

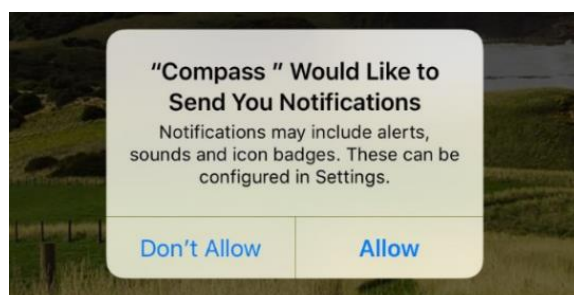
# LOGGING INTO COMPASS USING A SMARTPHONE

Please note: It is recommended that you first log into Compass through a computer as you will be prompted to update your contact details & create a password. These instructions are created using an Apple iPhone but the interface is the same for other smartphones.

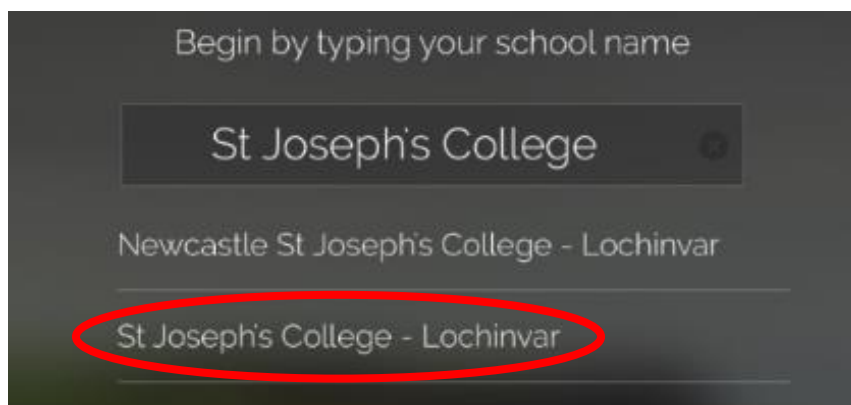
1. Download the **Compass School Manager APP**. This can be downloaded from the Apple App Store & Google Play Store.



2. Open the application. You will be prompted to **Allow** Compass to send you notifications. This is important as the school can send out Push Notifications for immediate alerts to be sent to your phone.

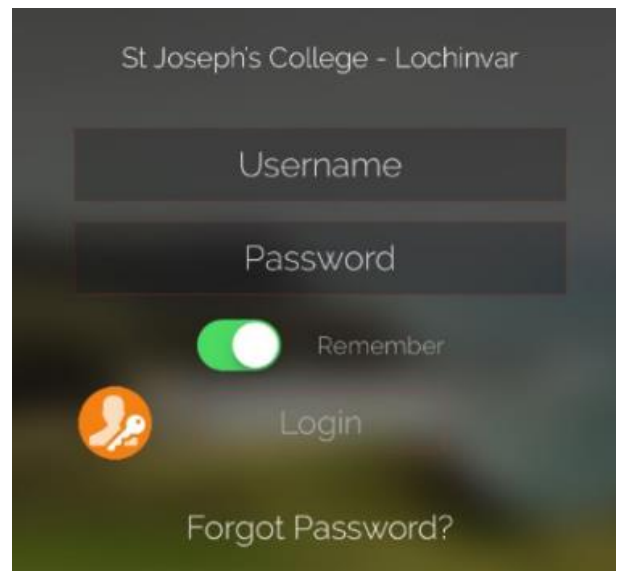


3. Search for the school. You will need to type in **St Joseph's College** (exactly as typed here – with an apostrophe in Joseph's) and select the **St Joseph's College – Lochinvar** option.

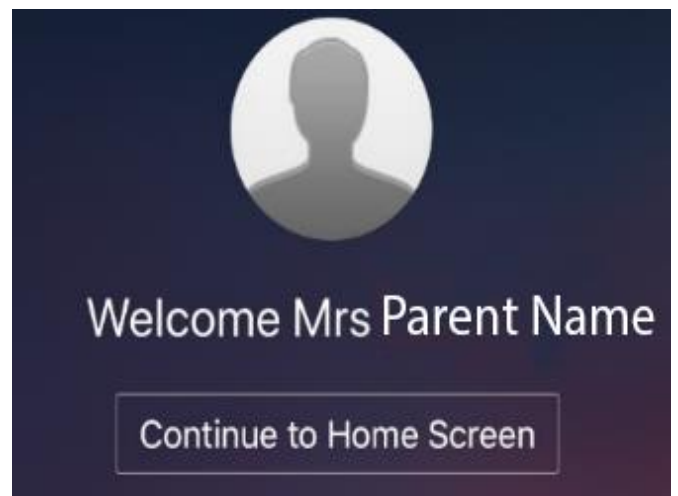


**IMPORTANT: PLEASE DO NOT SELECT THE NEWCASTLE OPTION AS YOU WILL NOT BE ABLE TO LOG IN**

4. You are now on the login screen. At this screen, you will need to enter your **Username (given to you by the school) & Password (created by the user when they log in on a computer)**.



5. When you log in you will be redirected to a welcome page. Click **Continue to Home Screen**.



6. You have now successfully logged into the **Compass Parent Portal**. This page will display the school photos of any students you have enrolled at St Joseph's College Lochinvar. Clicking on a student photo will give you more information about that specific student.

