

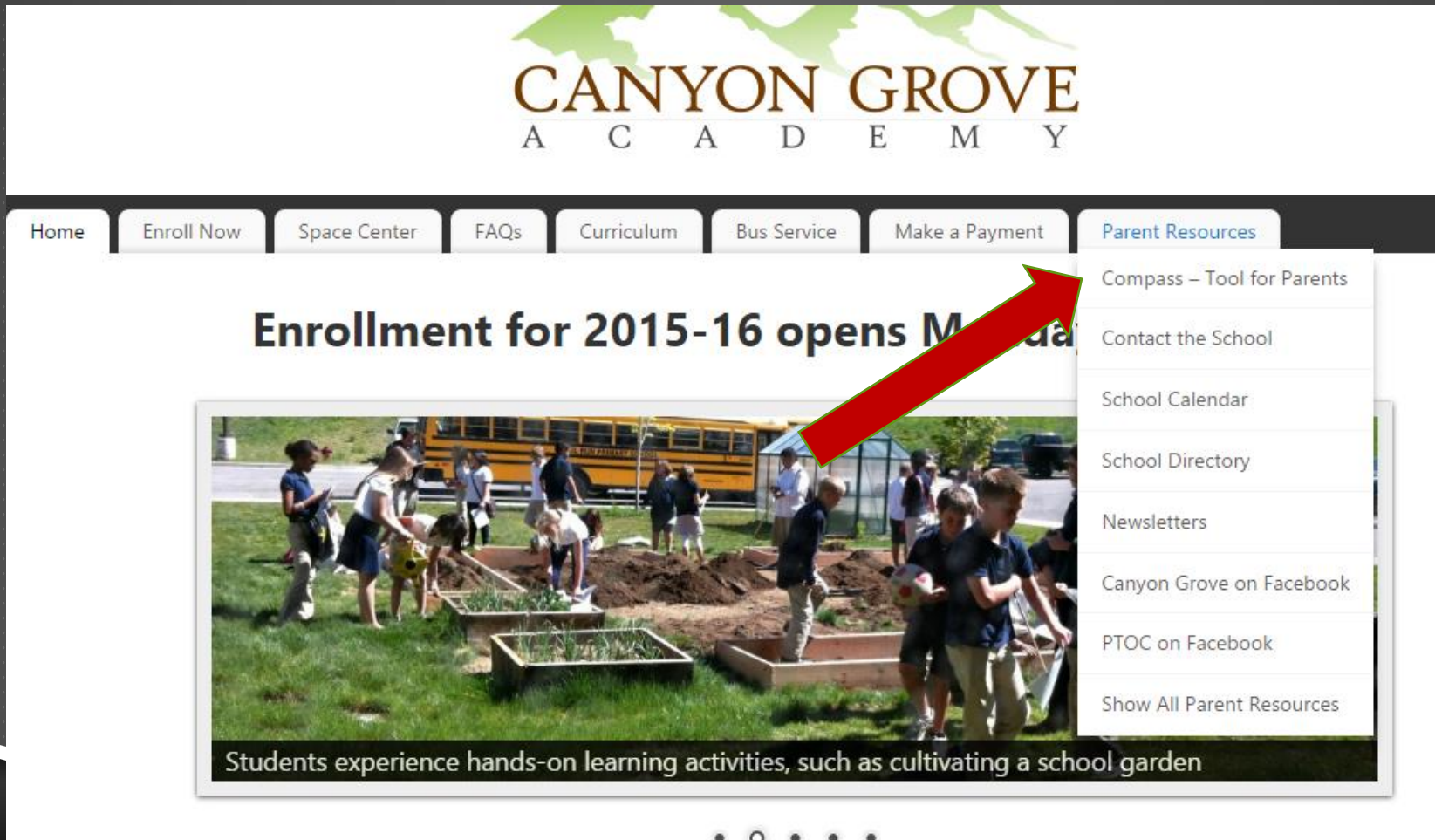
COMPASS PORTAL GUARDIAN LOGIN



Step 1:

Go to <http://www.canyongrove.com>

Click on the Compass link under the Parent Resources menu.

