

Welcome to Compass

Introducing our new parent portal



At Heathdale Christian College, we use Compass as our Parent Portal. This guide will walk you through the most important features for parents and how to get onboard.



For more detail on how to use Compass features, refer to the Compass guides online.

Do I need to use Compass?



Compass is every parent's go-to hub for:

1. Granting permission for excursions and incursions
2. Notifying the school of absences and early sign-in/out
3. Updating your family's details, including contact and medical information
4. Keeping up to date with important news

Along with these 'must-use' features, you'll also be able to see:

5. Your child's timetable, calendar and important dates
6. School reports
7. School documentation such as College and subject handbooks, booklists, help guides and more.

We'll also be turning features on as we rollout more of Compass. See the roadmap below for what's coming.



Term 3



Newsfeed

Keep up-to-date with important news and reminders



Manage Event Permissions

Give event permissions and view in calendar



Attendance

Notify school of absences, late arrival or early departure



Calendar

View child's timetable, term dates and campus/sub-school calendar



My Detail

Update personal and medical details



Contact Teachers

Direct email your child's teacher/s



Reports

View previous and current reports



School Documentation

View College handbooks and guides



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Notifications

School-to-home notifications including first aid, welfare and behavioural



Parent-Teacher Conferences

Book and manage Parent-Teacher Conferences



Financial Information

Update financial account details and view account



Learning & Teaching Information

Updates from the classroom

How to login



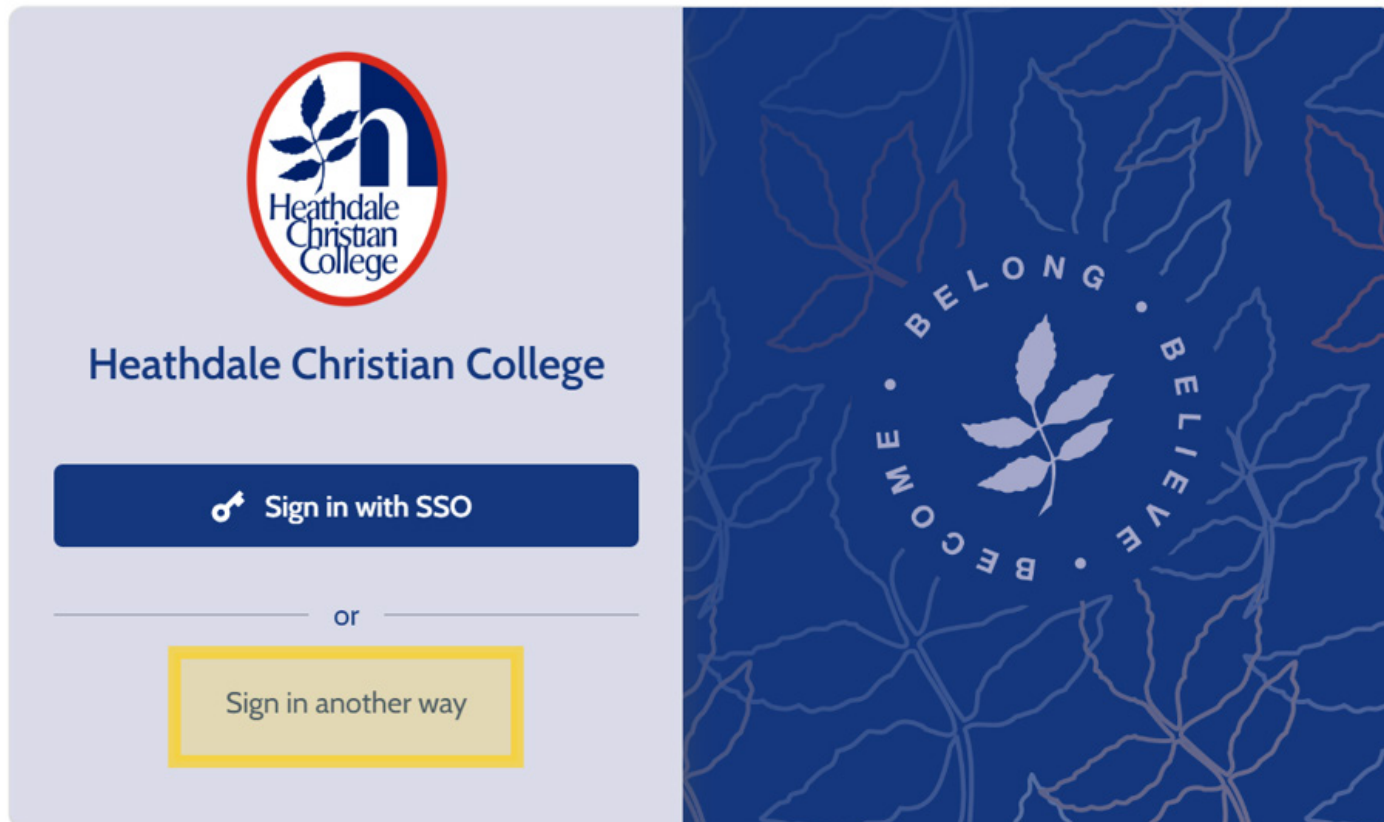
Every parent is provided a unique Compass username by the College.

Step 1

When you log into Compass for the first time, select **'Sign in another way'** and enter your username and temporary password.

Step 2

When prompted, ensure your new password is memorable and unique. A password manager is advised.



Changes to how we communicate



Prior to Compass, we have mainly communicated with you via email, and occasionally SMS. It means that inboxes can be crowded, especially for families with multiple children.

Going forward, we will reduce the communications load on families by transitioning to Compass' Newsfeed as our main communication method.

- **Newsfeed** will only include information relevant to your family, such as upcoming community/sub school events, notes from your child's homeroom, and other operational matters.
- **Email** will be reserved for excursion/incursion permission requests, direct teacher connection, weekly digests from your sub school (e.g. Werribee Primary), and major College announcements.
- **SMS** will be used for absence notifications and emergencies.

How to keep up with news



As it is every parent's responsibility to stay informed of what's happening at school, there are two modes of keeping up to date with your Newsfeed.

Option 1 Don't miss a thing

Turn Push Notifications on for the Compass app, and you'll be notified when important news hits your newsfeed.

Option 2 Digest at your pace

If you want to minimise interruptions, turn Push notifications off for the Compass app, but keep an eye on your inbox for regular digests from your child's sub school. The digests won't be comprehensive, but prompt you to check your Newsfeed.



Need support?



For how to use Compass features,
follow Compass' online help guides at

If you're stuck, or need help logging in,
contact our ICT team at

or call the College on

(03) 9749 1522

