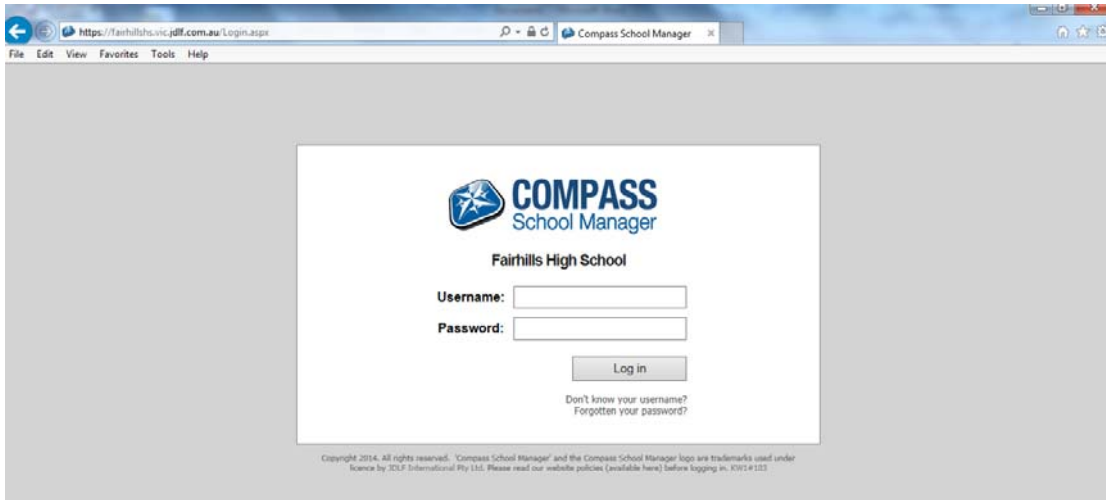


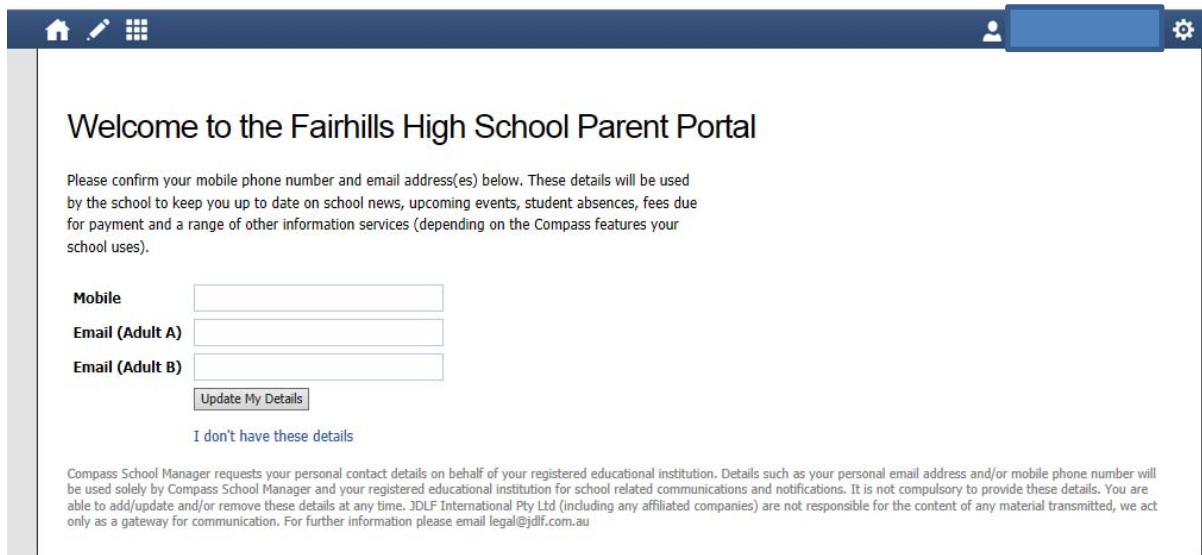
PARENT COMPASS PORTAL LOGIN HANDOUT

1. Open internet explorer and go to <http://fairhillshs.vic.jdlf.com.au/login.aspx>
2. Enter your username and password



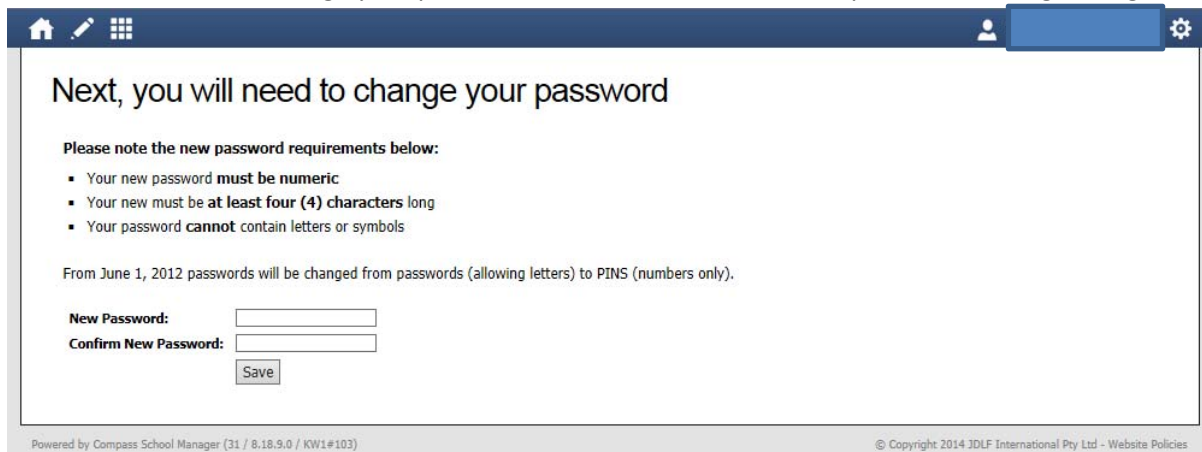
The screenshot shows a web browser window with the URL <https://fairhillshs.vic.jdlf.com.au/Login.aspx>. The page features the Compass School Manager logo and the school name, Fairhills High School. There are two input fields for 'Username' and 'Password', a 'Log in' button, and links for 'Don't know your username?' and 'Forgotten your password?'. A copyright notice at the bottom reads: 'Copyright 2014. All rights reserved. Compass School Manager and the Compass School Manager logo are trademarks used under license by JDLF International Pty Ltd. Please read our website policies (available here) before logging in. KW1#103'.

3. Upon first login, you will be asked to check and if required update your email address and mobile number. Please click update details. If you do not have a mobile number or email address please click 'I don't have these details'



The screenshot shows the 'Welcome to the Fairhills High School Parent Portal' page. It includes a navigation bar with a home icon, a pencil icon, a grid icon, a user profile icon, and a settings gear icon. The main content area has the heading 'Welcome to the Fairhills High School Parent Portal' and a paragraph: 'Please confirm your mobile phone number and email address(es) below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses)'. Below this are three input fields for 'Mobile', 'Email (Adult A)', and 'Email (Adult B)', followed by an 'Update My Details' button and a link 'I don't have these details'. A disclaimer at the bottom states: 'Compass School Manager requests your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. JDLF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@jdlf.com.au'.

4. You will then be asked to change your password. This must be a numerical pin, at least 4 digits long. Click Save



