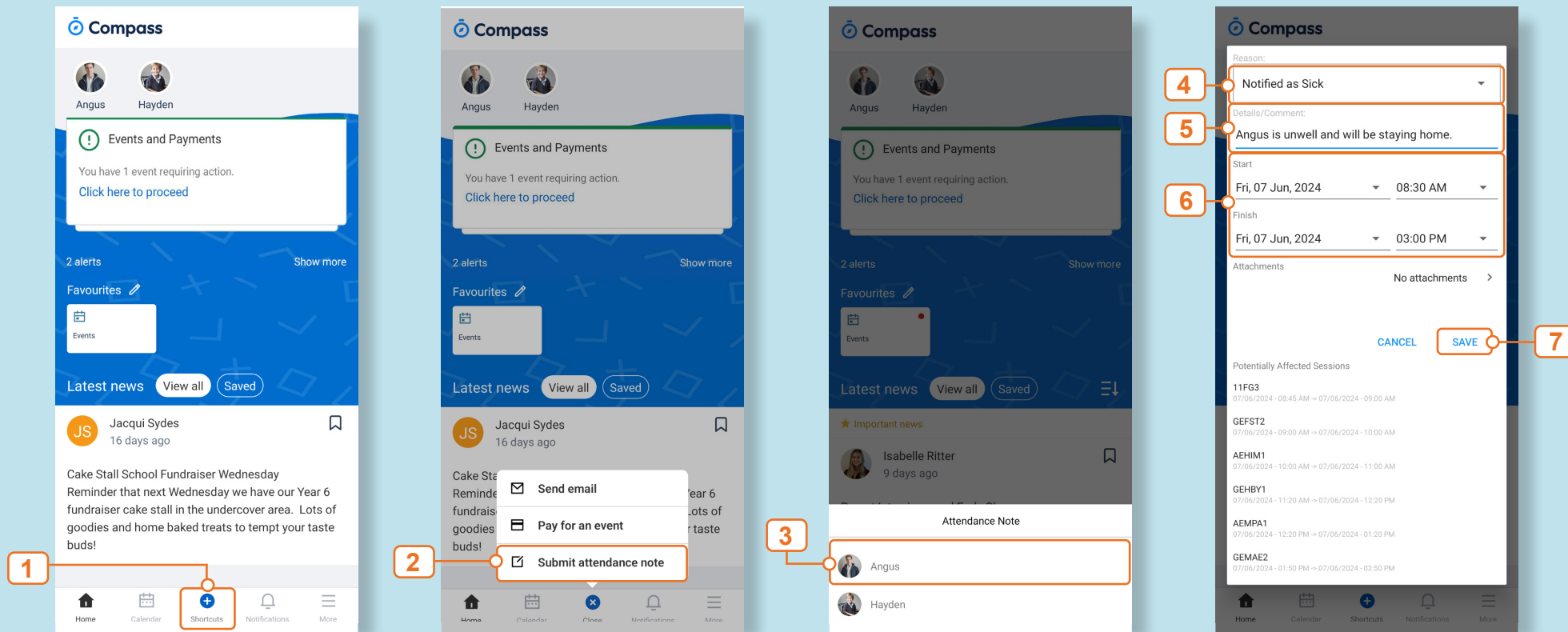


Compass parent portal guide

Mobile devices

Open your Compass School Manager app and login using your username and password or a One-time Code (OTC).

Send an absent note



The screenshots illustrate the process of sending an absent note through the Compass app. The first three steps show the navigation from the home screen to the 'Submit attendance note' option. The fourth screenshot shows the 'Attendance Note' form with the following fields and options:

- Reason:** A dropdown menu with 'Notified as Sick' selected.
- Details/Comment:** A text box containing 'Angus is unwell and will be staying home.'
- Start:** A date and time selector showing 'Fri, 07 Jun, 2024' at '08:30 AM'.
- Finish:** A date and time selector showing 'Fri, 07 Jun, 2024' at '03:00 PM'.
- Attachments:** A section with 'No attachments' and a plus icon.
- Buttons:** 'CANCEL' and 'SAVE' buttons at the bottom right.

