

# How to Guide – Compass – Parent Portal – APP

## Summary

This guide will assist parents to download the Compass School Manager App.

This guide will assist parents who have children at more than one school to switch between compass portals or add a new school.

For parents already using the Compass app, go straight to Step 5 to add a new school.

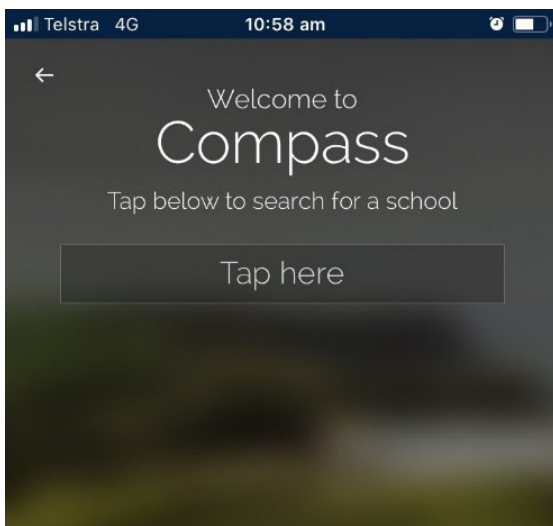
## Step 1:

Download the **Compass School Manager** app from the APP Store (Apple) or Play store (android).



## Step 2:

The following screen will appear. Use the Tap here button to search for the school.

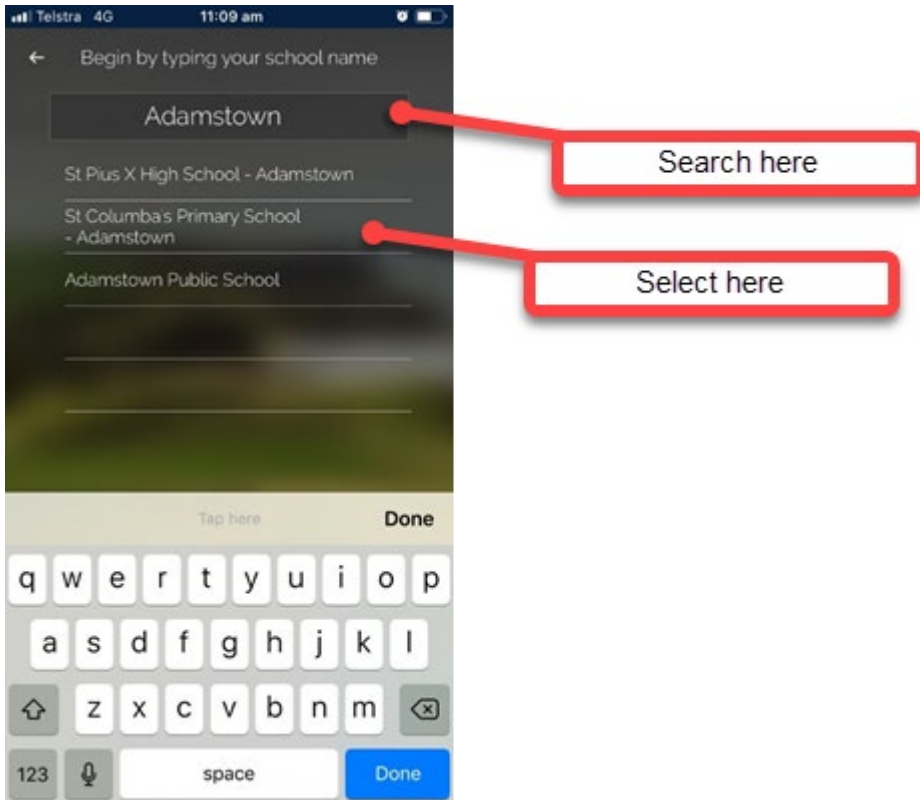


**Step 3:**

In the APP search for the school of student.

