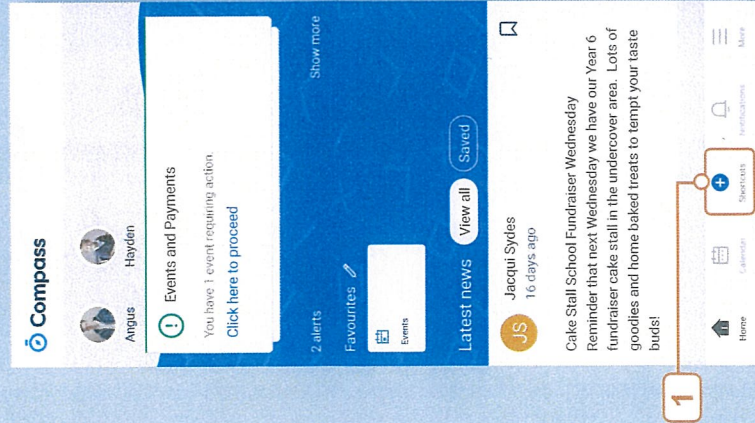


Compass parent portal guide

Mobile devices

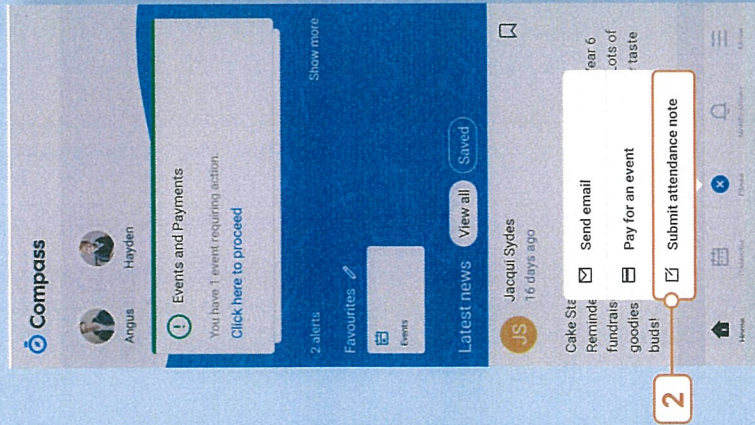
Open your Compass School Manager app and login using your username and password or a One-time Code (OTC).

Send an absent note



From your home page:

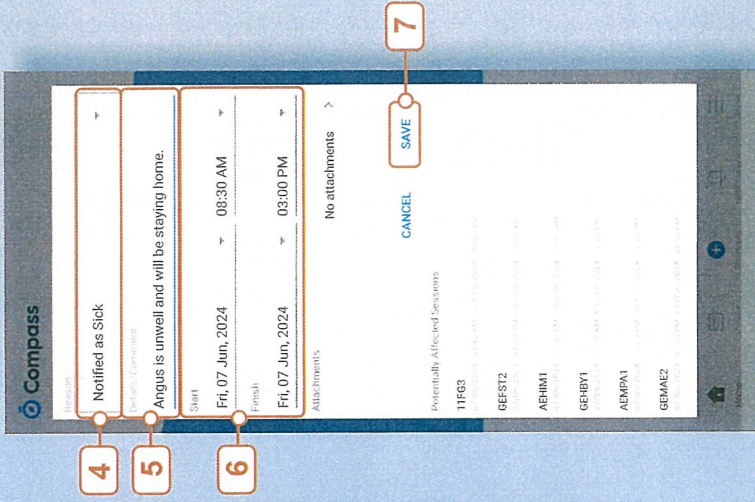
1. From the main menu select the **Shortcuts** button



2. From the popup, select **Submit attendance note**

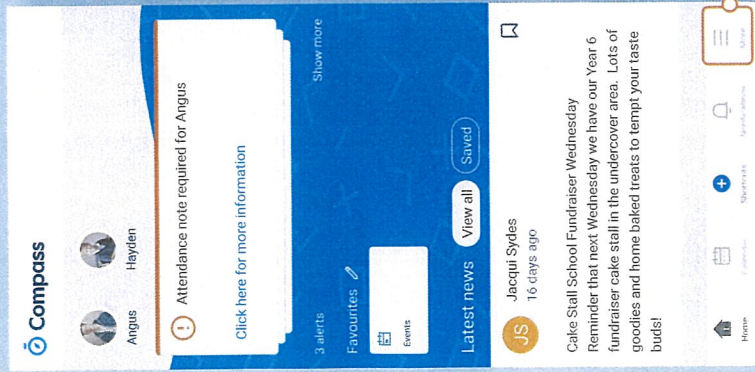


3. From the popup, select your **child's name**



4. Select a **Reason** from dropdown list
5. Enter additional information in **Details/Comments** box
6. Select **Start** and **Finish Date** and **Time** of absence
7. Select **Save**.