From your home page:

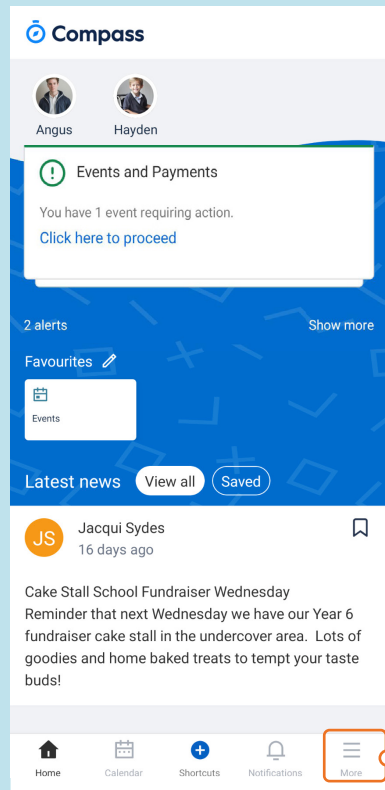
1. From the main menu select the **Shortcuts** button

2. From the popup, select **Submit attendance note**

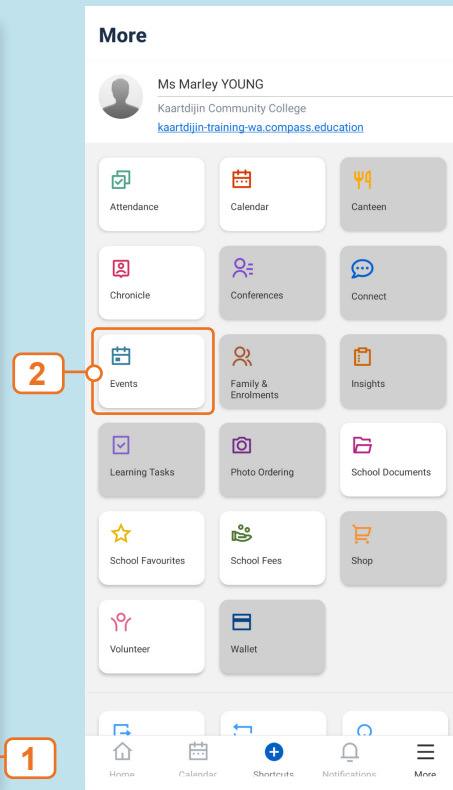
3. From the popup, select your **child's name**

4. Select a **Reason** from dropdown list
5. Enter additional information in **Details/Comments** box
6. Select **Start** and **Finish Date** and **Time** of absence
7. Select **Save**.

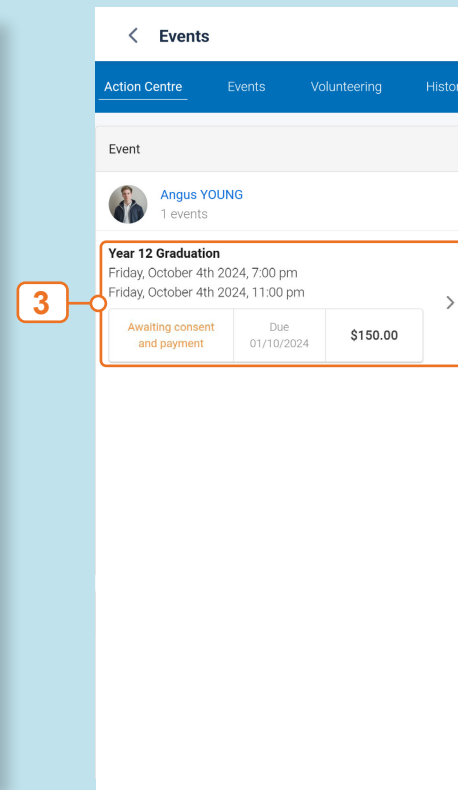
View your child's upcoming events and provide consent or payment



