

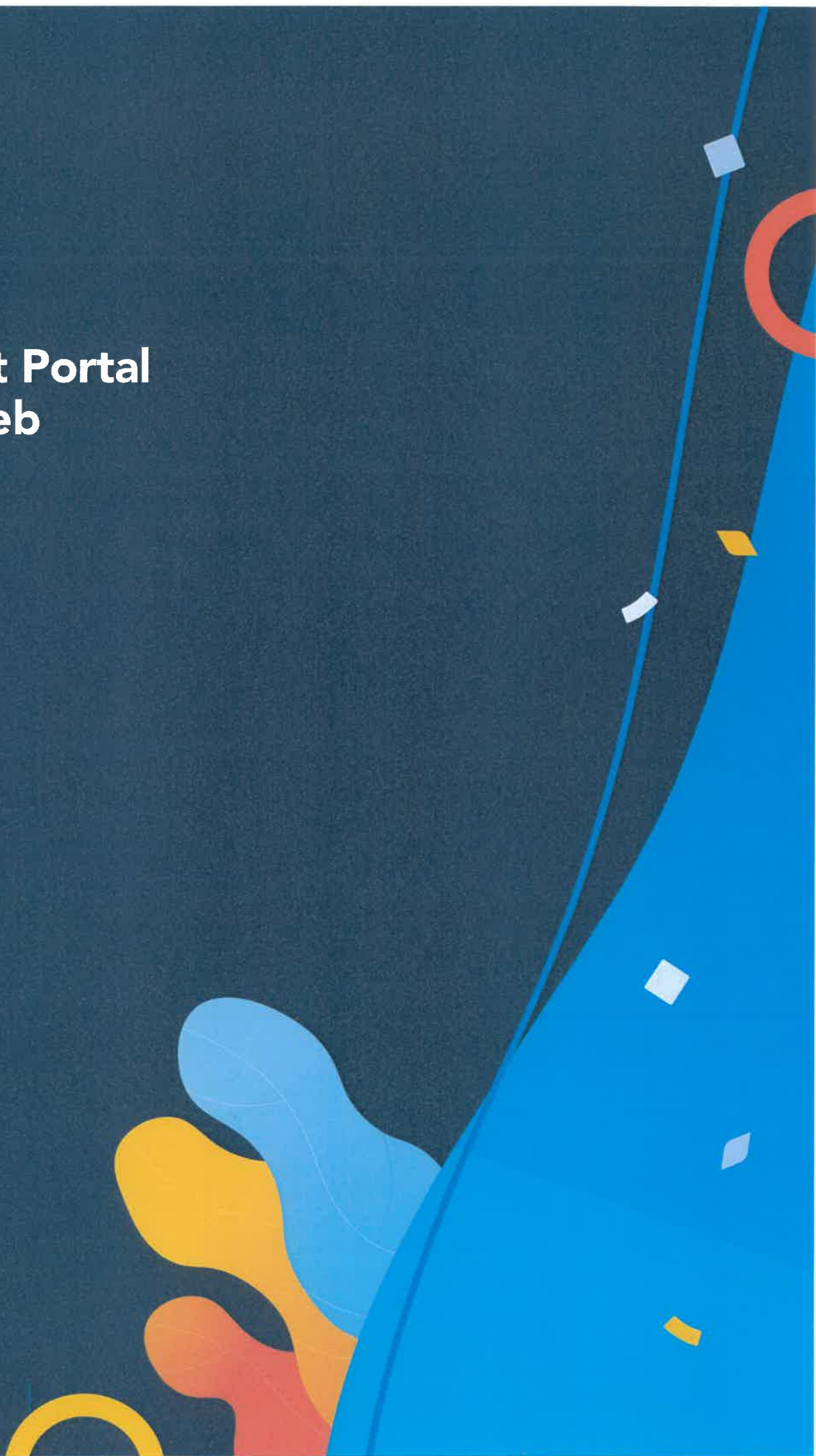


# Parent Guide



[www.compass.education](http://www.compass.education)

# Parent Portal via Web



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# How to Access Compass



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

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

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

**[schools.compass.education](https://schools.compass.education)**

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

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Recommended browsers





# How to Log in



## Greenfields College

Username

JBELL0001

Password

\*\*\*\*\*

Sign in

or



Sign in with Google

☒ Remember me

[Can't access your account?](#)

To log in, 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 log in for the first time.