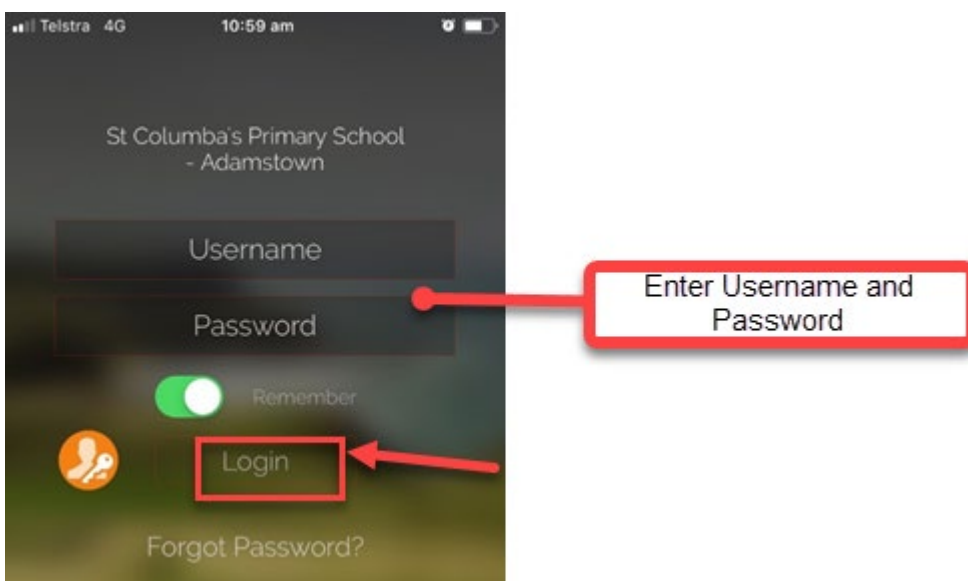
You must type exactly – St Francis Xavier’s College Hamilton

Select the required school.

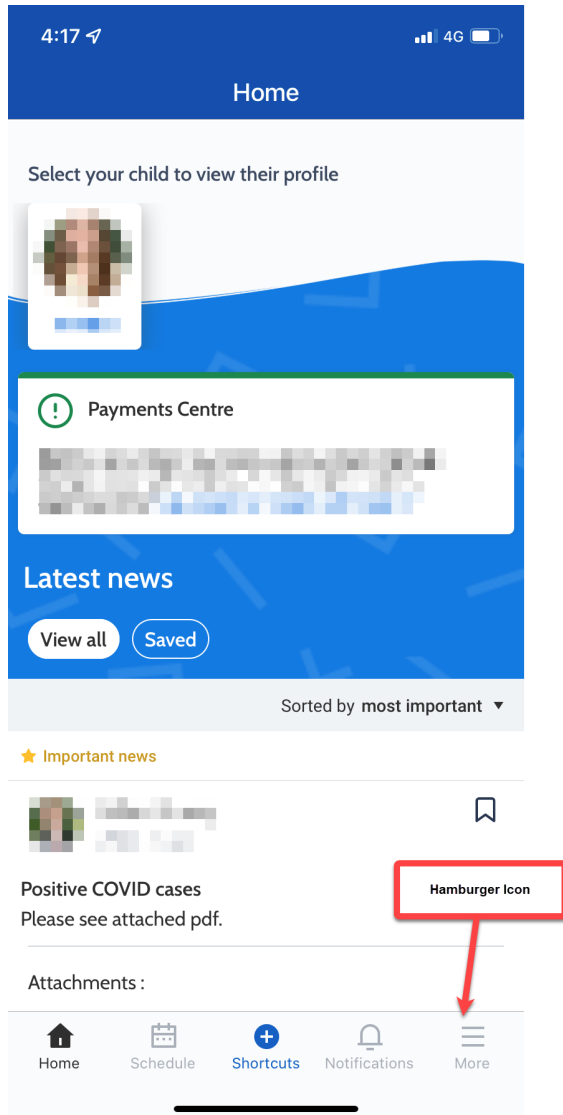
**Step 4:**

Enter Username (provided by the school) and Password.