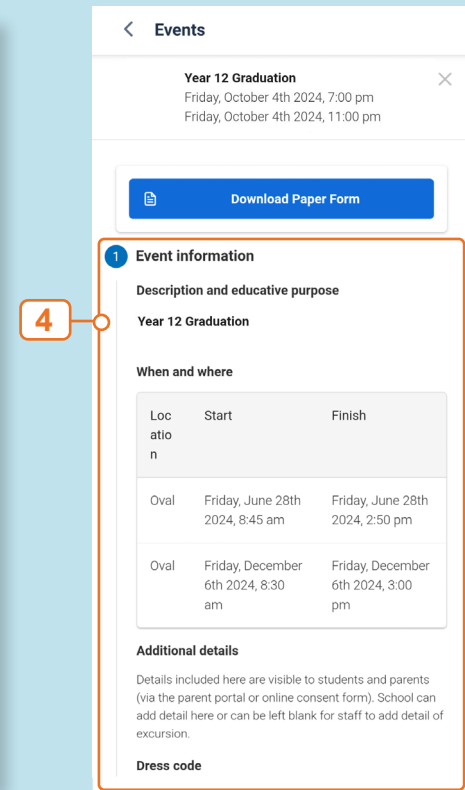
From your home page:
1. From the main menu select the **More** button



2. Select **Events**



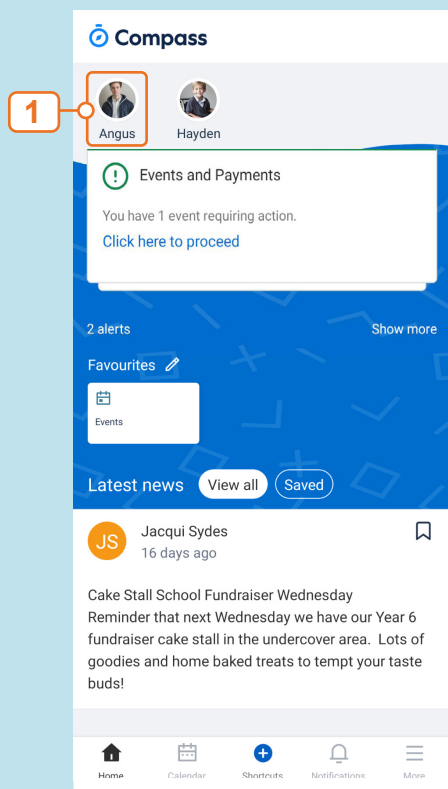
3. Select an upcoming **Event** requiring consent or payment from the **Action Centre**



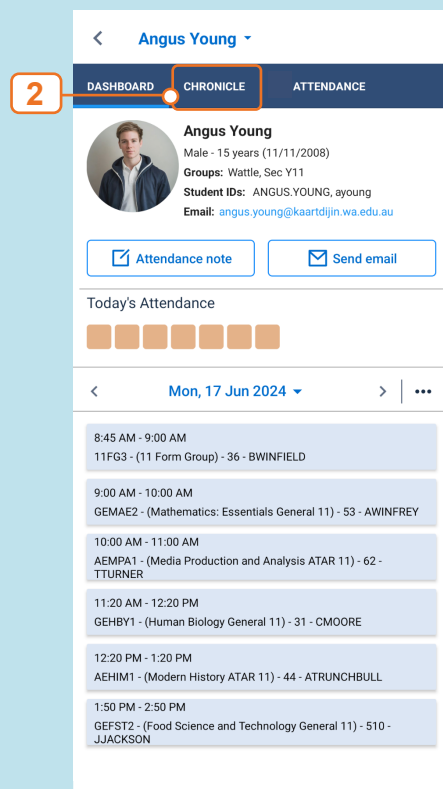
4. Complete the Event Consent form and select **Submit Consent**.