To log in, go to your school's Compass site. Type in your username and password and click '**Sign in**'. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

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 password recovery.

## Compass Login Help

What is your email address or mobile phone number?

If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.

or

Please complete the below recaptchas.

I'm not a robot



Continue

[I don't know my mobile phone number or my email address](#)

We take privacy and user security seriously. Suspicious password recovery attempts will be investigated and unauthorised access may result in administrative penalties, civil and/or criminal charges.

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**'.

## Next, you will need to change your password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be at least eight (8) characters in length
- Contain at least one (1) UPPERCASE letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number

New Password:

Confirm New Password:

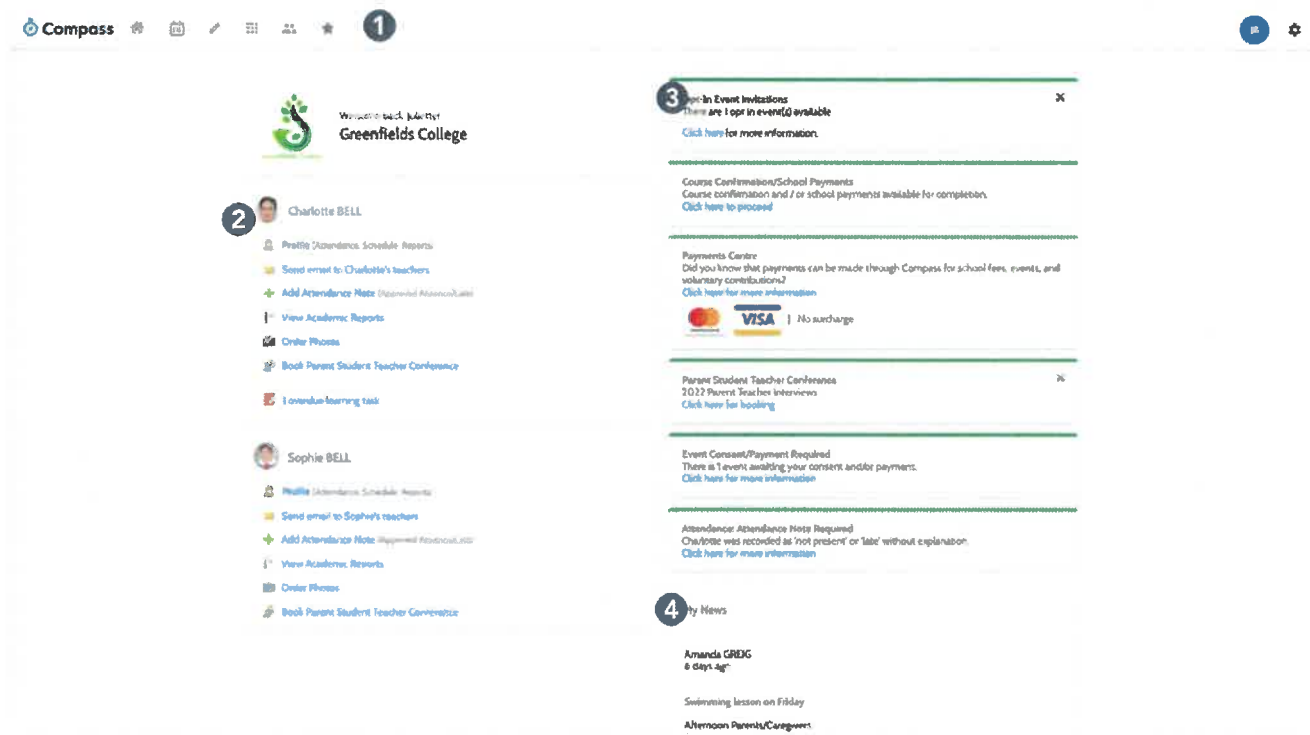
Save



If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.

# The Home Page

When you log in, you will be taken to the Home Page, which is made up of the following components:



## 1 Menu options

Across the top of the screen, you will see a series of menu icons, each with drop-down options. These are further explained in the following section.

