

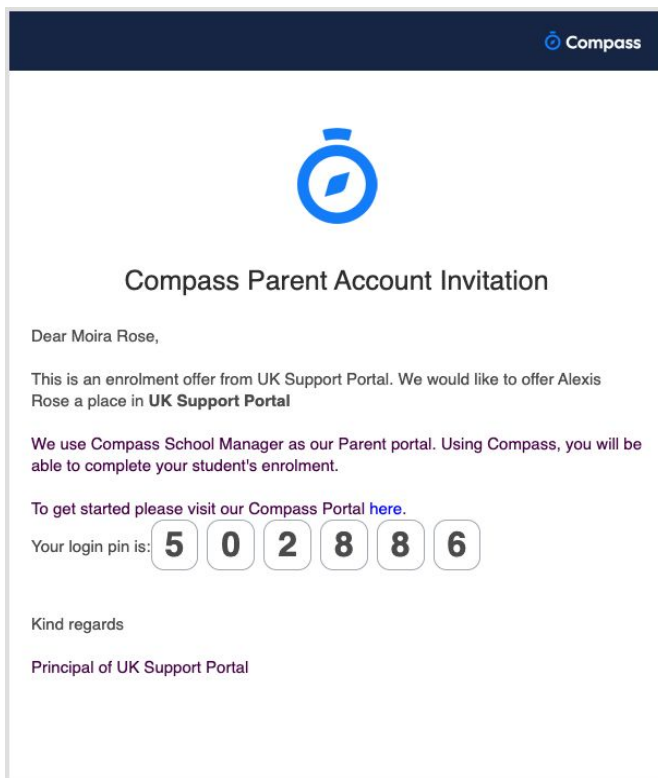
Enrolments in Compass

A Parent's Guide to registering your Compass account and completing the Enrolment application for your child.



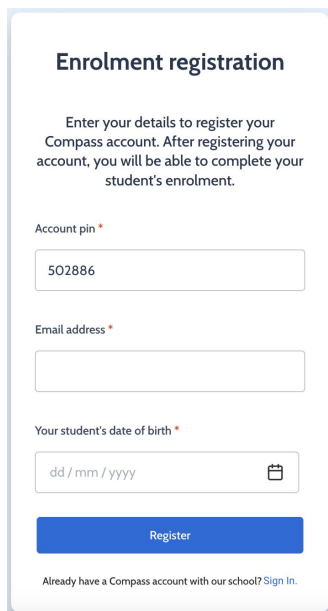
Registering Your Account

You will receive an email from the school as below which contains your unique log in PIN



Click on the link to open the Compass portal for your school.

Clicking on the text 'here' will open your school's Compass portal in your default browser. Your Pin will be auto-populated in the account pin field, however if it has not you can copy that from the email or the URL.



Enrolment registration

Enter your details to register your Compass account. After registering your account, you will be able to complete your student's enrolment.

Account pin *

502886

Email address *

Your student's date of birth *

dd / mm / yyyy

Register

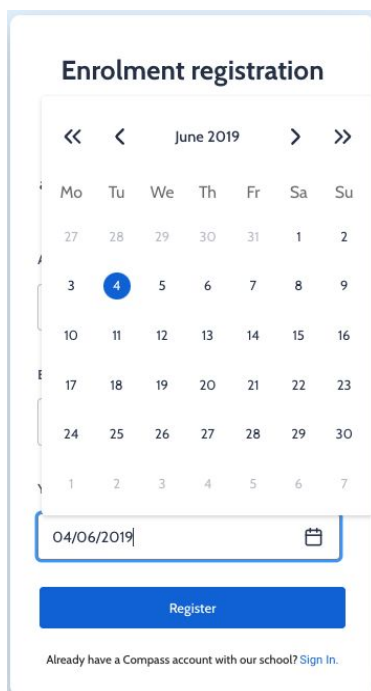
Already have a Compass account with our school? [Sign In.](#)

You will need to fill in the registration fields to receive your login details:

Email address: This will be the email address that was entered in your original application - this is the one that you received your invitation in.