Note: To pay for an excursion, contact your school for information.

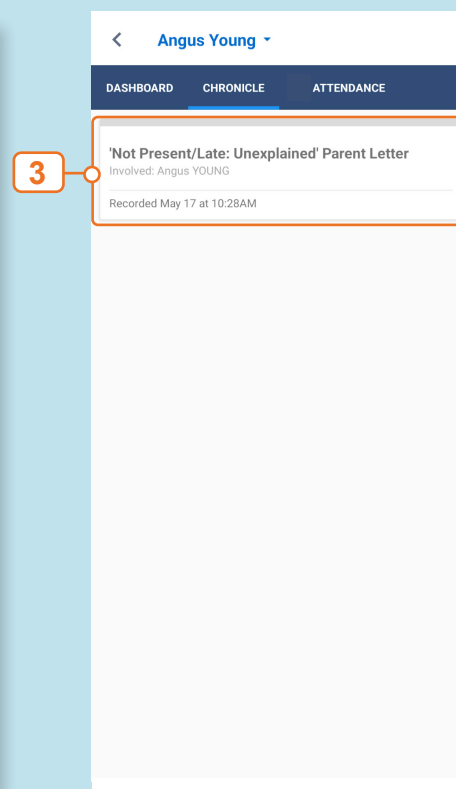
View your child's Behaviour/wellbeing records



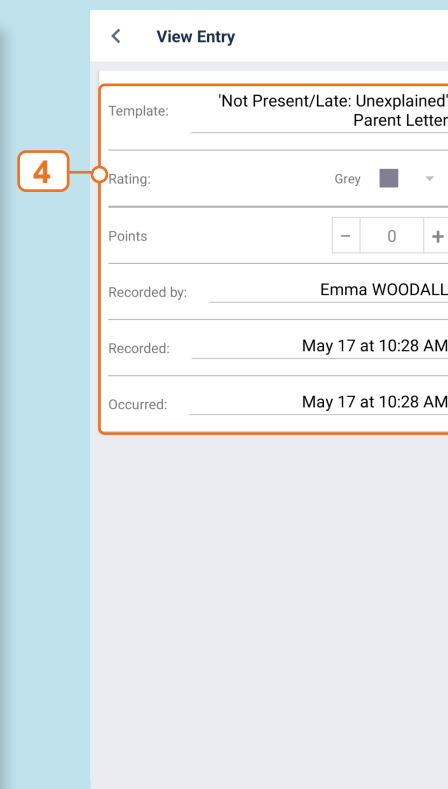
From your home page:
1. Select your **child's profile**



