

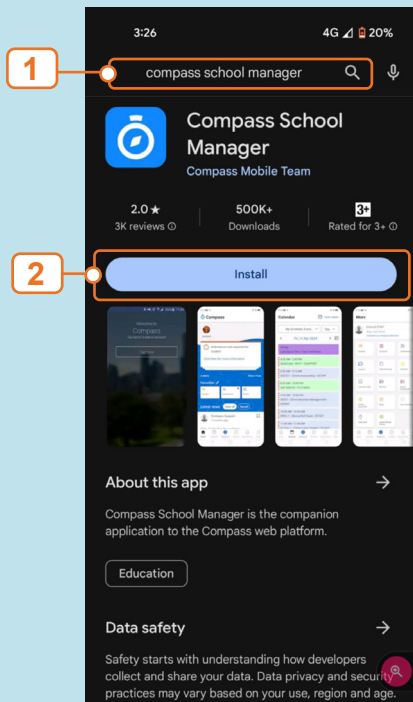
Login to Compass guide

Mobile devices and desktop computer

Search and find the Compass portal for your child's school and login using the username and password sent to you by the school, or a One-time Code (OTC).

Note: If you don't have a Compass login username and password, contact your school.

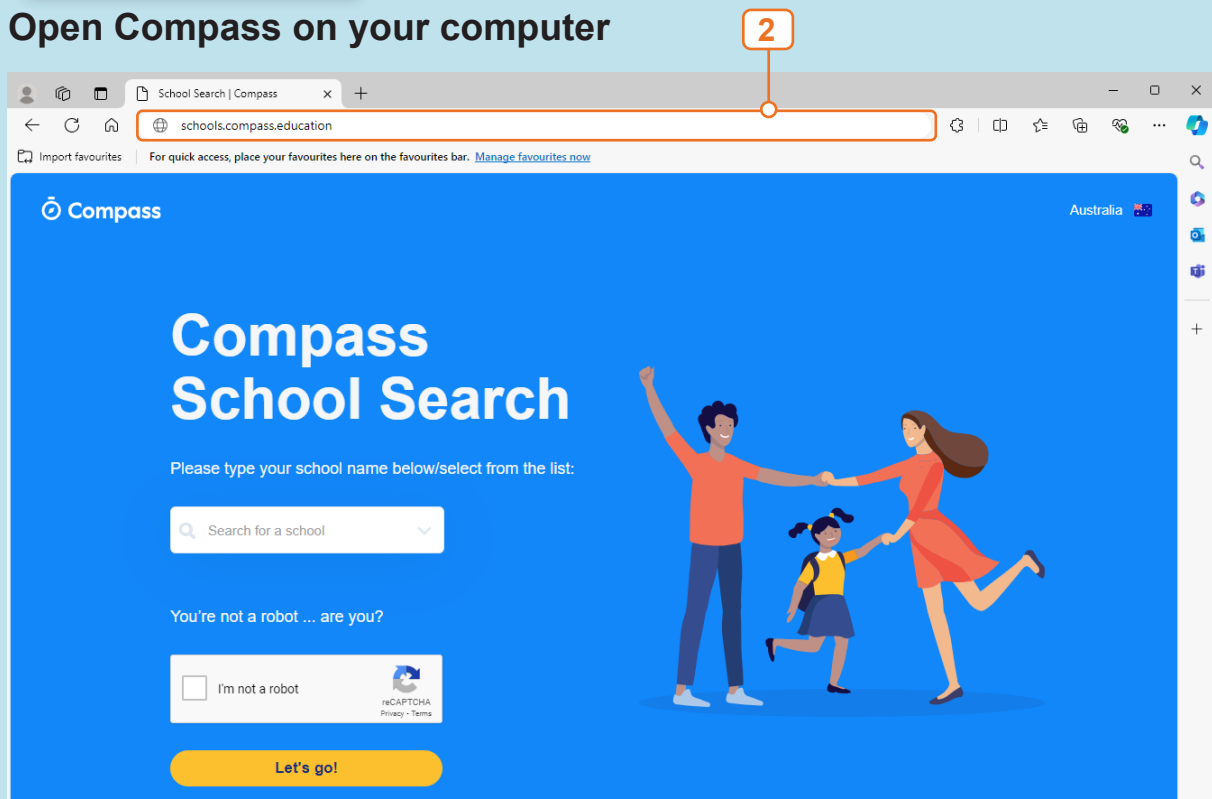
Download the Compass app for your mobile device



The Compass app is available for iOS and Android devices.

