

PARENT PORTAL (COMPASS)

The College uses an online system called **Compass School Manager** as the **College Parent Portal**. The Parent Portal empowers parents/guardians to keep up to date with the following student information.

- Student Attendance
- Student Learning Profiles
- Student Reports
- Course Outlines
- Parent Student Teacher Conferences
- College News and Calendar
- Student Timetable

To access the Parent Portal, you will receive your logon details from the College upon the student enrolling. **Parent logon details are for parent or guardian use only, they are not to be shared with the student.**

Parents / Guardians access the Parent Portal via the College website www.milsen.vic.edu.au

Compass also has an app that is available through the app store for parents to download to their mobile devices. When in the app store search "Compass School Manager".

When the student is absent, parents will receive **SMS alerts**.

These SMS alerts contain a link that can be used to record a reason against that student's absence.

If you require assistance with the Parent Portal, you can contact the **ICT Support Team** who can assist you with

- Logging on to the Parent Portal
- Using the available functions of the Parent Portal

To contact the **ICT Support Team** called the College on **03 5021 2911** and select **Option 5**. If you cannot get through to a member of the ICT Support Team please leave a voicemail and the team will get back to you as soon as possible.