2. Select **Chronicle** tab

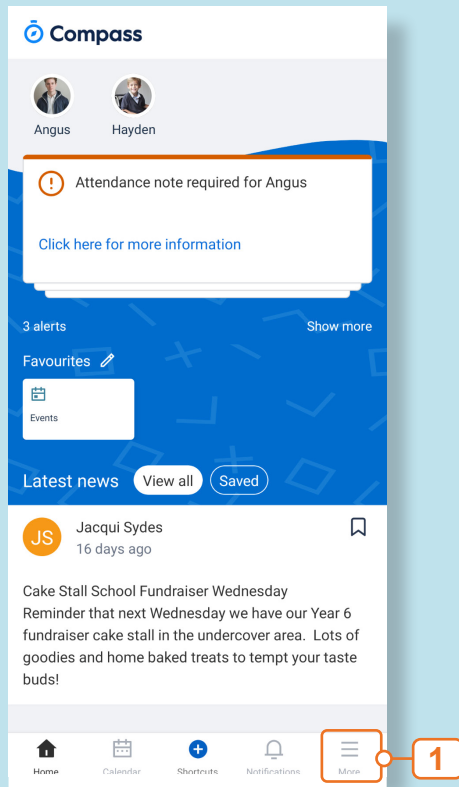


3. Select **Chronicle entry** from the list

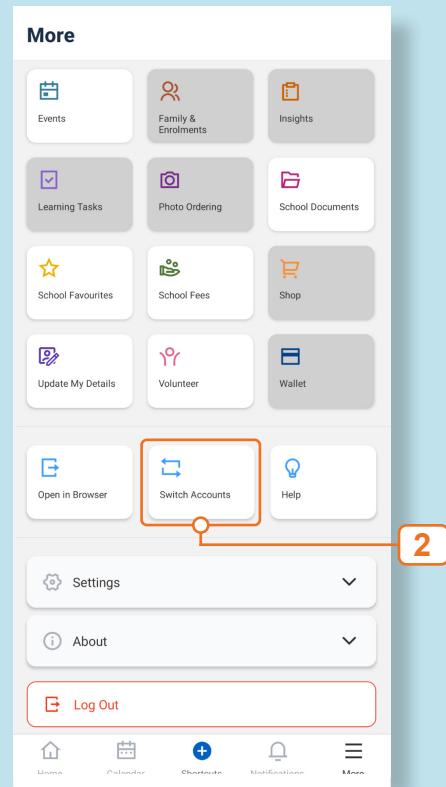


4. View the **Chronicle entry**.

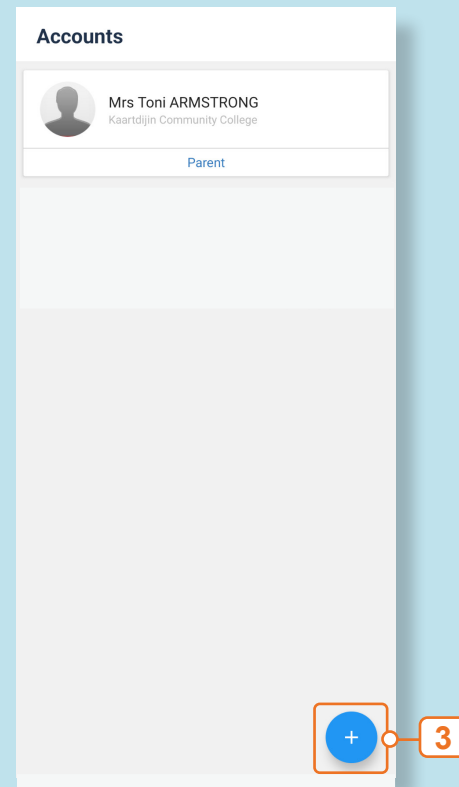
Switch between different accounts/school portals



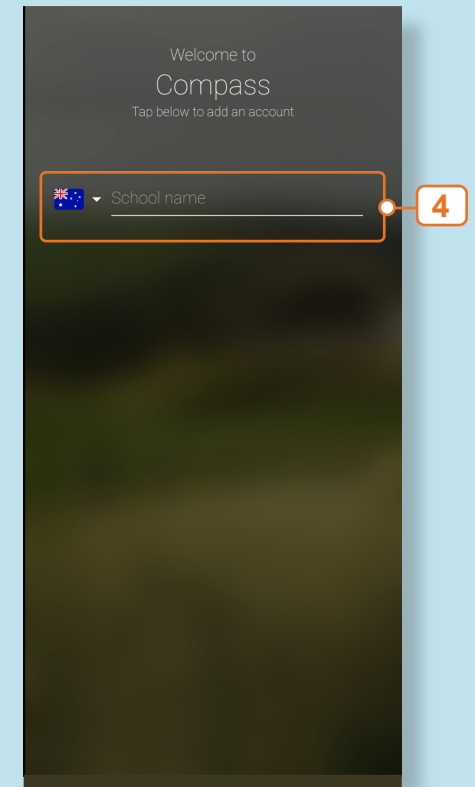
From your home page:
1. From the main menu, select the **More** button