1. Search for **Compass School Manager** in the store
2. Download the app to your device.

Open Compass on your computer



1. Open your preferred web browser
2. Type in and search **schools.compass.education** to open the **Compass School Search** page.

Search and find your child's school

(For mobile devices and desktop computers)

The screenshot shows a web browser window with the URL `schools.compass.education`. The page title is "Compass School Search". The main heading is "Compass School Search". Below the heading, it says "Please type your school name below/select from the list:". There is a search bar with a magnifying glass icon and a dropdown arrow. Below the search bar, it says "You're not a robot ... are you?". There is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. Below the checkbox, there is a yellow button labeled "Let's go!". To the right of the search bar and checkbox, there is an illustration of a family (a man, a woman, and a child) holding hands and jumping. The page is for Australia, as indicated by the "Australia" text and flag in the top right corner.

1. Enter the name of the school in the **Search** bar
2. Select the **I'm not a robot** checkbox and solve the relevant Captcha
3. Select **Let's go!** to open your school's Compass login page.

From the **Compass School Search** (above) find your child's school:

1. Enter the name of the school in the **Search** bar

Note: In case another school with the same name appears in the search results, ensure either the state or postcode is Western Australian.

2. Select the **I'm not a robot** checkbox and solve the relevant Captcha
3. Select **Let's go!** to open your school's Compass login page.

Login to your Compass portal for the first time

The screenshot shows a web browser window with the URL <https://kaartdijin-training-wa.compass.education/login.aspx?sessionstate=disabled>. The page features the Kaartdijin Community College logo and the text "Kaartdijin Community College". Below the logo, there are two input fields: "Username" and "Password". A blue "Sign in" button is positioned below the "Password" field. To the right of the "Sign in" button is a small orange icon of a person. Below the "Sign in" button is a link that says "Or". Below the "Or" link is a blue button that says "Parent sign in with one-time code". Below this button is a checkbox labeled "Remember me" and a link that says "Can't access your account?". Three numbered orange boxes with arrows point to the "Username" field (1), the "Password" field (2), and the "Sign in" button (3).

From your child's **school's Compass login page** use the login details sent to you by the school:

1. Enter your **username**
2. Enter the **temporary password**
3. Select **Sign in**.

Note: Compass will send an authentication code to your mobile or email (ensure you have registered your preference with the school).

Confirm contact details

Update Details

Confirm details for Kaartdijin Community College

These details will be used by the school to keep you up to date on school fees, student absences, school news, upcoming events, and a range of other information services (depending on the Compass features your school uses).

Mr Juniper ADAMS

Mobile

04XXXXXXX

Email*

jadams@email.com

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Proceed to home page Update details

We request your personal contact details on behalf of your educational institution. All personal details are collected and stored in alignment with our policies. A copy of our policies (including our Privacy Policy) are available at <https://policies.compass.education>

The first time you login to your Compass Parent portal, you will be asked to update your contact details (mobile phone or email). If these are up-to-date:

4. Select **These details are correct - Proceed to Parent Portal.**

Note: Contact your school if your details need updating.

Update your password

The screenshot shows a web browser window with the URL `https://kaartdijin-training-wa.compass.education/Portal/ChangePassword.aspx?force=1`. The page title is "Update Password | Compass". The main heading is "Update your password" with a subtext: "Next, we will need you to set a new password. Choose a strong password that you don't use for other accounts."

The form contains two input fields, both with "New password" placeholder text and eye icons for toggling visibility. The first field is labeled "New password" and the second is labeled "Confirm new password". Both fields are highlighted with orange boxes and connected by a bracket to a callout box containing the number "5".

