Compass School Manager – For Parents

Helpdesk
compass@leongathaps.vic.edu.au
Accessing and logging into Compass

Compass is a web application and is accessible through a web interface. Staff, Students and Parents can use most common web browsers. See below a list of supported and not supported browsers.

Recommended browsers:

- Google Chrome (latest)
- Firefox (latest)
- Apple Safari (latest)
- Safari on iPad (2nd + 3rd Gen)
- Internet Explorer 10 / 11

Not recommended, but supported

- Internet Explorer 9 - Safari on iPad (1st Gen)

Not supported

- Internet Explorer 8 and below
- Any non-current version of Firefox
- Any non-current version of Chrome
- Any non-current version of Safari
- Though also not supported, we are not aware of any issues viewing Compass in Opera.

To access Compass open an Internet browser and go to the school website and click on the Compass logo:


You will then need to enter your username and password.
Parents Initial login to compass

To access Compass open an Internet browser and go to the school website and click on the logo:


When you first log into Compass you will need to verify your details in Compass. After entering your username and password into Compass you will see the below screen.

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Welcome to the Leongatha Primary School Parent Portal

Please confirm your mobile phone and email address details 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).

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td>04</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Secondary Email</td>
<td></td>
</tr>
</tbody>
</table>

Update My Details

I don't have these details

Please ensure that your mobile number and email address are correct, then click ‘Update My Details’

If the below details do not exist and you have a mobile and/or email address please enter these, then click ‘Update My Details’

After verifying your details, you will then need to change your pin number to log into Compass. If you forget your pin, you can reset it using the ‘forgot password’ on the login page.

Next, you will need to change your password

Please note the new password requirements below:

- Your new password must be numeric
- Your new must be at least four (4) characters long
- Your password cannot contain letters or symbols

From June 1, 2012 passwords will be changed from passwords (allowing letters) to PING (numbers only).

New Password: ******
Confirm New Password: ******
Save
Home screen of compass

When you first log into compass you will see the following screen.

**Home Button**
This will return you to the home page.

**Organisation / Events**
This will allow you to view events or activities that your students may/will be participating in.

**Student Profile**
Clicking in this will bring up the students profile. This will display the student’s timetable and student’s attendance.

**Actions for**
This will allow you to perform certain tasks without having to navigate through a range of pages.

**My Alerts**
In this area you will see alerts for a range of things for your students. Currently this will display attendance alerts.

**My News**
This area will contain news items that relate to your students.
Parent approved absence (If the student will not be at school)

If your child will not be at school for part or a whole day you are able to approve the absence without having to call the school. This can be done the morning the students will not be at school or if it is a planned event can be done before the day. To add a parent approved absence follow the below steps.

On the home page place your mouse over and click on Add Parent Approval

1. Select the reason the student will not be at school and add any details or comments on why the students will not be attending school

2. Select the start and finish date and time of when the student will not be at school. If the students will be away for an entire day, you can leave the default times. You do not need to select a period

3. Click Save
Parent approval required alert (If the student was not at school)

If your child was marked as not being present or late to school for previous days, you will see an alert under “My Alerts”

To approve these absences or lateness click “Click here for more information”

You will be taken to the unapproved absence page. Here you can select the classes your student was not marked “not present” and provide a parent approval for the student not being at school.

Enter the reason for the absence and any details or comments required. Click Save
**Compass FAQ’s**

**Who should I contact for technical support?**

Contact the school help desk on compass@leongathaps.vic.edu.au

**How do I log on?**

Consult the user manual attached to this guide. Your username and system generated password have been supplied to you.

**What happens if I forget my password?**

Contact the school and they can send your password to you

**I am unable to see any menu bars or the page is not showing correctly?**

Please ensure you are using a supported browser. Please see the ‘Accessing and logging into compass’ section of this document.

**How do I ensure that my account remains secure?**

Change your password as soon as you log on, and ensure that it is a password that nobody will be likely to guess. Note that your password must include only numbers. Never share your password with anyone, including your own child. Should you suspect that your account has been compromised, it is essential that you reset your password immediately, and then report it to the Leongatha Primary School technical support team as soon as possible.

**Who should I contact for queries regarding my child’s attendance?**

If you believe that there is an error on your child’s attendance record, please contact your child’s teacher in writing so it can be followed up. If you believe that your child has missed classes without authorisation, contact the office and they will investigate it further.

**Will I receive text messages for my child’s absence, and can I still approve my child’s absence via text message?**

Please note that automated text messages for absences sent to parents’ mobile phones each morning, will be implemented at a later stage, however, you can not approve absences via a return text message; you must logon to Compass to approve the absence, or send a written note to the school.

**What are the privacy arrangements regarding my child’s data?**

Compass School Manager is a Victorian school management system. Information
stored within this system is managed in accordance with Victorian privacy principles and is stored on servers located within Department of Education and Early Childhood Development facilities. All data remains the property of the school. A copy of the Compass privacy policy is available at www.jdlf.com.au/policy/privacy.