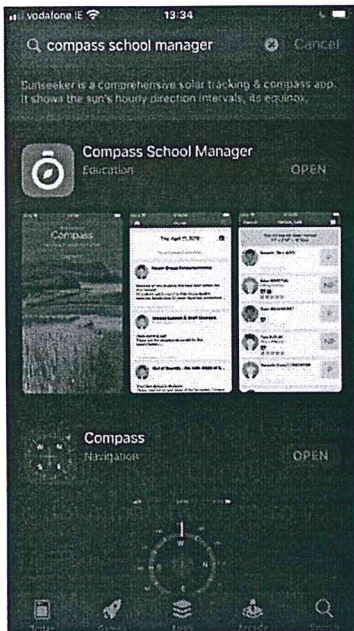# Ō Compass

Introducing... The Compass App

Ō Compass

Downloading the app

The Compass App can be downloaded from the Android Play Store or Apples App Store. We would recommend that this app is downloaded by both parents.
To download this app to your device, search 'Compass School Manager'.

Parents and students will both receive login details by the school directly. This will give you access to the school app for 'INSERT SCHOOL NAME'.

A How To guide for the Parent side of the app can be found here: https://www.compass.education/guide

This app will allow parents to:
- Monitor your child's attendance at school.
- Submit attendance/absence notes for your child.
- Update your family contact details.
- Download and view your child's Semester Reports.
- Pay and Provide consent for events and school fees.
- Stay updated with information by the school, such as School calendar, updated booklists, upcoming events, press releases and various links.
- It is very important that parent engage with the app on a regular basis as this will be the primary communication method to keep up to date with the school's activities and announcements.

Compass

Logging into Compass:

Once you have downloaded the app to your device you can the log in.

- To log in you will require your unique username and password. These details will have been provided to you by your school. If you have not yet received these details please contact your school.
- Upon first login, you will require to change your password and confirm your email address, and mobile phone number.
- These details may be used by your school for SMS, password recovery and email communication throughout the year.
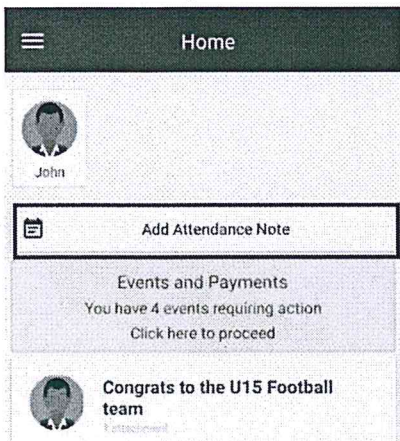
Logging in:

- Open the app.
- Search for your school name – 'SCHOOL NAME'.
- Enter in your username, which will be provided by the school.
- Enter in your password provided by the school, which will be prompt to be changed once you logged in.
- Your new password must be at least 8 characters in length, contain at least 1 uppercase letter, contain at least one lower case letter and contain at least 1 number. – E.G. Joebloggs1
- If you have lost or forgotten your login details you can use the 'can't access account' link which is found on the log in page or contact your school directly.

For full information and instruction on how to use this app please click the link below.

https://www.compass.education/guide

Entering an Attendance/Absence Note

- From the Compass home screen (or your child's profile), click add the attendance note.

- From the pop-up window – you will need to select the reason, enter a brief description of the absence, select the start and end time and click Add Approval.