on the Home page. Here you will see different sections of key information.



The screenshot shows the home page of the Magic P-12 College Portal. At the top, there is a navigation bar with 'Menu Icons' and a user profile for 'Mrs Sable BROOKS'. The main content is divided into several sections:

- Welcome to the Magic P-12 College Portal:** A message encouraging users to use links for their children to explore the portal and keep their mobile phone number and email address up to date.
- Child Information:** A section for two children, Stephen CORNFOOT and Euan ABERCROMBIE. For each child, there are links for Profile (Attendance, Schedule, Reports), Send email to teachers, Add Attendance Note (Approved Absence/Late), and View Academic Reports.
- Alerts for Action:** A section with several items:
  - Order your MSP school photos:** A link to place an order today.
  - Course Confirmation/School Payments:** A link to proceed with course confirmation and/or school payments.
  - Payments:** A link for more information on payments awaiting action.
  - Event Consent/Payment Required:** A link for more information on an event awaiting consent and/or payment.
- Newsletter:** A post titled 'Please find attached our March Newsletter' by Liz Larson, dated Mar 2nd.
- Newsfeed Posts:** A post titled 'School Jumper Orders' by Eliza Elderflower, dated Feb 3rd, with images of school jumpers.

**Alerts** - These are clickable notifications of items that require your action.

**Newsfeed** - These are posts made by the school to communicate school information to you. You can scroll through any available posts and they will remain accessible for as long as the school has determined. They will generally display with the most recently dated post at the top however, posts set as 'Priority' by the school will show first regardless of the date.

**Child Information** - You will see each child you have at the school listed and clickable items that give you further details i.e clicking 'View Academic Reports' will take you to your child's available reports

**Menu options** - Across the top of the screen you will see a series of icons that open up menus for additional information you may require to access from time to time i.e. access to placing a canteen order, access to viewing upcoming event information etc.

## Menu Icons

The Home icon can be clicked at any time to take you back to the **Home screen** in Compass.



The Calendar icon will take you to view the available **Calendars** i.e. school events, your child's schedule etc.



The Pencil icon opens the **Teaching and Learning menu** from which you can select to view all the Learning Tasks assigned to your child/children.



The Grid icon will open the **Organisation menu**. Here you can access the Events page and also the Course Confirmation page to pay school fees.



The People icon is the **Community menu**. Here you can book parent teacher conferences (when available). You can also access any School Resources made available from this menu.



The Star icon opens the **Favourites menu**. This contains links to useful websites the school recommends.



The Cog icon gives you access to the **Tools menu**. Here you can opt to change your password, view your payment history and update your details.

