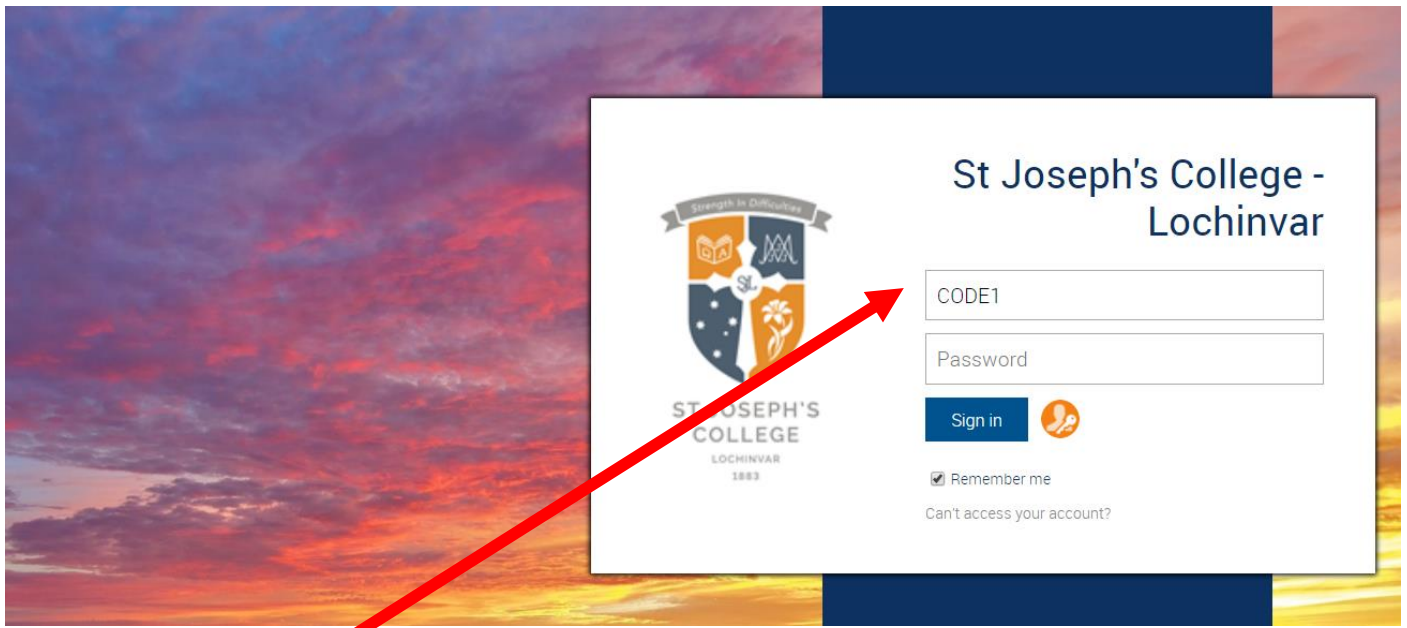


# LOGGING INTO THE PARENT PORTAL FOR THE FIRST TIME

1. Go to <https://lochinarsj-nsw.compass.education/> on a computer. This link is also available by going to the School Website, clicking Parents > Compass.



2. Enter your **Username & Password** from your Parent Letter.

3. You will be prompted to confirm your contact information. Please ensure that your contact details are correct. Click the **Update My Details** button.

Welcome to the St Joseph's College - Lochinvar Parent Portal

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).

Mr Parent Name

Mobile

Email

**Update My Details**

[I don't have these details](#)

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@compass.edu.au](mailto:legal@compass.edu.au)

5. You will be prompted to **create a password**. Note that your password must:

- Be at least eight characters in length
- Contain at least one UPPERCASE & one lowercase letter

- Contain at least one number

Click **Save** when you have created your password.

6. You will be redirected to the Compass homepage where you will be able to view your student's profile and schedule, add attendance notes, view reports and any news feed items that may be relevant to your student.