## 2 Child Information

This section will display each child you have at the school. From here, you can access their profile for key information or perform actions such as send an email to a teacher or add an attendance note.

## 3 Alerts

On the top right, you will find a list of clickable notifications that will prompt you to action something.

## 4 Newsfeed

Posts in the Newsfeed allow the school to communicate key information to you. Posts remain accessible for as long as the school has determined, with the most recent posts displayed first. Posts that are set as Priority, however, will always show at the top.

# Menu Icons



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



## Tools

My Account

My Files

My Payments

Wallet

CompassIdentity Card

Family & Enrolments

Change My Password

Update My Details

Logout

# How To: Add an Attendance Note for an upcoming Absence



If your child is going to be away, you can add in an Attendance note to advise the school.

To do so, click '**Add Attendance Note (Approved Absence/Late)**'

The screenshot shows the parent portal for Greenfields College. On the left, a sidebar lists options for Charlotte BELL, with 'Add Attendance Note (Approved Absence/Late)' highlighted. The main content area shows various notifications and links, including 'Opt-In Event Invitations', 'Course Confirmation/School Payments', 'Payments Centre', and 'Parent Student Teacher Conference'.

The screenshot shows the 'Add Attendance Note' form. It includes fields for 'Person' (Charlotte BELL), 'Reason' (a dropdown menu), and 'Details/Comment'. There is an 'Important Notice' section with a disclaimer. At the bottom, there are fields for 'Start' (26/04/2022, 09:00 AM) and 'Finish' (26/04/2022, 03:30 PM). A 'Save' button is visible at the bottom right.

A Note screen will open.

Select the applicable reason from the drop down list; add in any additional information if applicable in the Details/Comment box.

Select the start and finish date/time of the absence and click '**Save**'.

# How To: Add an Attendance Note for an Unexplained Absence



**Charlotte BELL**

Profile (Attendance, Schedule, Report)

Send email to Charlotte's teachers

Add Attendance Note (Approved Minutes/Late)

View Academic Reports

Order Photos

Book Parent Student Teacher Conference

1 overdue learning task

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**Sophie BELL**

Profile (Attendance, Schedule, Report)

Send email to Sophie's teachers

Add Attendance Note (Approved Minutes/Late)

View Academic Reports

Opt-In Event Invitations  
There are 1 opt-in event(s) available.  
[Click here for more information.](#)

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Course Confirmation/School Payments  
Course confirmation and for school payments available for completion.  
[Click here to proceed.](#)

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Payments Centre  
Did you know that payments can be made through Compass for school fees, events, and voluntary contributions?  
[Click here for more information.](#)

| No surcharge

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Parent Student Teacher Conference  
2022 Parent Teacher Interviews  
[Click here for booking.](#)

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Event Consent/Parental Required  
There is 1 event awaiting your consent and/or payment.  
[Click here for more information.](#)

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Attendance: Attendance Note Required  
Charlotte was recorded as 'not present' or 'late' without explanation.  
[Click here for more information.](#)

If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note**.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Student: **Charlotte BELL - 09A, Year 9**

Active

Dashboard

Schedule

Learning Tasks

Attendance

Reports

Analytics

Insights

Summary

Notes

Unexplained

Arrival/Departure

Full Record

Most Present/Late: Unexplained

Export with Attendance Note

Print Unexplained Entries

Activity Name	Start	Finish	Period	Location	Staff	Status
<input checked="" type="checkbox"/> 0901C_09A	13/05/2022 01:58 PM	19/05/2022 02:55 PM	5	13	CW000	Late
<input type="checkbox"/> 0901K_09A	13/05/2022 08:50 AM	13/05/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 0901G_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREIG	Late
<input type="checkbox"/> 0901K_09A	06/05/2022 09:50 AM	06/05/2022 09:47 AM	1	13	AGREIG	Late
<input type="checkbox"/> 0901G_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 0901K_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 0901G_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late
<input type="checkbox"/> 0901C_09A	01/03/2022 11:13 PM	01/03/2022 01:10 PM	4	15	CW000	Late
<input type="checkbox"/> 0901C_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CW000	Late

Select the session (or sessions) that you are adding a note for and then click **'Explain with Attendance Note'**.

This will cause the Attendance Note screen to pop open.

