



## Compass F.A.Q.: Install App on Smart Phone.



### Prerequisites:

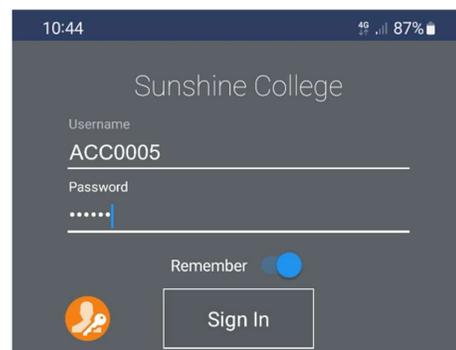
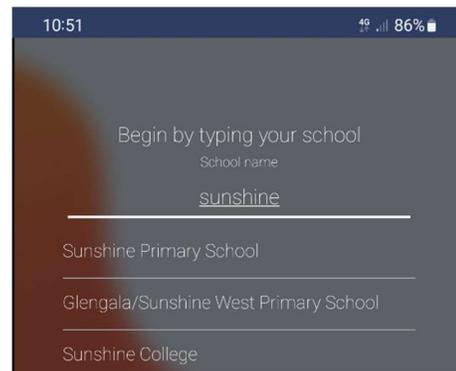
- Must have parent login details from the school  
EXAMPLE: **Username: ACC0005 & Password: 1234767**  
(Please contact the school if you do not have your parent login details)
- A smartphone (Apple iPhone or an Android Phone) with internet access

### STEP1: Download the app

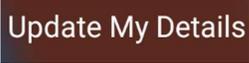
- If you own an Apple iPhone, please go to the  **Apple App Store** / If you own an **Android** phone, please go to the  **Google Play Store**
- Search for the “**Compass School Manager**”  and click to install the app

### STEP2: Sign-in to the app

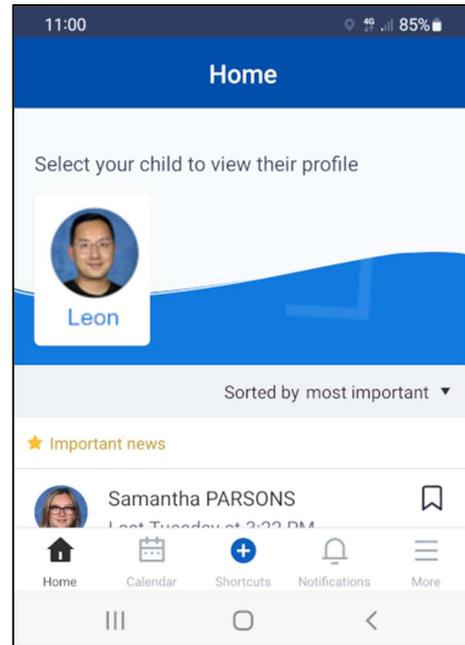
- Find the Compass App on your phone , and click on it to launch.
- On the “Welcome” screen, it will ask you to type in the schools name to search.  
➔ Please type in “Sunshine” ... then click on “**Sunshine College**”
- Now enter in the Parent Login Details provided by the school.  
EXAMPLE: **Username: ACC0005 & Password: 1234767**
- **IF** this is the first time you’ve sign into compass, it will ask you to create a new password.  
➔ New password need to have a minimum of 7 characters, at least 1 number, 1 uppercase letter and 1 lowercase letter.



- **IF** this is the first time you've sign into compass, it will ask you to confirm your contact mobile number and email.

- **IF** all the details are correct just click on the  button to continue.

- Now you should see a Home screen with all your children enrolled at Sunshine College profile pictures.



### Alternative: If you already have the Compass App installed for another school

- Sign into compass
- Click the  More button on the bottom menu
- Click on  Switch Accounts, then click the  to add new account.
- Go back into  Switch Accounts to swap between accounts
- Done