



Dear Parents,

Compass is the student information program Sydney Catholic Schools are using to record students attendance, personal information and school data. There are features of this program you as parents are able to access. Some of these features include entering a students Whole day absence (**it must be a whole day only, no partial days, the school secretary will address these.**), Semester reports and school notifications.

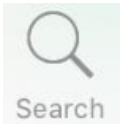
Below are the instructions to download the compass app onto your phone.

If you would like to access the Compass portal on a computer or you would like instructions as to how to download the app onto your device please go to the school website and under “For Parents” you will see a link to Compass and a document outlining instructions.

Locate and download the App

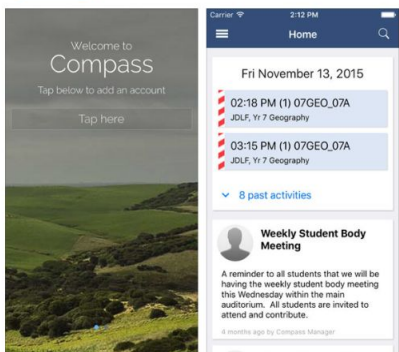
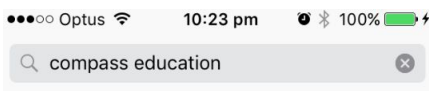
Step 1: Locate and click on the App store for either Apple or Android.

Step 2: Type into search ‘Compass School Manager’ or ‘Compass education’

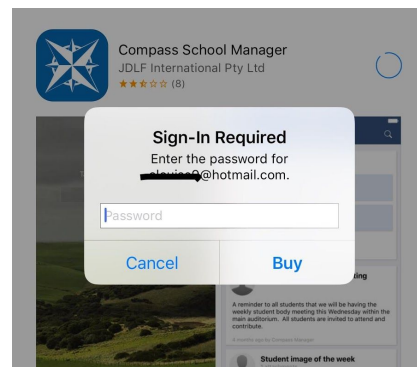


Step 3:

Click on ‘GET’ and then ‘INSTALL’



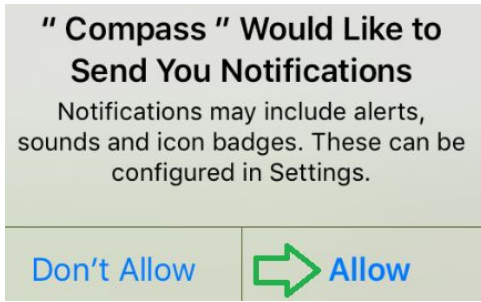
Step 4: Enter your Apple ID - Please note: the Compass app is a free app



Step 5: The app will download and click on ‘open’

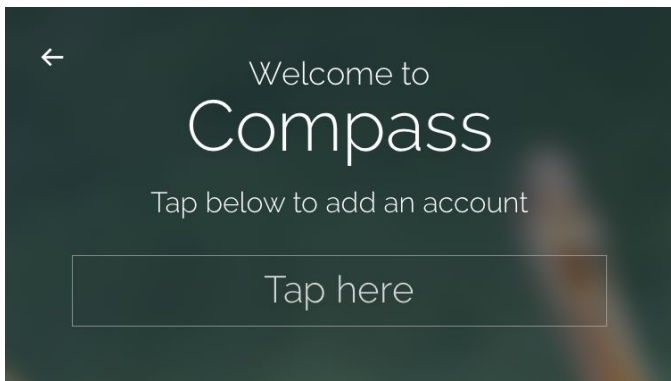


Step 6: Click on ‘Allow’ notifications

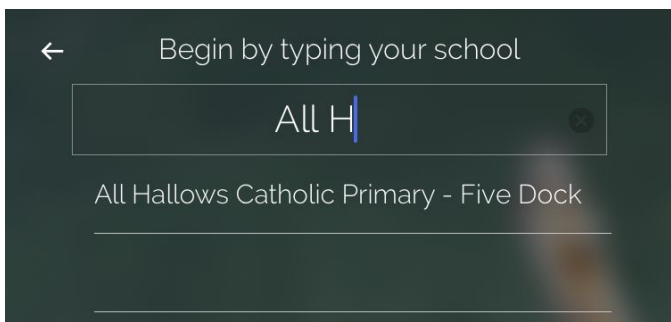


Section 2: Access your school's Compass portal

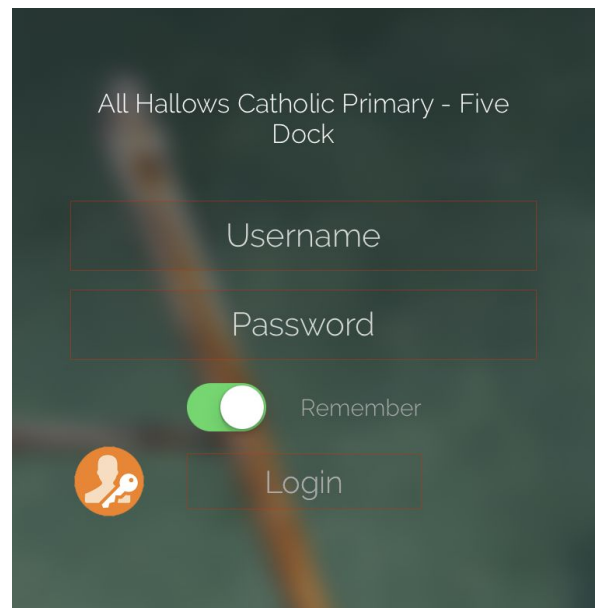
Step 1: Open the App and click into "Tap here" cell and begin to type your school name.



Step 2: Click on your school.



Step 3: Log into the App using the username and password provided to you by the school (or your updated password if you have already changed it.) You need to press LOGIN (not the orange button)



NOTE: If this is your first time logging on you will be prompted to update your details and change your password.