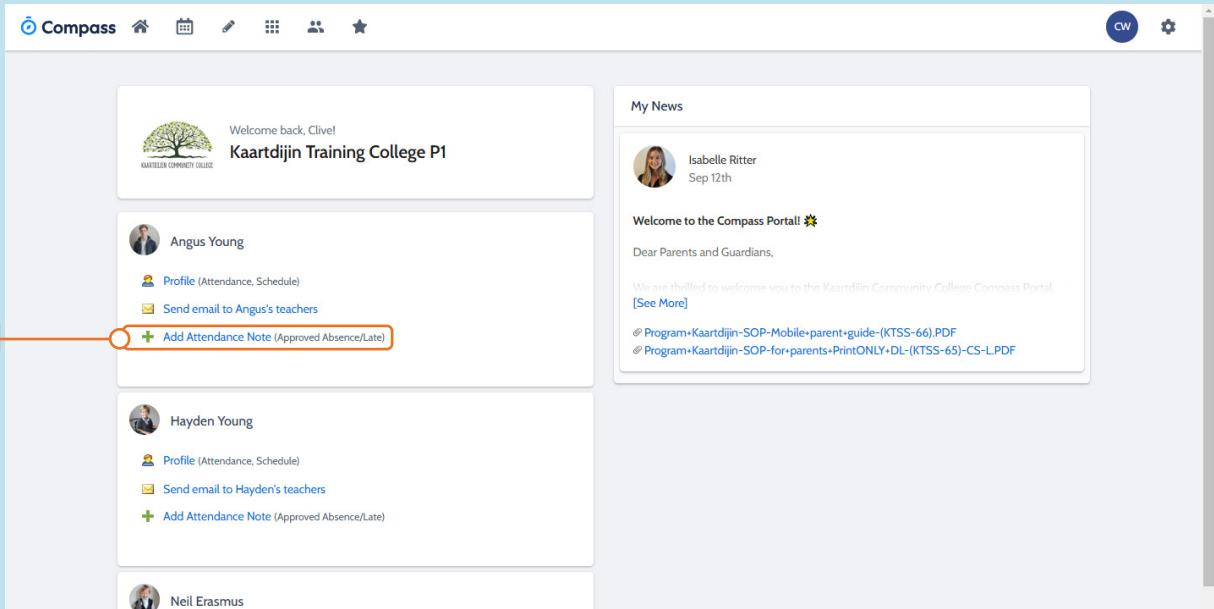


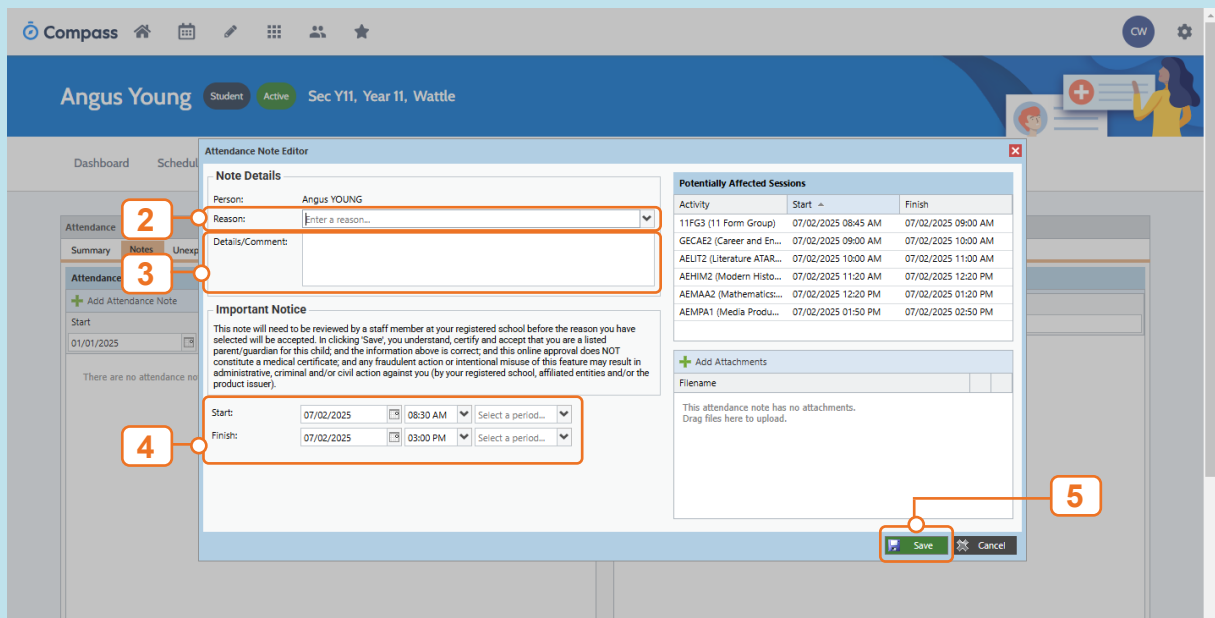
Open the Compass School Manager website, and use your username and password or a One-time Code (OTC) to login to the Compass Parent Portal.

