

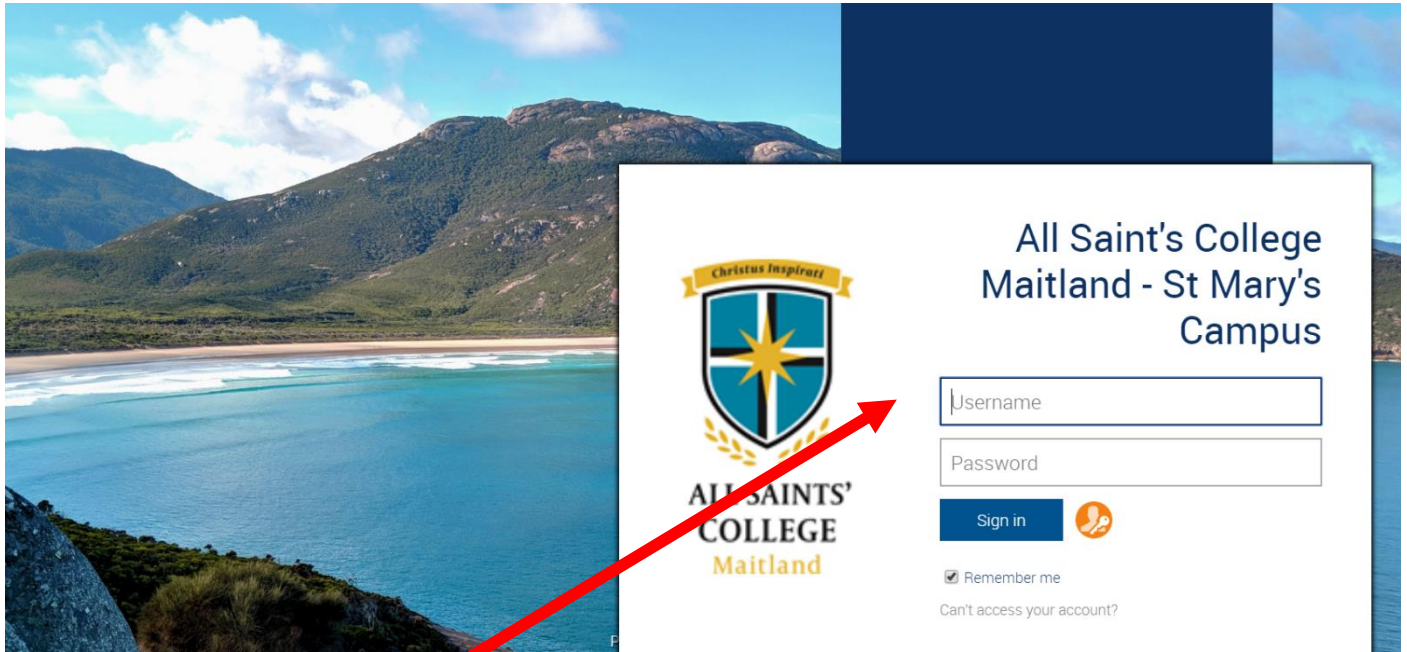
# Logging into the Parent Portal for the First Time

1. Go to <https://maitlandasc-nsw.compass.education> (7 – 10 Campus) or <https://maitlandsm-nsw.compass.education> (11 – 12 Campus)

This link is also available by going to the School Website

<http://www.maitlandasc.catholic.edu.au/> and selecting Parent Information -> Compass.

Please note: It is best to use a computer to login to the Parent Portal in the first instance.



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 All Saints College Maitland - St Peter's Campus 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).

