



COMPASS SCHOOL MANAGER PARENT PORTAL

Monday, the 30th of October

Dear Parents/Guardians,

At the beginning of Term 3 this year, we introduced the Compass Online program to all staff.

The next phase of the roll out of this program is to open the Compass School Manager Parent Portal.

Through the Parent Portal you will be able to:

- access your child's 2017 Semester Two Report and semester reports in 2018 and beyond.
- view up-to-date class and school attendance information.
- approve or enter upcoming or past absences for your child/children.
- pay your child/children's 2018 school fees, charges and contributions.
- access the weekly Glendal newsletter.
- view important calendar dates.
- update your registered email and mobile number (used for SMS alerts).

In 2018 you will also be able to:

- download, print and approve upcoming excursions and in-school visits for your children.
- book your Parent/Student/Teacher conferences.

Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app available for iOS or Android. To access our Parent Portal, go to our school website <http://www.glendalps.vic.edu.au> and click the Compass link (<https://glendalps-vic.compass.education/login.aspx?sessionstate=disabled>). Please find your personal login details below. Upon first login, you will be required to change your temporary password and confirm your email address and mobile phone number.

On our school website you can also access a 'Welcome to Compass Guide for Parents and Families'. This details the useful functions of Compass, and steps for accessing information.

Please note that teachers will not be uploading learning tasks, rather student work samples will be continuing this term and in 2018. Compass emailing will not be activated, so if you wish to contact a teacher via email please use Glendal's email address glendal.ps@edumail.vic.gov.au.

Please do not hesitate to contact the Glendal office if you require any further assistance.

Yours sincerely,

Deborah Grossek
Principal