The screenshot shows the 'Next, you will need to change your password' page. It features the same navigation bar as the previous page. The main content area has the heading 'Next, you will need to change your password' and a section titled 'Please note the new password requirements below:' with a bulleted list: 'Your new password must be numeric', 'Your new must be at least four (4) characters long', and 'Your password cannot contain letters or symbols'. Below this is a paragraph: 'From June 1, 2012 passwords will be changed from passwords (allowing letters) to PINS (numbers only)'. There are two input fields for 'New Password:' and 'Confirm New Password:', followed by a 'Save' button. The footer contains the text: 'Powered by Compass School Manager (31 / 8.18.9.0 / KW1#103)' on the left and '© Copyright 2014 JDLF International Pty Ltd - Website Policies' on the right.

5. You will then have your Dashboard (home screen) appear

NOTE: If you have more than one child at Fairhills they will also appear on the welcome screen

DASHBOARD ICONS

My News: Information and announcements from staff will appear here.



Takes you back to your home dashboard



Teaching and Learning – Shows assessment details for each child and relevant subject, including due date, status (submitted/late/not submitted) and the result. By clicking on the learning task name more information for this task will appear, such as detailed instructions and attachments (if applicable)

Dashboard		Learning Tasks		Insights	
Class	Student Name	Learning Task	Due Date	Result	
118GA05	Child one	Smart Start Project	30/01/2015 09:00 AM	N/A	
HH03301	Child two	Grad Start Holiday Homework	29/01/2015 09:00 PM	-	
MA07301	Child two	Holiday Homework Prior Knowledge Refresher Booklet	29/01/2015 03:15 PM	-	
MA07301	Child two	Chapter 1	29/01/2015 03:15 PM	-	

Legend for Learning Tasks:

Grey – Pending (due date not passed yet) Red – Overdue task Yellow – Submitted Late Green – Submitted on Time



Organisation; Excursions details will appear here.

Events

Dashboard

My Children's Upcoming Events

My Payments

Event	Date/Time	Due
There are no events to view.		

Page 0 of 0 Items 20 No data to display

CHILD DASHBOARD

From your home dashboard - click on your child's name and their student profile (dashboard) will appear.

Dashboard Schedule Learning Tasks Attendance Insights

User Details

Full Name:
Gender:
DOB:
House:
Student ID:
Email:

Student Chronicle

View Full Filter: Show All

There are no Chronicle entries for this student.

