



Parent Compass Portal Login Handout

1. Open your web browser and go to: <https://hbridgeps.vic.jdlf.com.au/Login.aspx>
2. Enter your username and the password given to you.

This is a screenshot of the login page for Hurstbridge Primary School. The page has a white background with a blue header area. The school's name "Hurstbridge Primary School" is centered at the top. On the left side, there is a small version of the school's logo. The main content area contains a login form with two input fields: "Username" and "Password". Below these fields is a blue "Sign in" button. Underneath the button is a checkbox labeled "Remember me" which is currently checked. At the bottom of the form, there is a link that says "Can't access your account?".

3. When you first login, you will be asked to confirm your mobile number and email address.

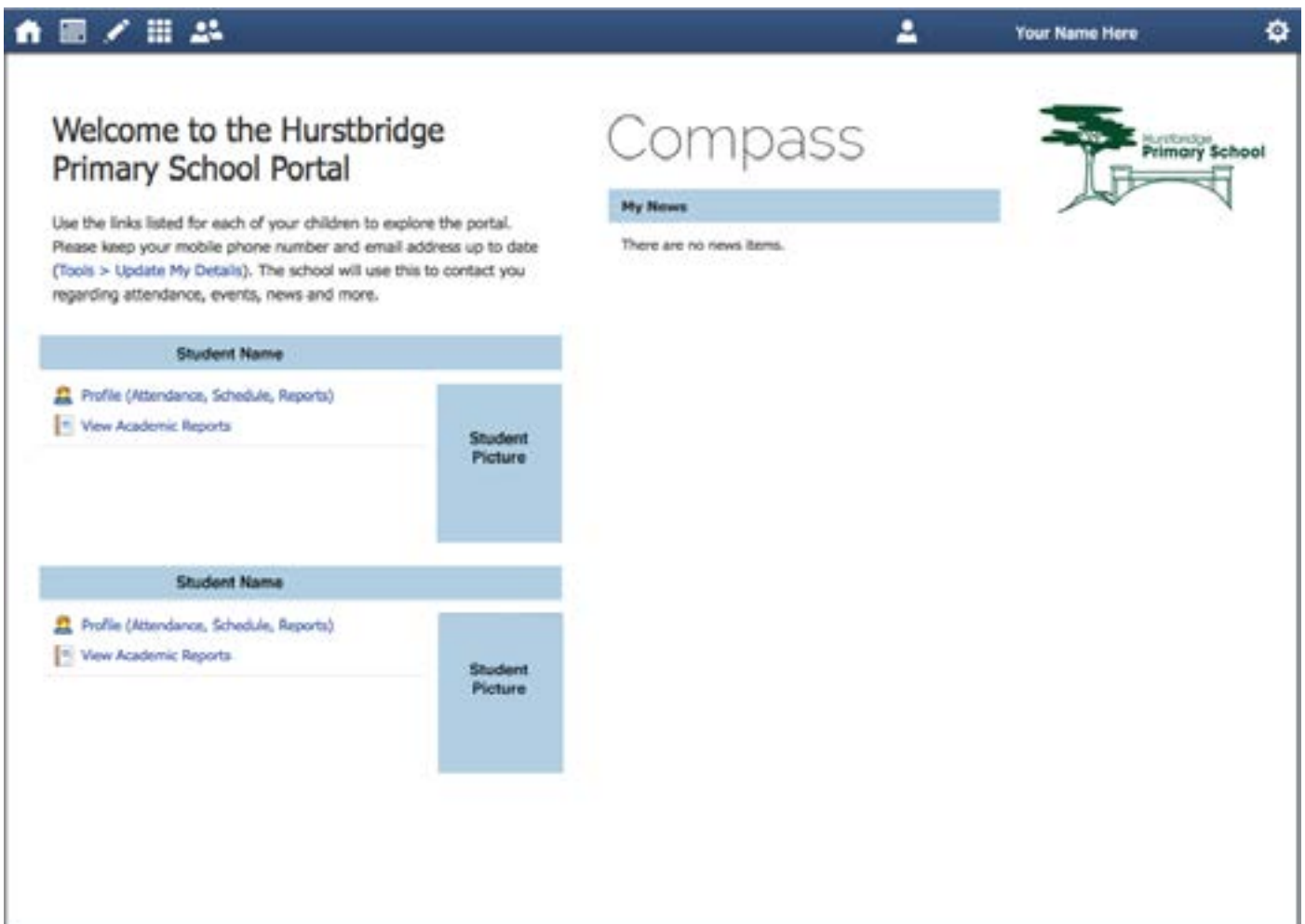
This is a screenshot of the parent portal's confirmation page. The page has a dark blue header with navigation icons (home, search, grid, user, settings) on the left and a user profile icon on the right. The main content area has a white background. At the top, it says "Welcome to the Hurstbridge Primary School Parent Portal". Below this, there is a paragraph of text explaining that the school needs to confirm the parent's mobile phone number and email address for school news, events, and other services. There are three input fields: "Mobile", "Email (Adult A)", and "Email (Adult B)". Below these fields is a button labeled "Update My Details". Underneath the button is a link that says "I don't have these details". At the bottom of the page, there is a small disclaimer in a smaller font, stating that the school is not responsible for the content of any material transmitted and providing an email address for further information.

