

HOW TO Access Compass


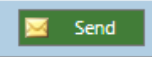
To log in you will require your unique family username and password. These details will be provided to you by the school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. (If you are unsure of your username and password, please email the school barton.ps@education.vic.gov.au)

1. Go to: <https://bartonps-vic.compass.education/>
2. Use your username & password to log in



You may also wish you download the App "Compass School Manager", use the same username and password to log in. Please note that not all the functions are available via the app.

HOW TO Contact the Teachers

Webpage:


1. Go to  [Send email to Harrison's teachers](#)
2. Write your message
3. Add or remove recipients
4. Press send 







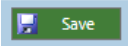
App:

1. Go to menu 
2. Select  Open in Browser
3. Follow the **Webpage** process mentioned


HOW TO Log an Absence

Webpage:


1. Go to  [Add Attendance Note \(Approved Absence/Late\)](#)
2. Select a reason
3. Today's date will prepopulate, change if necessary

Start:	12/03/2021		08:00 AM		Select a period...	
Finish:	12/03/2021		05:00 PM		Select a period...	
4. Press save 

App:


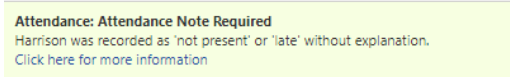
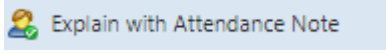

1. On the home page go to 
2. Select a reason

Cancel	Add Approval
Reason	None >
3. Select a date




Start Date	27/04/2018 - 08:00 AM
End Date	27/04/2018 - 05:00 PM
4. Press 

HOW TO Explain a past Absence

Webpage:

- Go to 
- Select the absence that you want to explain 
- Go to 
- Select a reason
- Press save 

App:

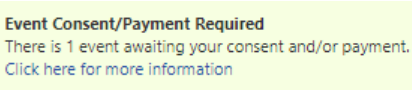
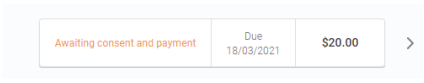
- Go to menu 
- Select  Open in Browser
- Follow the **Webpage** process mentioned 

HOW TO Reset your Password

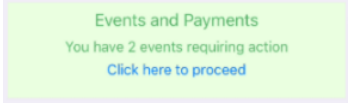
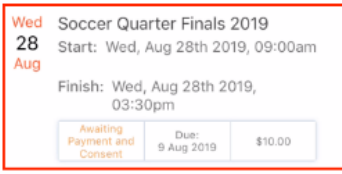
- Email the school barton.ps@education.vic.gov.au and a member of Admin will reply to your email with a new temporary password

HOW TO Consent/Pay for an Excursion

Webpage:

- Go to 
- Select 
- Read details
- Complete 4 steps
- Press "Process"

App:

- On the home page go to 
- Select events
- Select the event you want to consent/pay 
- Read details
- click 