

Welcome to Compass at IEPS

We are pleased to introduce our Parent Portal, Compass. Compass is a web-based system that is accessible on any modern web browser (Tip: Use Chrome for best results) or by using the Compass iOS or Android apps. Compass is the primary means of communication between the school and home.

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Access your child's student semester reports
- Communicate with your child's teachers, and update your family contact details
- Book your parent/teacher/student interviews/ 3 way conferences
- View up to date class and school attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Download, print and approve upcoming excursions
- Pay fees, charges and contributions
- Access information regarding upcoming events

Each family has a unique login for Compass. It is essential that parents log in at least once a fortnight to access the Newsfeed. It is also essential that your Username and Password are kept in a safe place and not made available to students.

How to Log in to Compass

Access to compass is by selecting the Compass button on the Ivanhoe East Primary School website or by bookmarking the link <https://ivanhoeeastps.vic.jdlf.com.au> for future use. The Login Screen will appear:



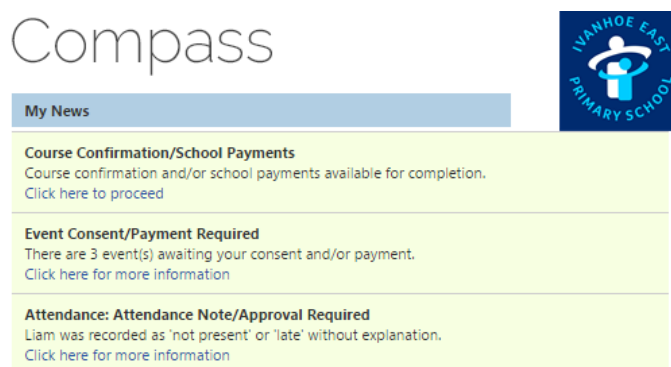
If it is your first time logging in to Compass, you will be prompted to change your password. Follow the instructions on screen.

If at a later date you have lost your details or forgotten your password, you can recover this information by clicking the '*Can't access your account?*' link on the front page or by contacting the office to have your password reset.

My News (Newsfeed)

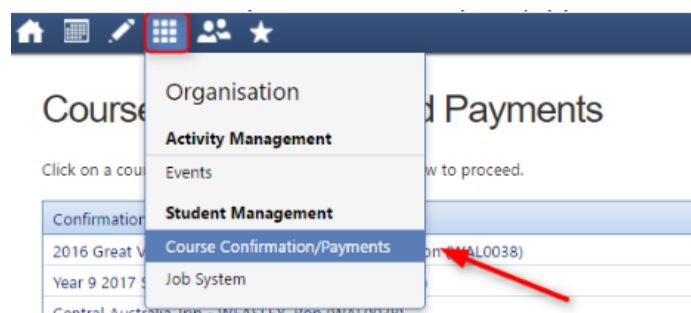
The Newsfeed appears to the right hand side of the Homepage. This is the go to area for parent communication from the school including the Bulletin, Area Newsletters and Term Planners, upcoming PTFA Events and general news or reminders.

At the top of the Newsfeed, you will see a list of items that require your attention. These items are highlighted in yellow. **Please ensure all items have been completed.**



1. Course Confirmation/Payments

- Payments processed in this area of Compass include School Fees, Camp Balance Payments, Strings Program and other ad-hoc payments.
- To delete a payment line from a Course Confirmation you must enter **0.0** in the amount box for that line.
- Click on the name of the Fee to proceed with payment. Complete the payment details and click 'Pay and Finalise' button.
- Once you have clicked through to a Course Confirmation/Payment it will disappear from the My News area whether you have completed the payment or not. To access Course Confirmation/Payments once the alert has gone, they can be accessed via the 9 square grid/Organisation menu on the toolbar.

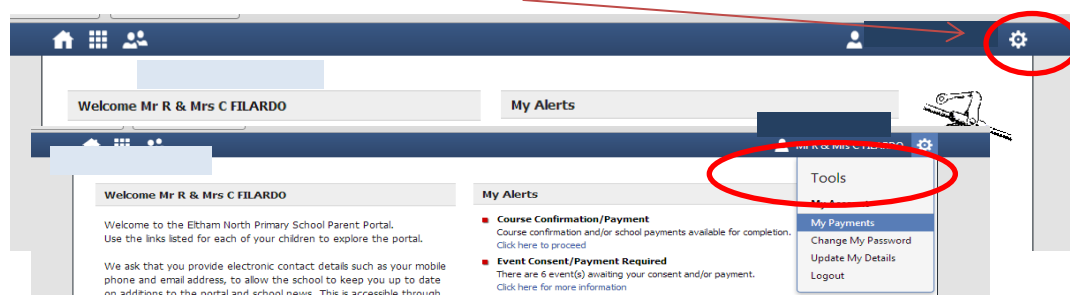


2. Event Consent/Payment required

- This alert notifies you that there are school events such as excursions, incursions or activities that require your consent and payment where applicable.
- Items requiring you to either provide consent and/or make payment for have a red 'Process Now (online)' button. Click on the 'Process Now' button to give consent and pay online.
- Complete the Consent and Payment details as required. Click on Submit details.
- When you have completed the process, the button changes to a green 'Complete (see Details)' button.
- **Note:** Consent must be given for Excursion/Incursions. Please be aware of any cut off dates. No late consent/payment will be accepted.

- You are able to check previous payments you have made on Compass through the Cog icon on the top right of the page

Click on the Tools icon and select My Payments



All past payments made through Compass will appear in this section. If you have made a payment at the office or via Bpay they will not show here.

Attendance: Entering a Parent Approval

If your child has been absent from school and you have not provided approval it will appear as an alert in your Newsfeed.

Attendance: Parent Approval Required

John was recorded as 'not present' or 'late' without approval

[Click here](#) for more information

By clicking on this alert you will see a list of when your child has been marked late or not present. You can approve the absences by clicking in the box on the left hand side of the 'Activity Name' to select a line and then clicking the '+ Parent Approval' button at the top of the grid.

From the pop up window:

- Select the reason for the absence
- Enter a brief description
- Select the start and finish time
- Click on the 'Save' button

Once the approval has been saved, it will disappear from the Unapproved Absence page and home page.

Where possible, parent approvals should be entered prior to the absence occurring or as soon as you are aware your child will be absent from school. From the Compass home screen you can click the 'Actions for' button for your child and select the 'Add Parent Approval' item.

Note: You cannot edit or delete approvals. If you have made an error and need to edit or delete an approval, you will need to contact the office.

Compass is intended to be self-explanatory and easy to use, however if you require assistance please contact the school.