Most Present/Late: Unexplained

Export with Attendance Note

Activity Name	Start	Finish	Period	Location	Staff	Status
<input checked="" type="checkbox"/> 0901C_09A	23/05/2022 01:58 PM	19/05/2022 02:55 PM	5	13	CW000	Late
<input type="checkbox"/> 0901K_09A	13/05/2022 08:50 AM	13/05/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 0901G_09A	12/05/2022 12:13 PM	12/05/2022 01:10 PM	4	11	AGREIG	Late
<input type="checkbox"/> 0901K_09A	06/05/2022 09:50 AM	06/05/2022 09:47 AM	1	13	AGREIG	Late
<input type="checkbox"/> 0901G_09A	04/04/2022 08:50 AM	04/04/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 0901K_09A	18/03/2022 08:50 AM	18/03/2022 09:47 AM	1	11	AGREIG	Late
<input type="checkbox"/> 0901G_09A	11/03/2022 01:58 PM	11/03/2022 02:55 PM	5	11	AGREIG	Late
<input type="checkbox"/> 0901C_09A	01/03/2022 11:13 PM	01/03/2022 01:10 PM	4	15	CW000	Late
<input type="checkbox"/> 0901C_09A	10/02/2022 08:50 AM	10/02/2022 09:47 AM	1	15	CW000	Late

Attendance Note Editor

**Note Details**

Person: Charlotte BELL

Reason:

Details/Comment:

**Important Notice**

In clicking 'Save', you understand, certify and accept that you are a listed parent/guardian for this child, and the information above is correct, and this online approval does NOT constitute a medical certificate, and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval, and any fraudulent action of intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product issuer)

**Important Notice**

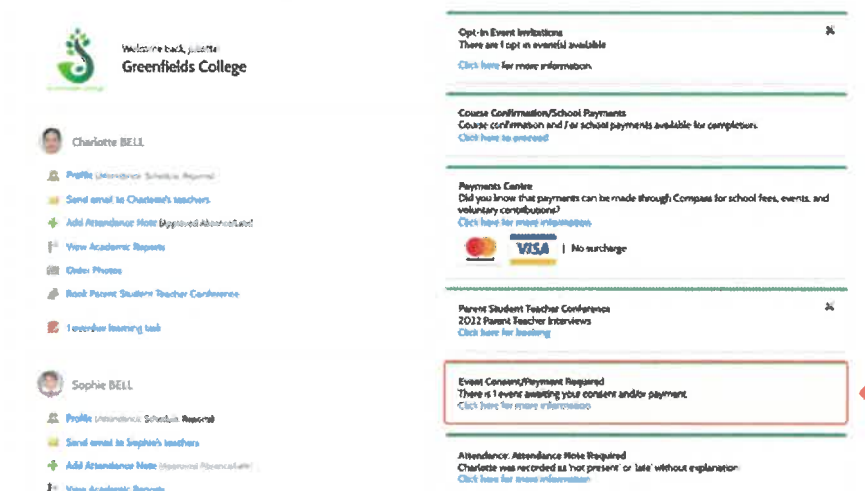
This will be automatically insert the appropriate number of approvals for the submitted session(s)

Select the applicable reason for the absence and add in the relevant details/comment.

Click **'Save'**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.



# How To: Consent and Pay for an Event



If your child has an upcoming event that requires your **consent and/or payment**, you will see an alert on your homescreen.

Click the alert and it will take you to the Events page (alternatively you can click the grid menu icon at the top of the screen and select 'Events').



On the 'Action Centre' tab you will see any events requiring your action. If you have more than one student at the school, events will be listed here under each child.

Click the event you wish to action.

## 1 Event information

### Description and educative purpose

Gundwini Lodge is situated on the border of Wandin North and Silvan, Victoria. Its setting is unique in that it has much natural bushland, park-like landscape and open grazing paddock areas all surrounded by rural and agricultural farms.

### When and where

Location	Start	Finish
Gundwini Lodge (Off Campus)	Tuesday, December 27th 2022, 9:00 am	Friday, December 30th 2022, 4:30 pm

### Additional details

Please Note: - Complete Medical Details or Emergency Contact Numbers only if they differ from details already held on student file - If this event has a cost and you would like to use your child's CSEF please contact the Money Elves at the office

### Dress code

Full school uniform

### Transportation

Bus

This event can be paid for via Recurring Contribution [Show contribution dates](#)

You will see the details of the event.