Use the Login – not the orange button.



Your **parent home** page will appear. In this example the parent has one student at this school. If the parent has more than one student at the selected school, all student profiles will appear.



## FOR PARENTS WITH STUDENTS AT MORE THAN 1 SCHOOL

### Step 5:

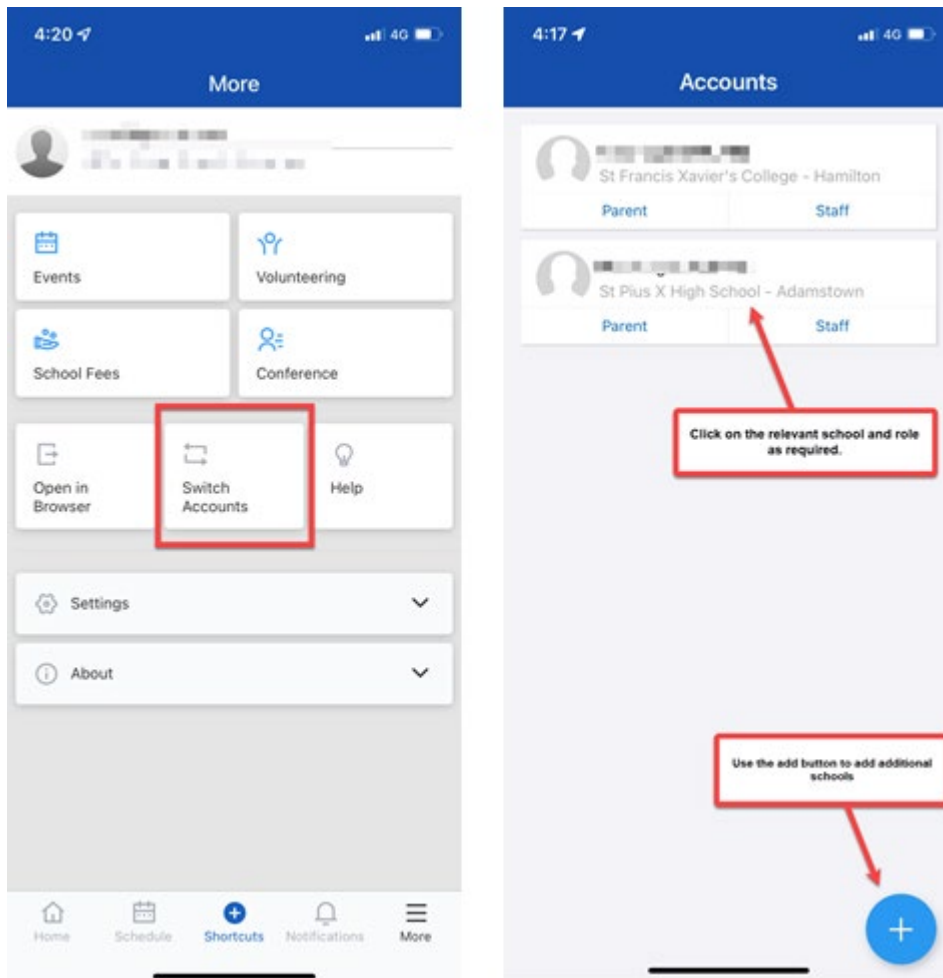
From your parent home page select the Hamburger icon/More tab.

**Step 6:**

Select Switch Accounts.

**Step 7:**

In this example I have access to two school portals.

**Notes:**

A parent can add as many schools as required using the add button and searching for the required school as in step 3 and 4. Once you have pressed the add button (blue cross), search St Francis Xavier's College – Hamilton. Once selected, login using current username and password.

Once a parent has searched and logged in to all relevant schools, they can switch between schools by using the Hamburger Icon/ More tab and the Switch Account option as outlined in step 6 and 7.

A parent will have the same username and password for all schools within Ancestry Schools.