Send an absent note



From your home page:

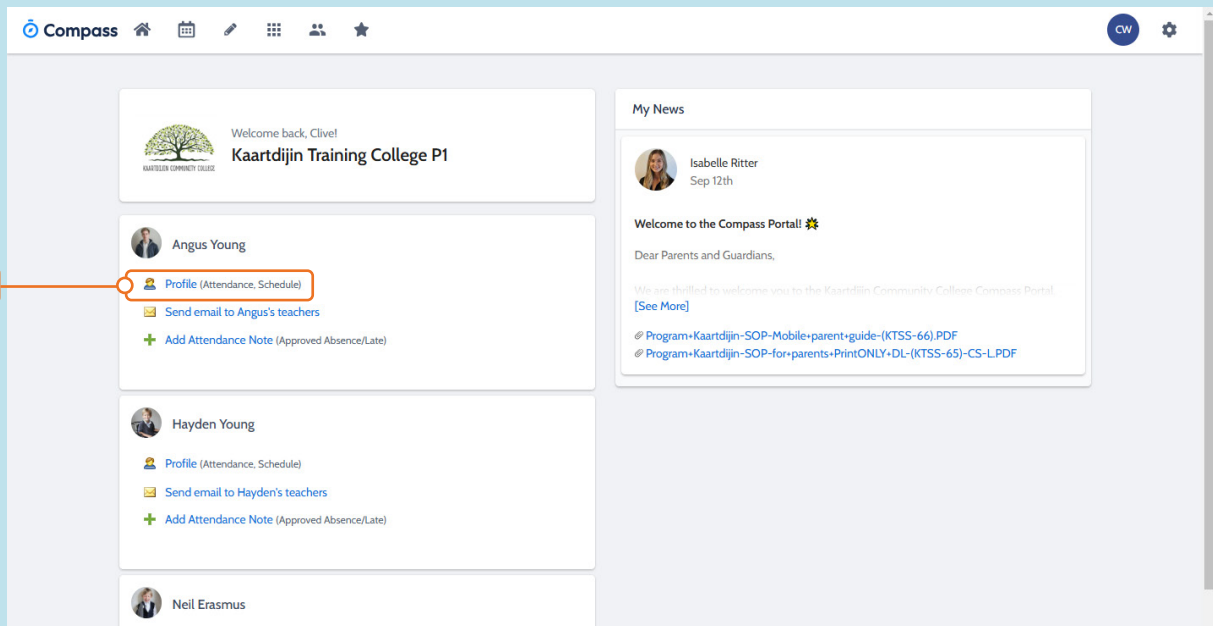
1. Select **Add Attendance Note** in your child's profile.



From the **Attendance Note Editor** popup:

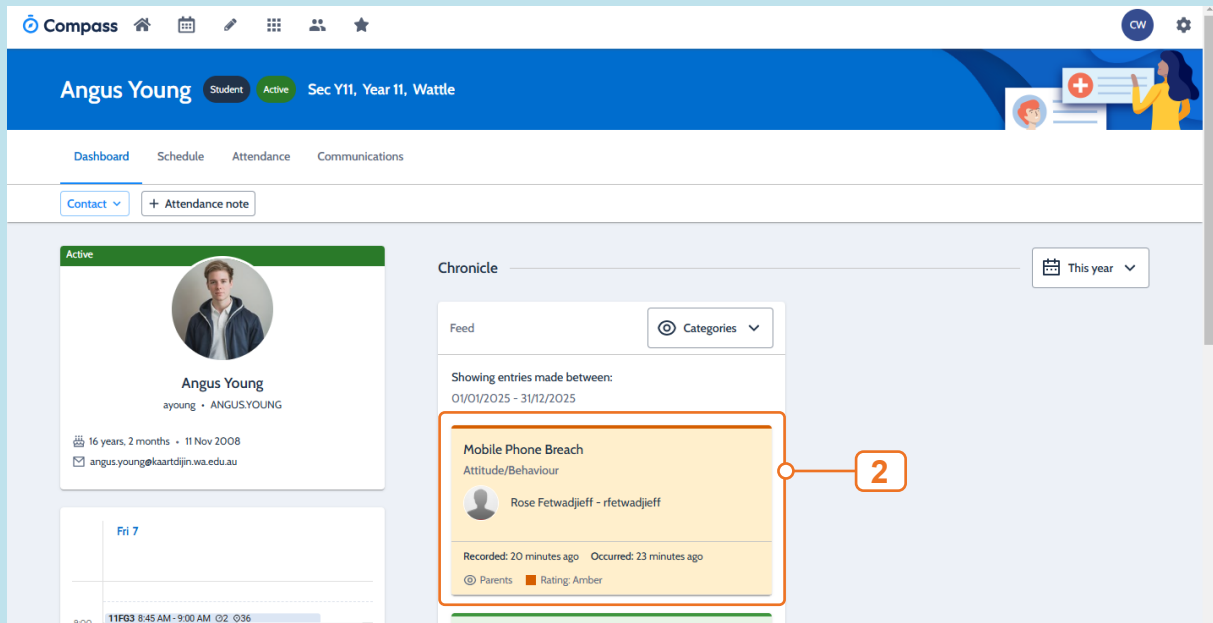
2. Select a **Reason** from dropdown list
3. Enter additional information in **Details/Comments** box
4. Select **Start** and **Finish Date** and **Time** of absence
5. Select **Save**.

View your child's Behaviour/wellbeing records



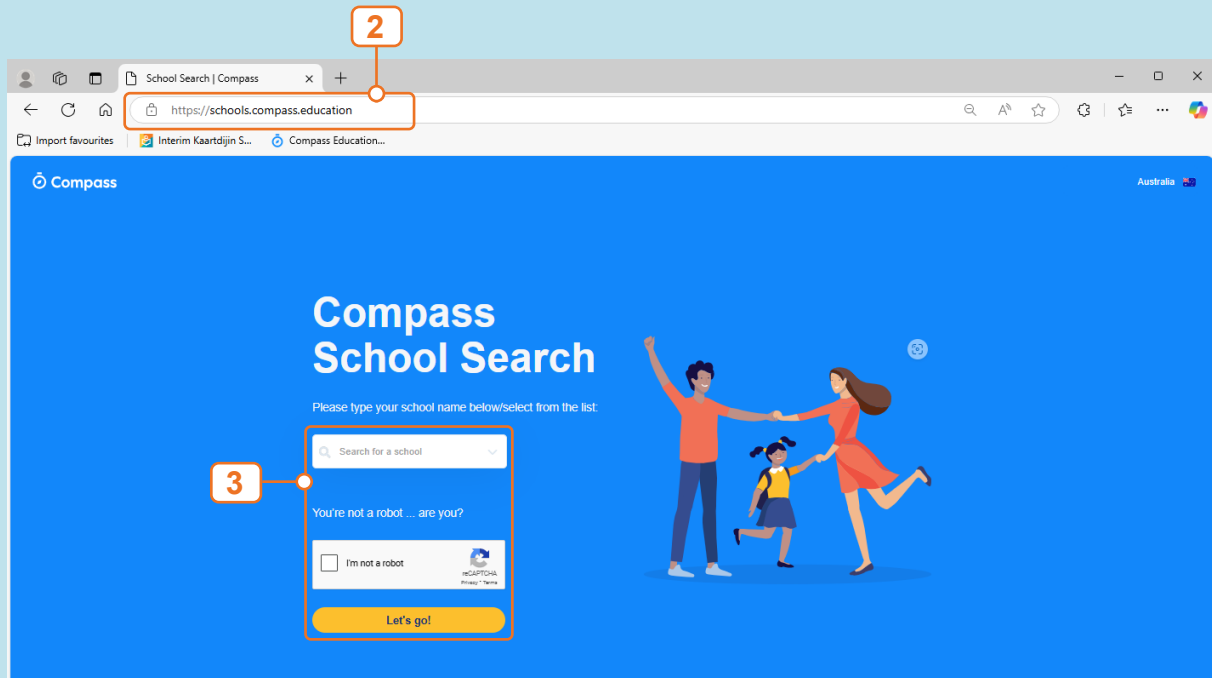
From your home page:

1. Select your child's **Profile**.



2. View **Student Chronicle** from **Profile Dashboard** tab.

Navigate between different accounts/school portals



1. Open your preferred browser window
2. Enter **schools.compass.education** in the search bar
3. Search for your additional school in the **Compass School Search** bar, and complete the login process using your other account/school portal details.