## How To: Consent and Pay for an Event (continued)

### 2 Administrative questions

Are there any additional medical conditions, allergies, medications or ailments?

e.g. A broken leg, asthma inhaler dosage increase, travel sickness, allergies, dietary requirements etc

Please contact the school if any permanent (or going) medication information requires updating.

Parent / guardian contact details



Contact Details on file

Ms Juliette BELL

Mobile: +61498987525

Email: parent@compass-education

Please contact the school if any of this contact information requires updating.

Contact details on the day (if different from normal)

Next will be any **administrative information** that you are required to review or respond to.

If you are required to review a medical Action Plan to confirm that it is current, you will need to tick the acknowledgement box to proceed (if the Action Plan on file is no longer current, please contact the school office to advise).

If your child has any further medical conditions not listed, please add the details in the available section. If they do not have any additional medical conditions, you can leave this field blank.

You will then see the current **contact details** on file for you.

If these need updating or different contact information is required for this event, please add that information in the space provided.

# How To: Consent and Pay for an Event (continued)

## 5 Consent and payment method

I give permission for Sophie BELL 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 Sophie BELL will adhere to the school rules 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.

### Contact tracing.

Some excursion venues are required to collect contact details and are responsible for managing records keeping for contact tracing in line with current public health directions. Most venues are required to use electronic record keeping that connects with an Application Programming Interface (API) linked to either a digital system provided by Services Victoria. The Department of Health has strongly recommended that a contact number for each individual student is provided. A school phone number alone is not considered sufficient. Providing contact details for individual students will expedite contact tracing so that individuals can be contacted by the Department of Health if required. Parents/carers/guardians are advised that, when required, the school will be providing excursion venues with contact details for students. The phone number on school life for the student will be provided as the nominated contact number. Venues will be collecting student names and contact phone numbers for a legitimate purpose and are subject to Victorian privacy laws so will handle the information securely and only retain it for the required 78-day period.

To provide consent, please type your name in full

Juliette Bell

## 6 Confirm and pay

### Payment Method

New credit card



5555 5555 5555 5555

Juliette Bell

02 / 13

999

☐ Save this card

### Payment

Total amount

\$112.50

☒ Pay in full now

☐ Pay in Recurring Contributions

Flours

We use CompassPay.com as our payment processing gateway. In clicking the relevant "Confirm and Pay" button to the right, 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 <http://compass.sbs.sau.gov.au/>

[Admin Centre](#) [Events](#) [Volunteering](#) [Payments](#)

**Event accepted**  
You have accepted Zoo Excursion

**Upcoming events**

**Charlotte BELL**  
2 events

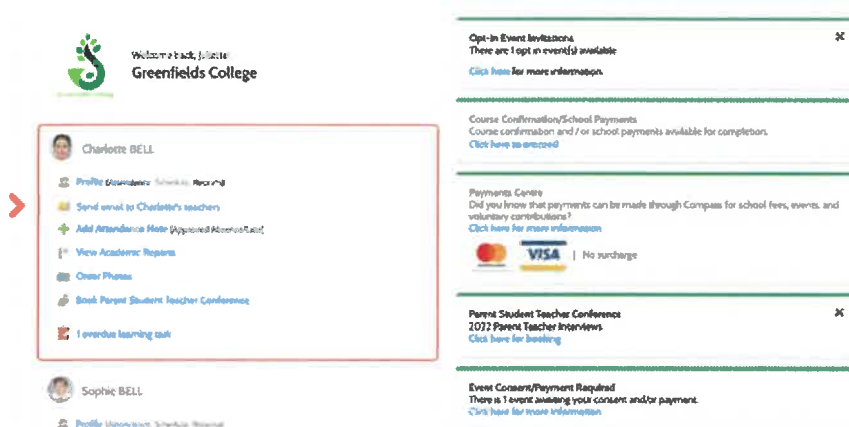
<b>Outdoor Education Rock to Reef</b> Monday, August 1st 2022, 9:00 am Monday, August 1st 2022, 3:30 pm	Attending	04 \$112.50	\$0.00	>
<b>Zoo Excursion</b> Tuesday, November 1st 2022, 8:50 am Tuesday, November 1st 2022, 3:30 pm	Payment required	04 \$112.50	\$0.00	>
<b>Yr 3/4 Camp, Gundivindi Lodge</b> Tuesday, December 27th 2022, 6:30 am Friday, December 30th 2022, 4:30 pm	Payment required and pending	04 \$112.50	\$112.50	>

You will then be required to provide **consent and payment** (please note, not all events will require both, it will vary depending on the type of the event set up by the school).