Students date of birth: This is the date of birth for the student due to start at the school.

When completing the Date of Birth, please choose this from the calendar tool to ensure that it is in the correct format for Compass.



Enrolment registration

<< < June 2019 > >>

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

04/06/2019

Register

Already have a Compass account with our school? [Sign In.](#)

When you have completed all 3 fields, please click on the "Register" button to continue. You will see this message if you have completed the registration successfully.

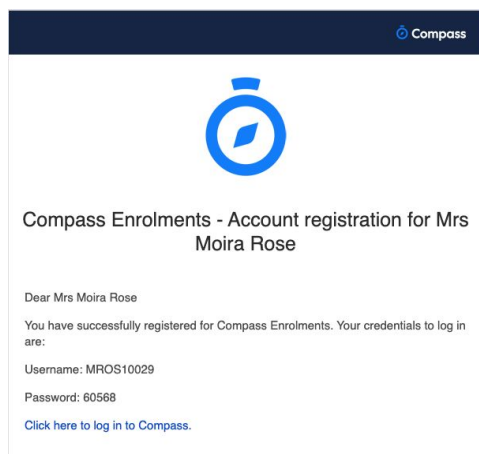
Email Sent!

Check your email to find your Compass account details. Do your future self a favour and store your details somewhere safe.



Proceed to sign in

Click on the "Proceed to sign in" button and the Compass login page for your school will load. You will need to return to your email account to collect your login details, there will also be a link to the school portal in this email.



UK Support Portal

Username

Password

Sign in

Remember me

[Can't access your account?](#)

Once you have signed in for the first time using your temporary password, you will be prompted to change this to something more memorable in line with the security rules set out on screen.

Compass

Update your password

Next, we will need you to set a new password.
Choose a strong password that you don't use for other accounts.

New password *

Confirm new password *

Your new password must:

- Not contain your username
- Not be a password recently used by this account
- Be at eight (8) characters in length
- Contain at least one (1) uppercase letter
- Contain at least one (1) lowercase letter
- Contain at least one (1) number
- New password and confirmation must match

[Change password](#)

Once you have successfully set your password you will see the following message displayed.

Compass

Password updated successfully

You're all set!
You're ready to head to the enrolment application

[Continue to enrolments](#)

Click on "Continue to enrolments" to access the Enrolments area.

Completing the Enrolment Application

Once in the Enrolment area, you will be offered the opportunity to Take a Tour.

You can close this using the X and click directly into Complete details for your child.

Welcome to the UK Support Portal student enrolment application ✕

- You can use this application to complete your student's enrolment at our school.
- You can complete profiles for one or more students.
- The schools will process students according to the timelines provided. You will be notified of the status of your enrolment via the email address you provided.
- In order to complete a student profile, you are required to provide all the relevant details and mandatory information. You can always save your progress and resume the application at a later stage.
- If you have any questions, please contact our school directly.

[Take Tour](#)

Welcome to Enrolments, Moira!
You have 1 incomplete student profile.

Student profiles

[All profiles](#) ▾

Alexis Rose
UK Support Portal

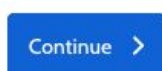
Student profile - 95% complete

[Complete details](#)

Click on 'Complete details' to open the form for your child(ren).
The form has been customised by your school to collect all of the information they require so may differ from the screenshots shown.

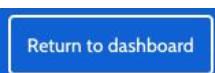


Please ensure that you complete all sections of the form, and click continue at the bottom of each page so that the information you enter is saved into Compass.



You can leave the form and return to it later at any time during the process using the Return to dashboard button at the top of the screen.

Any information you have entered will be saved.



Once you have completed all the sections you will be able to review and revisit any sections before clicking the Save and Submit button at the bottom of the screen.

Please Note: After clicking Save and Submit, you will no longer be able to make any further changes.



If you wish to keep a copy of the information you have submitted you can generate a PDF to download.