Below the input fields, a section titled "Your new password must:" lists the following requirements:

- 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 and confirmation must match

At the bottom of the form is a blue button labeled "Change password", which is highlighted with an orange box and connected to a callout box containing the number "6".

5. Enter a secure password using the password criteria into the **New Password** box and **Confirm new password** in the box below
6. Select **Change Password** to confirm your new password
7. Select **Continue** to open your **Compass** portal.

Optional: Use a One-Time Code (OTC) for future logins

Once you have logged in for the first time and confirmed your contact details, you can choose to use an OTC for future logins.

The screenshot shows the login page for Kaartdijin Community College. The URL in the browser is <https://kaartdijin-training-wa.compass.education/login.aspx?sessionstate=disabled>. The login form includes fields for Username and Password, a Sign in button, and a link to Parent sign in with one-time code. A red box highlights the 'Parent sign in with one-time code' link, with a red circle and the number 1 next to it.

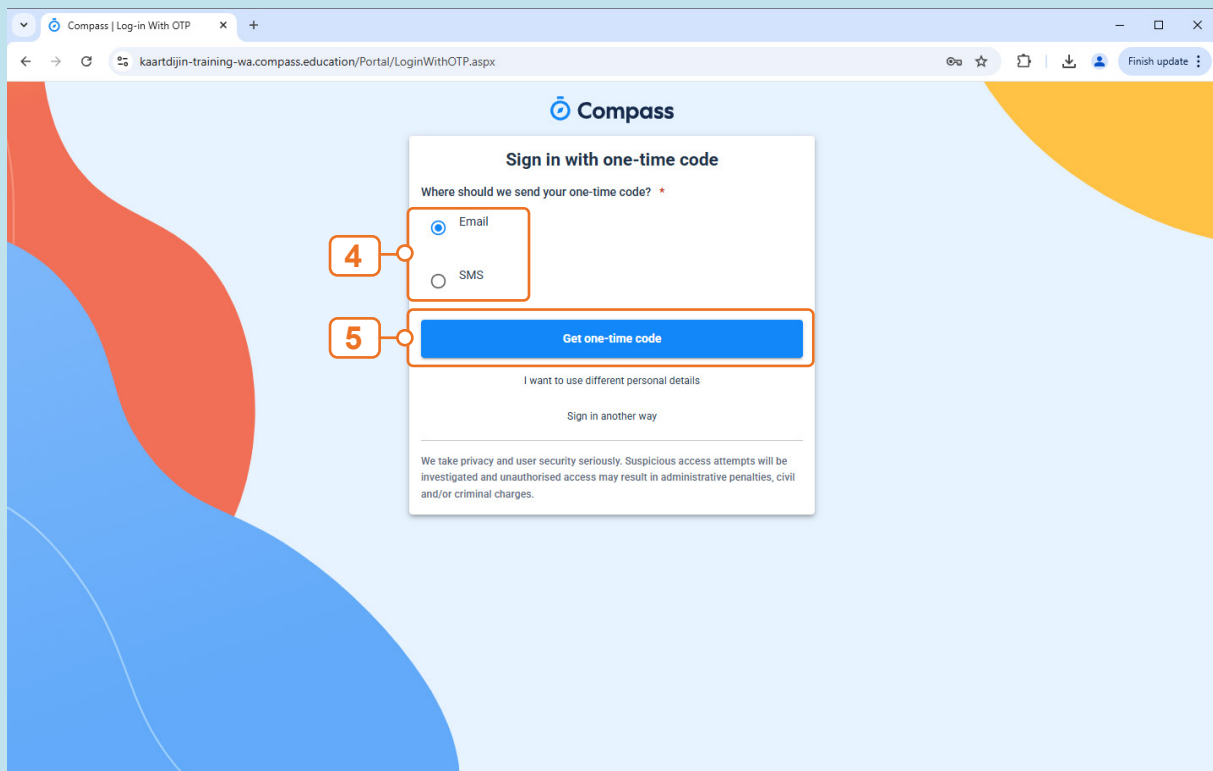
From your school portal login page:

1. Select **Parent sign in with one-time code**

The screenshot shows the 'Sign in with one-time code' page. The URL in the browser is kaartdijin-training-wa.compass.education/Portal/LoginWithOTP.aspx. The page includes a form with fields for Mobile phone number, Email address, and Username. A red box highlights the 'Continue' button, with a red circle and the number 3 next to it. A red box also highlights the 'Mobile phone number' field, with a red circle and the number 2 next to it.