4. You will then be asked to change your password. This must be a numerical pin of at least 4 digits long. Click save after you have typed in new password and confirmed password.



The screenshot shows a web interface for changing a password. At the top, there is a dark blue navigation bar with icons for home, a grid, a pencil, a person, and a gear. The main heading is "Next, you will need to change your password". Below this, a section titled "Please note the new password requirements below:" lists three bullet points: "Your new password must be numeric", "Your new must be at least four (4) digits long", and "Your password cannot contain letters or symbols". There are two input fields: "New Password:" and "Confirm New Password:". A "Save" button is located below the second field.

5. You will now be logged in and see your home screen (Dashboard).



The screenshot shows the "Compass" dashboard for the Hurstbridge Primary School Portal. The top navigation bar includes a dark blue header with icons for home, a grid, a pencil, a person, and a gear, along with the text "Your Name Here" and a gear icon. The main content area features a large heading "Welcome to the Hurstbridge Primary School Portal" and a sub-heading "Compass". Below the heading, there is a paragraph of text: "Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more." To the right, there is a "My News" section with a blue bar and the text "There are no news items." Below this, there are two student profiles, each with a blue bar labeled "Student Name", a list of links: "Profile (Attendance, Schedule, Reports)" and "View Academic Reports", and a placeholder for a "Student Picture". The Hurstbridge Primary School logo is visible in the top right corner.

Parent Guide

[Knowledge Base](#) > [Attendance](#) > [Parent Guide](#)

Unexplained Not Present/Late Attendance statuses

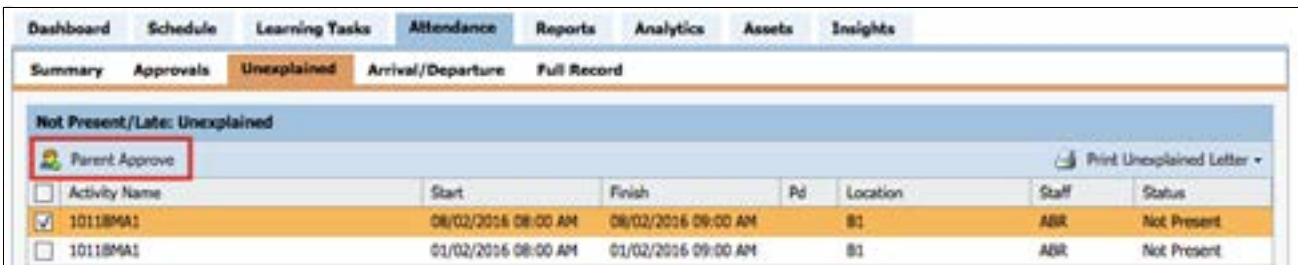
If a school has the Parent Login module enabled within their Compass portal, the parents will be able to access the record(s) or their student(s) via Compass. They can also enter Note/Approvals directly into Compass.

When a parent logs into Compass they see a list of their student(s) on the left hand side of the screen.

If the student has any unexplained absences that need approving an alert will appear in the top of the right hand side of their Compass homepage.

