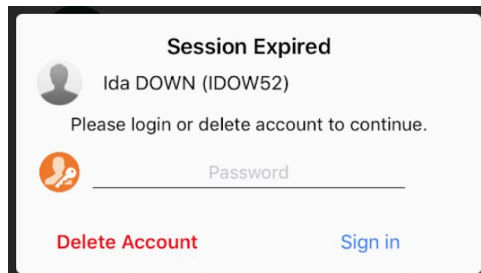


Dear Parents,

The Compass App has a security feature where your session will expire due to the sensitivity of your child's information. This will result in a screen appearing on your App and you will need to re-enter your password. If you can't remember your password, please contact the School Office as they are able to reset your password.



A screenshot of a 'Session Expired' screen. At the top, it says 'Session Expired' next to a user icon. Below that, the user name 'Ida DOWN (IDOW52)' is displayed. A message reads: 'Please login or delete account to continue.' There is a password field with a red eye icon and the placeholder text 'Password'. At the bottom, there are two buttons: 'Delete Account' in red and 'Sign in' in blue.

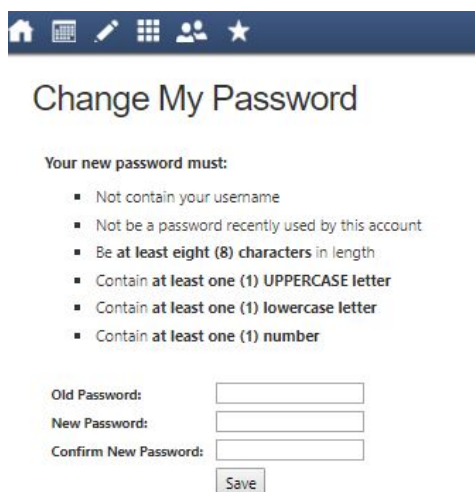
Did you know you can change your password to something you can remember?

Using your computer is the easiest way to change your password. (Note: More information about your child is visible in the computer version of the Parent Portal..)



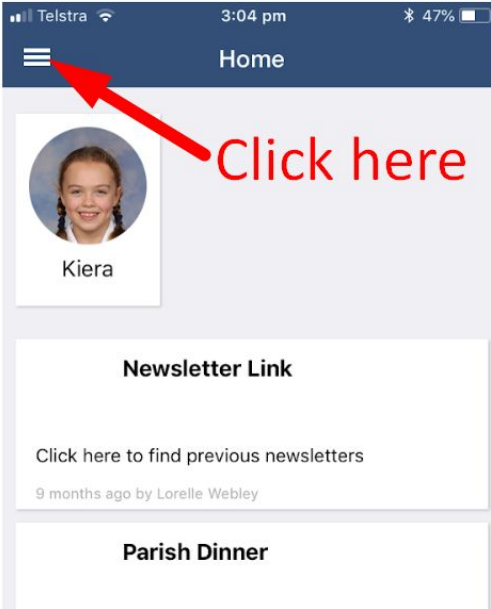
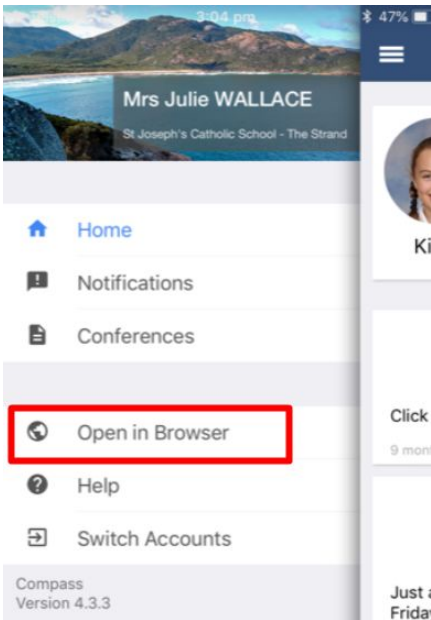
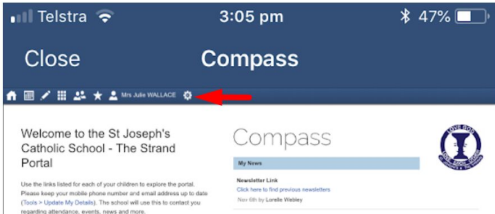
A screenshot of the Parent Portal home screen. The top navigation bar includes icons for home, calendar, messages, grid, people, and star, along with a 'Parent' profile icon and a settings gear icon. A red arrow points to the settings gear icon with the text 'Click here'. Below the navigation bar, the main content area is divided into sections. On the left, there's a 'Welcome to the School's Portal' message and a list of links: 'Profile (Attendance, Schedule, Reports)', 'Send email to teachers', 'Add Attendance Note (Approved Absence/Late)', and 'View Academic Reports'. In the center, there's a 'Compass' logo and a 'My News' section with a 'Newsletter Link' and a 'Parish Dinner' announcement. On the right, a dropdown menu is open, showing options: 'Tools', 'My Account', 'My Payments', 'Change My Password' (highlighted with a red box), 'Update My Details', and 'Logout'.

This screen will open. Please follow the instructions and change your password.



A screenshot of the 'Change My Password' screen. The title 'Change My Password' is at the top. Below it, a section titled 'Your new password must:' lists several requirements: 'Not contain your username', 'Not be a password recently used by this account', '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'. At the bottom, there are three input fields labeled 'Old Password:', 'New Password:', and 'Confirm New Password:'. A 'Save' button is located at the bottom right.

Using your phone to change your password. (It is easier to do this on your computer.)

<p>1</p>	<p>Click on the hamburger: (3 straight lines top left)</p> 	<p>2</p> <p>Click on 'Open in Browser':</p> 
<p>3</p>	<p>Click on the cog:</p> 	<p>4</p> <p>Follow the instructions:</p> 