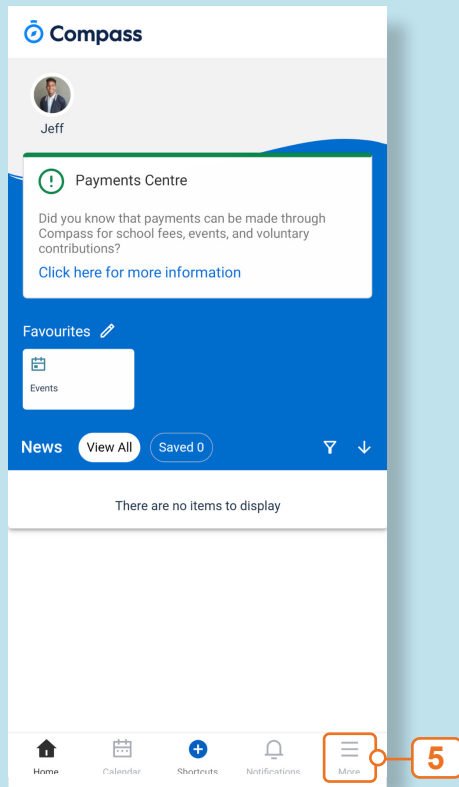
2. Scroll down and select the **Switch Accounts** button



3. Select the blue **Plus** to add another account

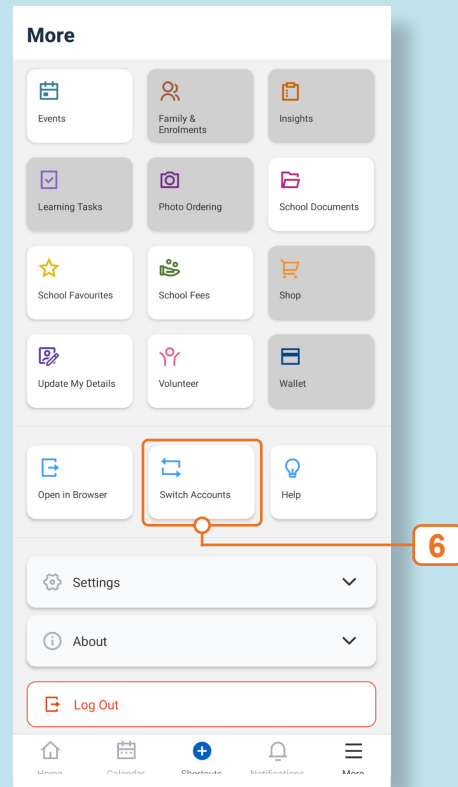


4. Complete the login process for your other account

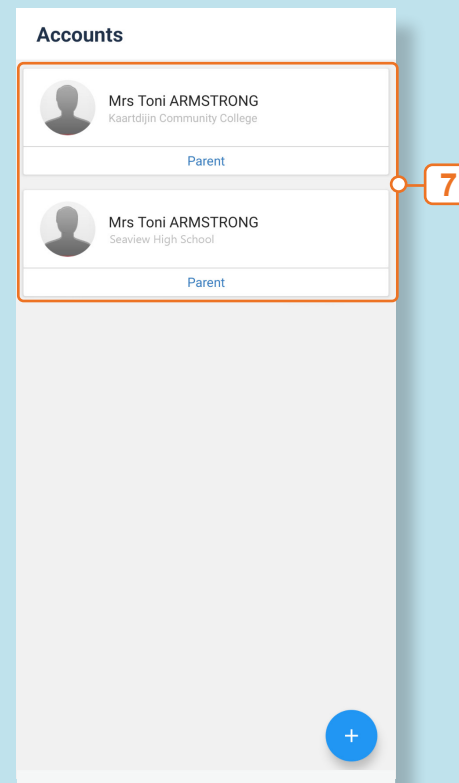


Your other portal will open to the Home dashboard

5. Return to **Switch Accounts** by selecting **More**



6. Scroll down and select **Switch Accounts**



7. Select the required **Profile** from the Accounts page to switch between accounts/portals.