Switch between different accounts/school portals

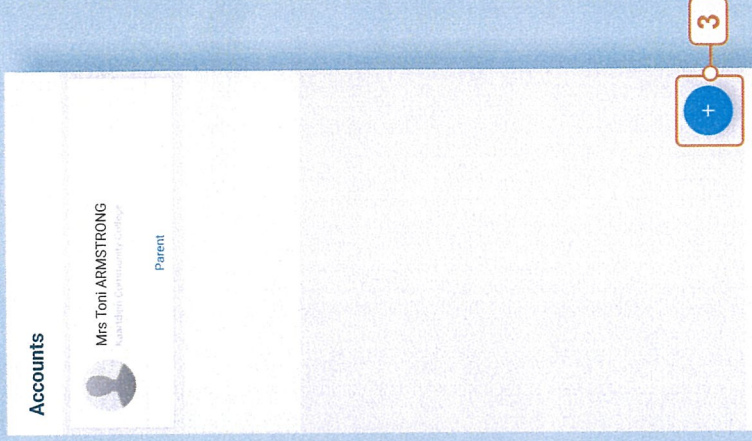


From your home page:

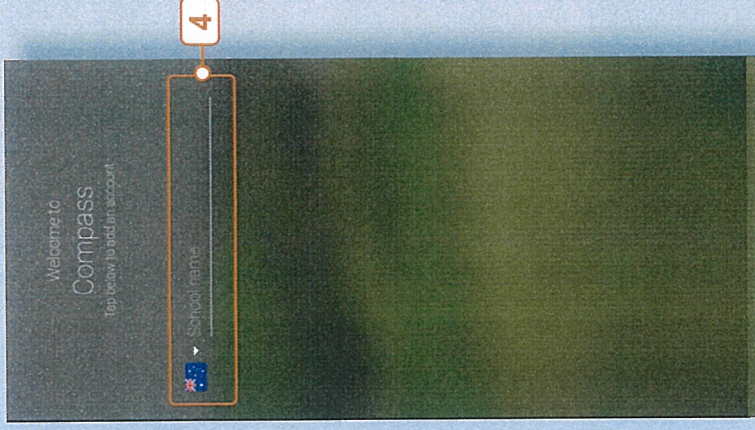
1. From the main menu, select the **More** button



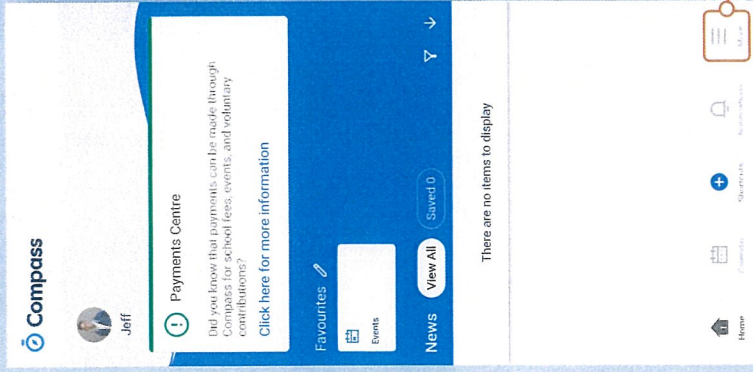
2. Scroll down and select the **Switch Accounts** button



3. Select the blue **Plus** to add another account



4. Complete the login process for your other account

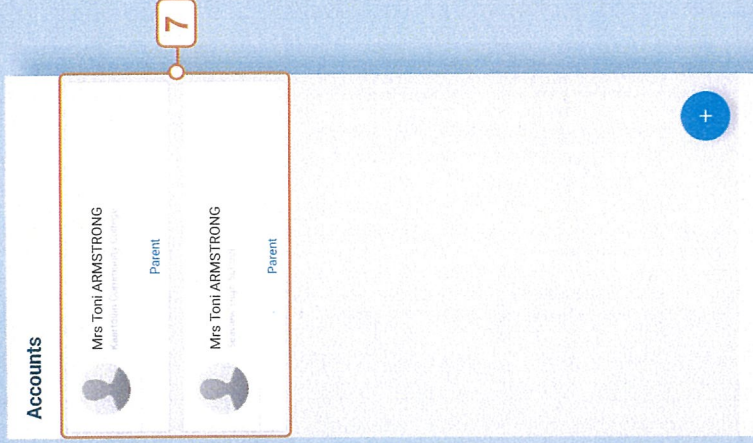


Your other portal will open to the Home dashboard

5. Return to **Switch Accounts** by selecting **More**



6. Scroll down and select **Switch Accounts**



7. Select the required **Profile** from the Accounts page to switch between accounts/portals.