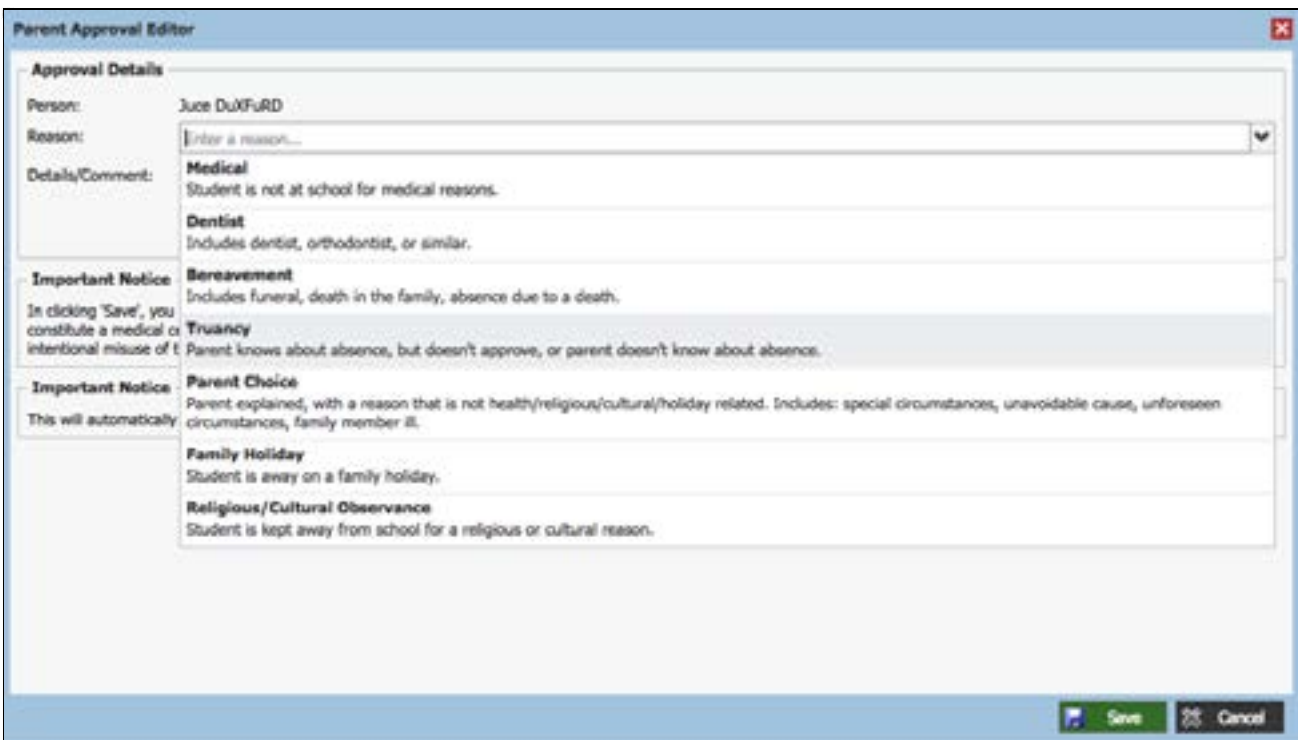


By clicking on this alert they will see a list of all of the instances where the student has been marked late or not present and these are not covered by any form of approval. The parent can then select the sessions that they want to approve and then click the "Parent Approve" button at the top of the grid.



Parents have access to a modified pop up window which restricts the information that a parent can enter. For example a parent cannot enter a student with a "Medical Certificate" approval, nor can they see the "VCE Approved" tick box.

This will add a Note/Approval into the system, with the creator listed as the parent account.



Parents cannot edit or delete approvals once an approval has been entered into Compass and will need to contact the school if an approval needs amending.

Adding a Note/Approval

Parents can also add approvals ahead of time using the Action Button next to their student's name from the Compass home page. This allows them to add an approval and select the date range for the approval.



Clicking on the "Add Note/Approval" option will open the Note/Approval Editor screen. Parents can select a category, add notes and also select a date range for the approval. Once these details are entered, click on the "Save" button and this information will be recorded against the student's attendance approvals tab on their profile.

The screenshot shows the 'Parent Approval Editor' window. It contains the following sections:

- Approval Details:**
 - Person: Julia ABBOTT
 - Reason: Parent Choice
 - Details/Comment: (empty text area)
- Important Notice:**

In clicking 'Save', you undertake, certify and accept that you are a listed parent/guardian for this child, and the information above is correct, and this online approval does NOT constitute a medical certificate, and students enrolled in VCE are required to submit a medical certificate to the school in addition to this approval and any fraudulent action or intentional misuse of this feature may result in administrative, criminal and/or civil action against you (by your registered school, affiliated entities and/or the product owner).
- Affected Sessions:**

Activity	Start	Finish
SFDB1	22/04 - 09:00 AM	22/04 - 09:06 AM
SFDB1	22/04 - 09:07 AM	22/04 - 10:03 AM
STUT	22/04 - 11:00 AM	22/04 - 11:03 AM
SMAF	22/04 - 11:34 AM	22/04 - 12:00 PM
SALF	22/04 - 01:21 PM	22/04 - 02:17 PM
SALF	22/04 - 02:18 PM	22/04 - 03:14 PM
- Start:** 22/04/2014 09:00 AM (with a 'Select a period...' dropdown)
- Finish:** 22/04/2014 05:00 PM (with a 'Select a period...' dropdown)

Buttons for 'Save' and 'Cancel' are located at the bottom right.