

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/Guardian 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/guardians to download to their mobile devices. When in the app store search "Compass School Manager".

When the student is absent, parents/guardians 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 5002 0201**. 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.