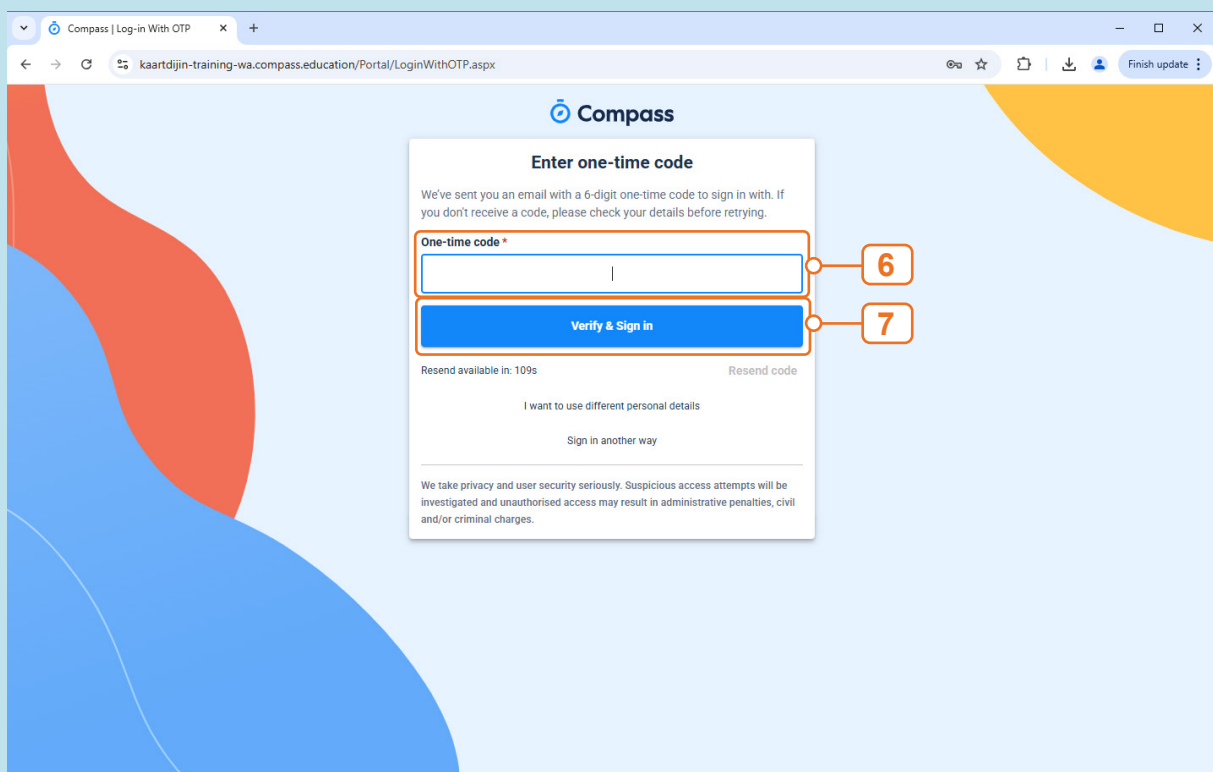
2. From the **Sign in with one-time code** page, you will enter **either**: your mobile phone number, your email address or your **Compass** username

3. Select **Continue**



From the **Sign in with one-time code** page:

4. Choose if you want to receive your OTC by **email** or **SMS**
5. Select **Get one-time code**



From the **Enter one-time code** page:

6. Enter the OTC sent to you
7. Select **Verify & Sign In**.