**Mrs** .....

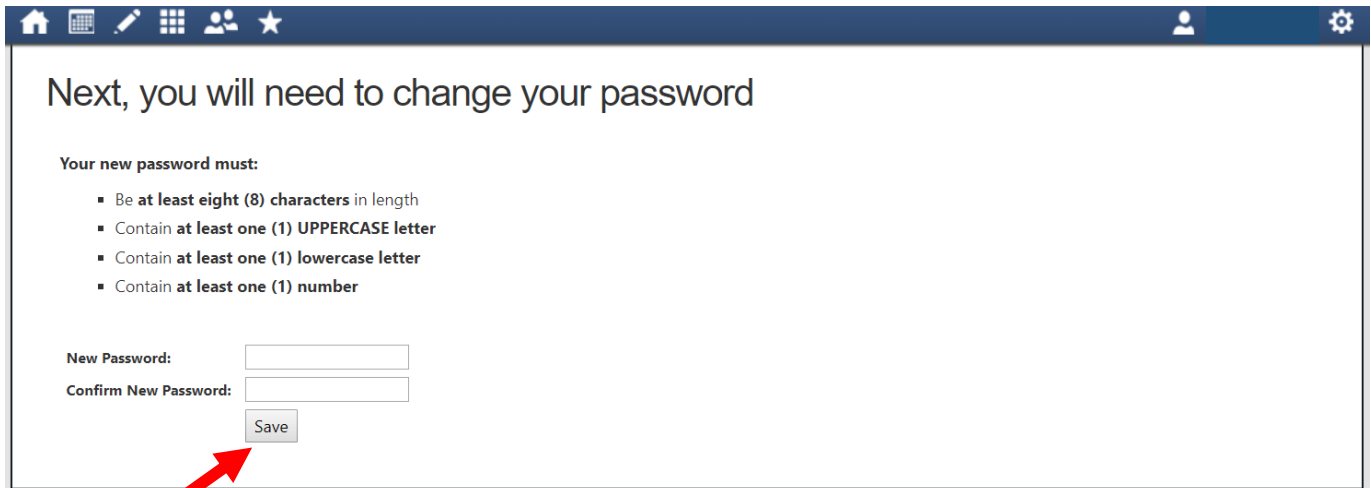
**Mobile**

**Email**

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

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

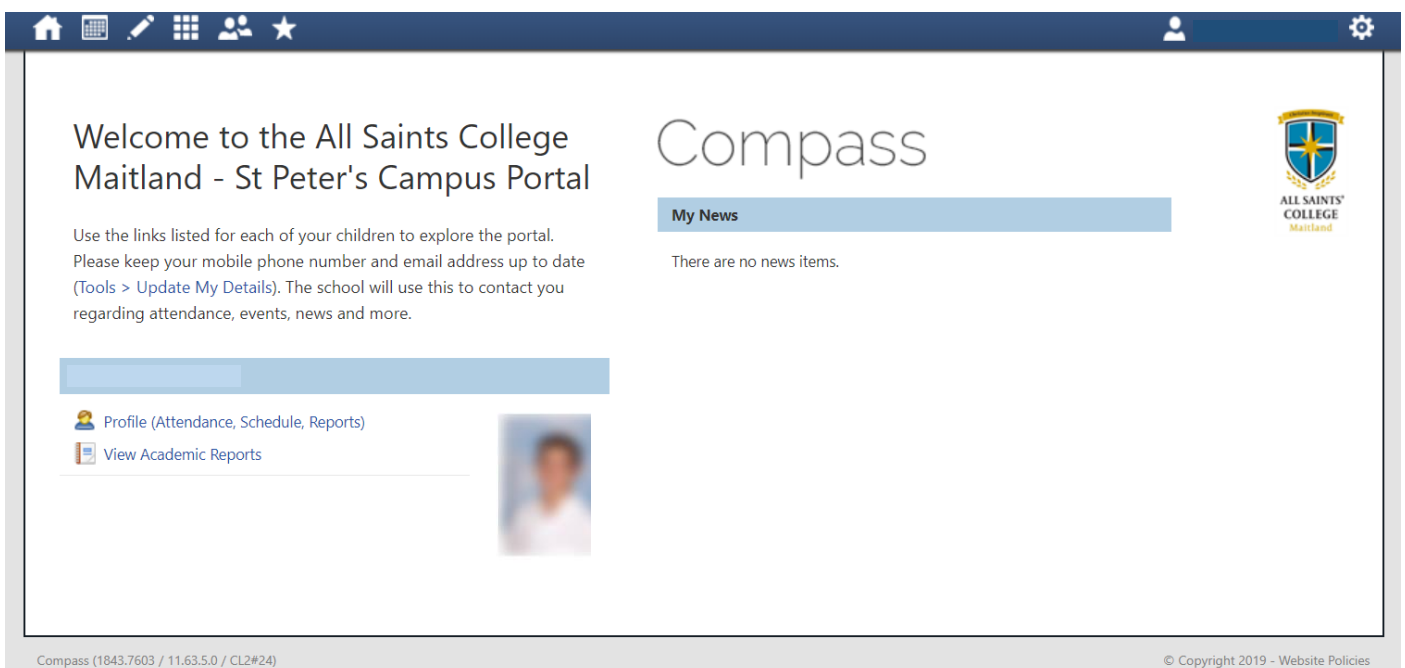
- Be at least eight characters in length
- Contain at least one UPPERCASE & one lowercase letter
- Contain at least one number



The screenshot shows a web interface with a dark blue header containing navigation icons (home, calendar, pencil, grid, people, star) and a user profile icon and settings gear. The main content area has a white background with the heading "Next, you will need to change your password". Below this, it says "Your new password must:" followed by a bulleted list of requirements: "Be at least eight (8) characters in length", "Contain at least one (1) UPPERCASE letter", "Contain at least one (1) lowercase letter", and "Contain at least one (1) number". There are two input fields: "New Password:" and "Confirm New Password:". A "Save" button is located below the second field, with a red arrow pointing to it from the left.

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.



The screenshot shows the Compass homepage. The header is dark blue with navigation icons and a user profile icon. The main content area is white. On the left, it says "Welcome to the All Saints College Maitland - St Peter's Campus Portal". Below this, 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." There are two links: "Profile (Attendance, Schedule, Reports)" and "View Academic Reports". On the right, there is a "Compass" logo and a "My News" section with a blue bar and the text "There are no news items." The All Saints College Maitland logo is in the top right corner. At the bottom, there is a footer with the text "Compass (1843.7603 / 11.63.5.0 / CL2#24)" on the left and "© Copyright 2019 - Website Policies" on the right.