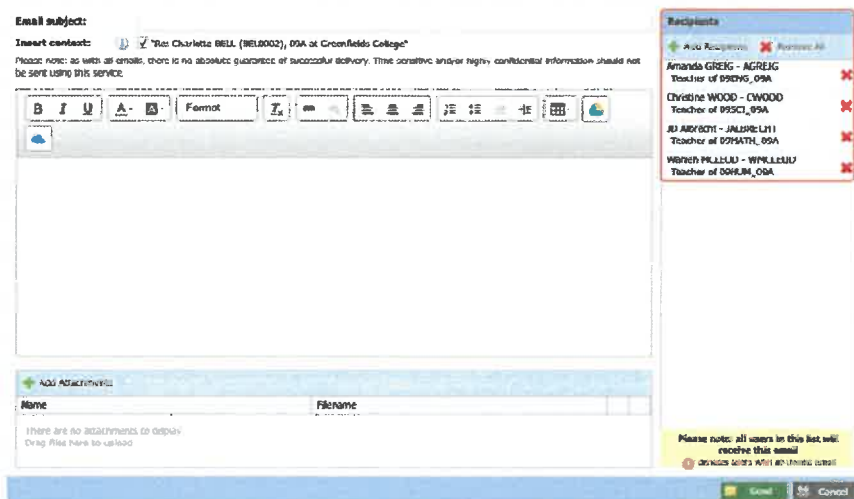
Once you have completed the consent/payment, the event will update to show your child as **'Attending'**.

The **'Events'** tab will show all events, both processed and those still requiring your action. To access information on upcoming events that you have already processed, click the event.

# How To: Email a Teacher



To **email your child's teachers**, click the option listed under the name on your dashboard.



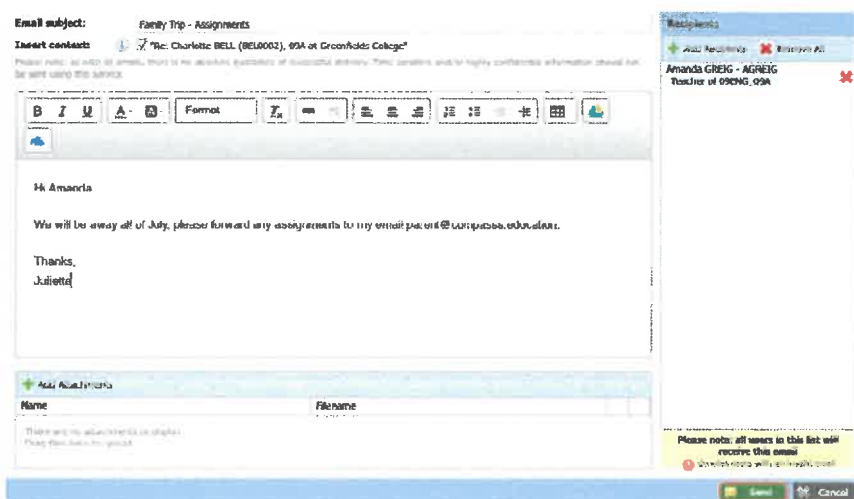
This will open the email box with all your child's teachers pre-loaded as recipients.

Amanda GREIG - AGREIG  
Teacher of 09ENG\_09A

Christine WOOD - CWOOD  
Teacher of 09SCI\_09A

Remove any teachers that the email is not relevant to by **clicking the red cross** next to their name.

To add any additional staff, click **'Add Recipients'**.