Actions

- Send email to teachers
- Add Parent Approval

Mon, 02 Feb

8 AM	
9 AM	PERIOD 1 SUBJECT
10 AM	PERIOD 2 SUBJECT
11 AM	PERIOD 3 SUBJECT
12 PM	
1 PM	
2 PM	PERIOD 4 SUBJECT
3 PM	

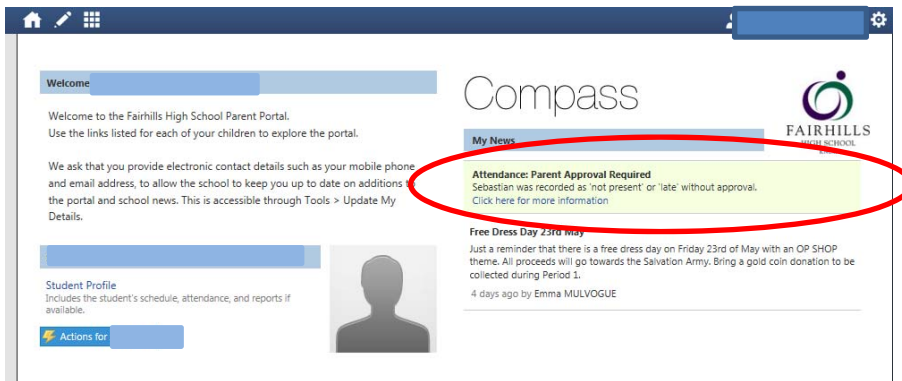
The Actions button allows you to compose an email to your child's teachers.

Clicking on a subject on the timetable will display the subject dashboard.

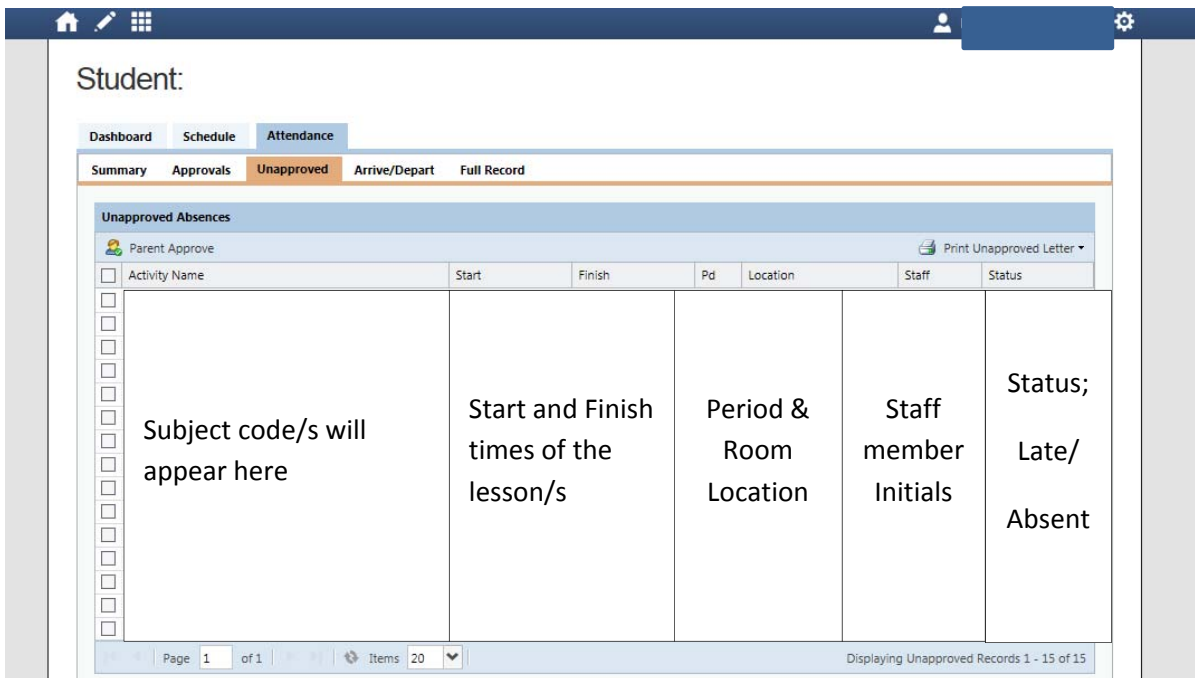
ATTENDANCE

You can access your Child's attendance data anytime via the attendance tab on your child's dashboard.

If your child has been absent from school for a period and or day, an alert message will appear when you log into Compass.



By clicking on the 'see more information' the details of the absence/s will be shown (see below).



To approve an absence; Click in the check box/s (left of table) for the absence/s you wish to approve – a tick will appear and the absence will become highlighted. Once absence/s are selected click Parent Approve.