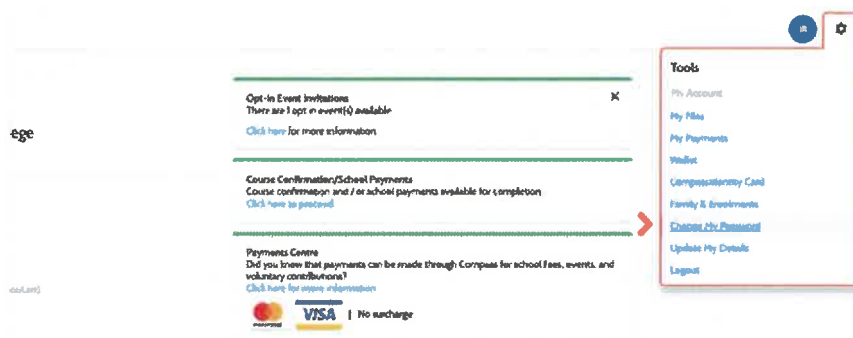
Add in your subject information and email content.

Click **'Send'** to issue to the listed recipients.

You will receive a copy of the sent email to the email address listed for your profile in Compass.



# How To: Change your Password



If you need to change your password, go to the cog icon and select **'Change my Password'**.

## Change My Password

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be at least eight (8) characters in length
- Contain at least one (1) UPPERCASE letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number

Old Password:

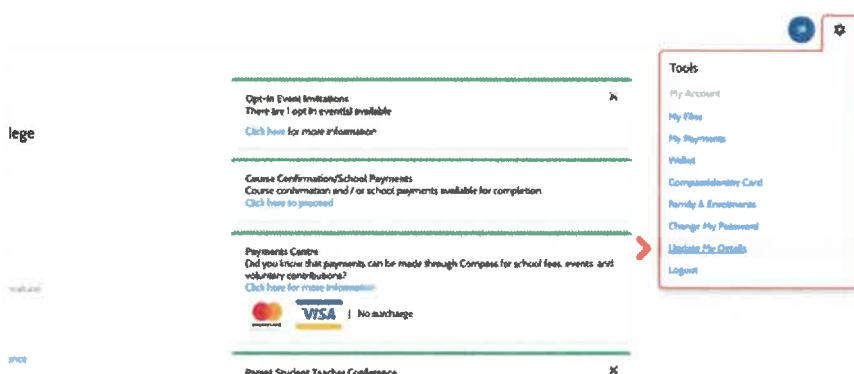
New Password:

Confirm New Password:

Key in the required information ensuring your new password meets the set guidelines.

Click **'Save'** to update.

# How To: Update your Contact Details



If you need to update the mobile number or email address on file for your account, go to the cog menu icon and select '**Update my Details**'.

## Welcome to the Greenfields College Parent Portal

Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses) and they are subject to approval by School staff.

Ms Juliette BELL

Mobile  0499 999 999  
Email   
Google Sign In

These details are correct - Proceed to Parent Portal

Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as [email](#), [personal email address](#) and/or [mobile phone number](#) will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to acknowledge and/or remove these details at any time. 3DLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any [messages](#) transmitted. We act only as a gateway for communication. For further information please email [legal@compass.edu.au](mailto:legal@compass.edu.au).

# The Compass School Manager App



# Using the Compass School Manager App



You can use the [Compass app to action tasks](#)

The app is available to download for free from the Apple App Store or the Google Play store.

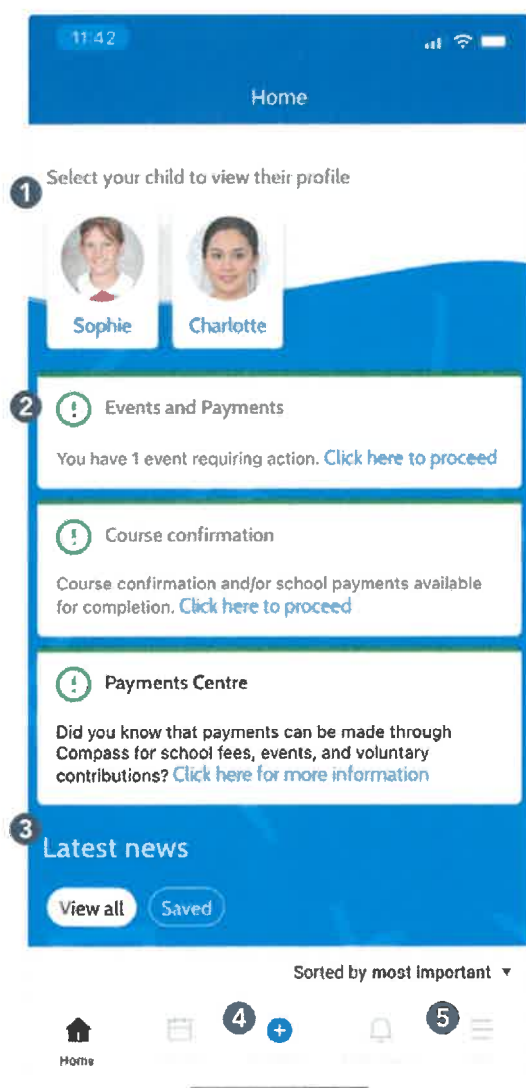


Once installed and opened for the first time, you will be prompted to choose which school your child attends.

After selecting the school, you will be required to enter your log in details which are the same details you use to log in to your Compass parent portal.



# The App Home Page



When logged in, you will see:

## 1 Profiles

Each of your children who attend the school will appear at the top of the screen. Click their image to go to their profiles.

Within the profile you can access information pertaining to your child such as their schedule, learning tasks, attendance approvals and reports.

## 2 Alerts

Notifications of items that require your action.

## 3 Newsfeed

Scroll through to view the latest posts from your school.

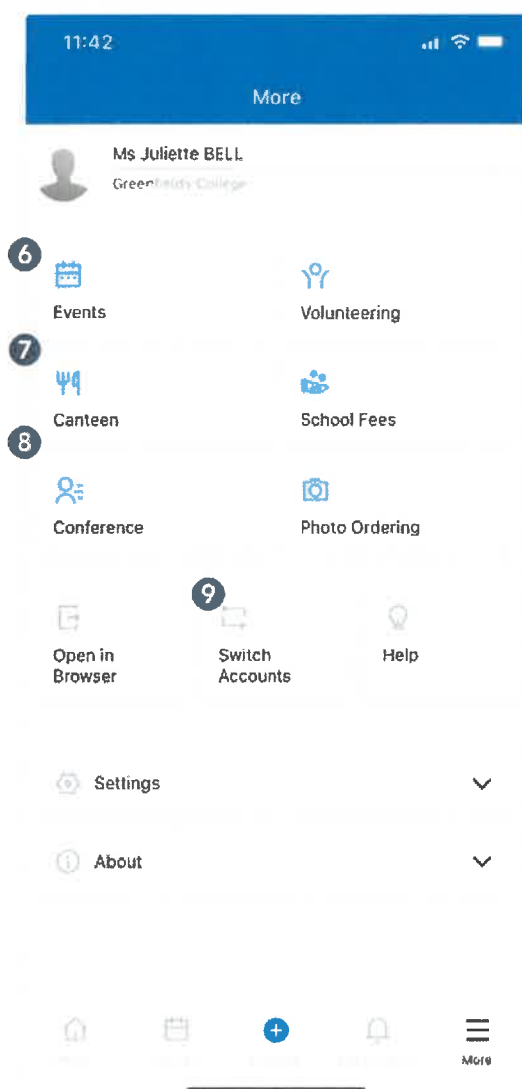
## 4 Shortcuts

The shortcuts button allows you to perform quick actions such as adding an attendance note or paying for an event.

## 5 More

Gives you access to additional actions – see next page.

## The App Home Page (continued)



### 6 Events Consent/payment

Process consent/payment for your child's upcoming events.

7

### 8 Conferences

Allows you to book teacher conferences.

### 9 Switch Accounts

If you have children attending different schools that use Compass (i.e. a child in Primary School and a child in Secondary School), you can use the 'Switch Accounts' option at the bottom of the menu to toggle between your parent account at each Compass school.

# Menu Icons (App)



The House 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 Schedules i.e. school events, your child's schedule etc.



The 'Plus' icon will give you access to '**Shortcuts**', such as paying for an Event, and adding an Attendance note.



The bell icon opens your **Notifications**. This contains a list of all notifications received.



The hamburger menu icon gives you access to the **More menu**. Conferences, Events, Canteen, and much more can be found in this menu.