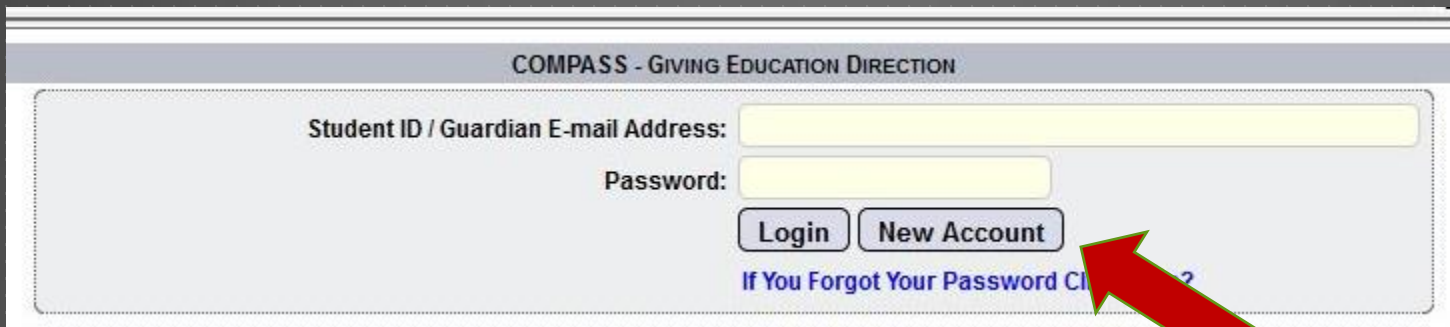


The image is a screenshot of the Canyon Grove Academy website. At the top, the logo reads "CANYON GROVE" in a large, brown, serif font, with "ACADEMY" underneath in a smaller, spaced-out font. Below the logo is a navigation bar with buttons for "Home", "Enroll Now", "Space Center", "FAQs", "Curriculum", "Bus Service", "Make a Payment", and "Parent Resources". The "Parent Resources" button is highlighted, and a dropdown menu is open, listing: "Compass – Tool for Parents", "Contact the School", "School Calendar", "School Directory", "Newsletters", "Canyon Grove on Facebook", "PTOC on Facebook", and "Show All Parent Resources". A large red arrow points from the "Parent Resources" button to the "Compass – Tool for Parents" link. Below the navigation bar, a main heading reads "Enrollment for 2015-16 opens Monday". Below this is a photograph of students working in a school garden. A caption at the bottom of the photo reads "Students experience hands-on learning activities, such as cultivating a school garden".

Step 2:

You will be presented with a login screen. To create a Guardian account click the “New Account” button.

If you are a student enter you Student ID number in the first box and your password in the second box.



COMPASS - GIVING EDUCATION DIRECTION

Student ID / Guardian E-mail Address:

Password:

[If You Forgot Your Password Click Here?](#)

A red arrow points to the "New Account" button.

To create a new Guardian Account click here.

Step 3:

After you click the “New Account” button you will be presented with the new account screen. Enter your First and Last name. Enter your E-mail address this will become your username. Enter your password twice. Answer the math question and put it in the last box. Click Add.

Math question.

COMPASS - NEW ACCOUNT

First Name: Your

Last Name: Name

E-mail Address: your.name@somewhere.com

Password:

Password (again):

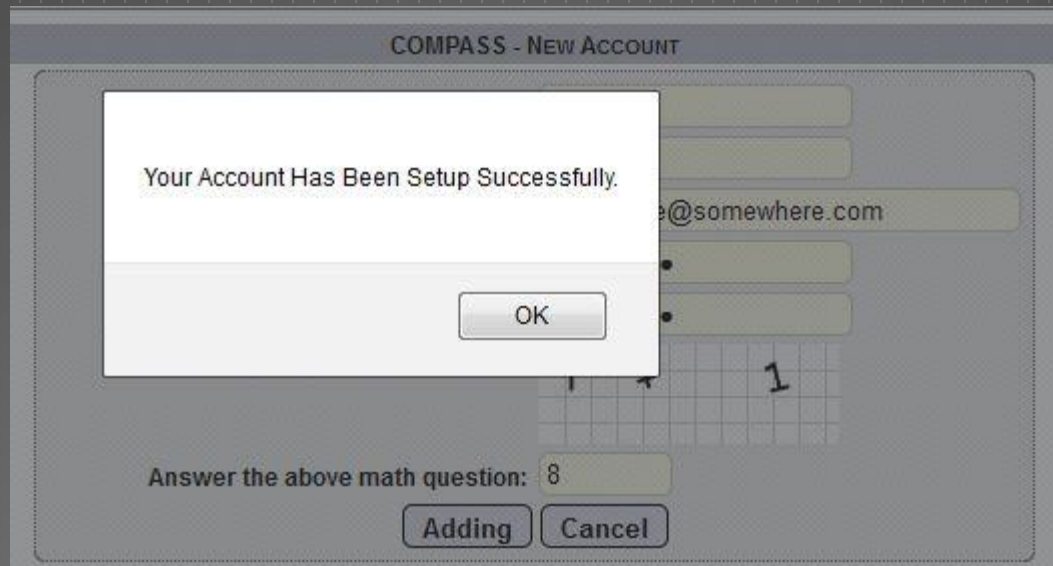
7 + 1

Answer the above math question: 8

Add Cancel

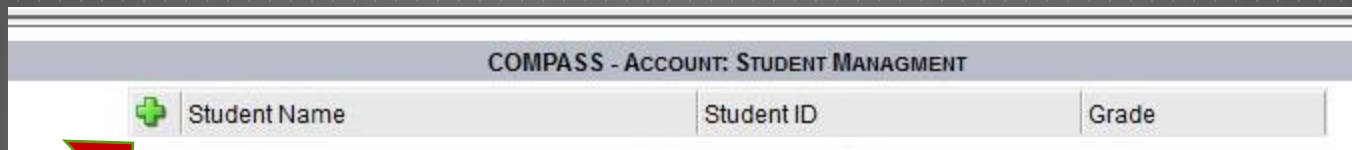
Answer the math question here.

You will see this message when your account has successfully been created.



Step 4:

Once your account has been created you will be presented with the “Student Management” screen. On this screen you can link your students to your account. Click the green plus icon to add the first student.

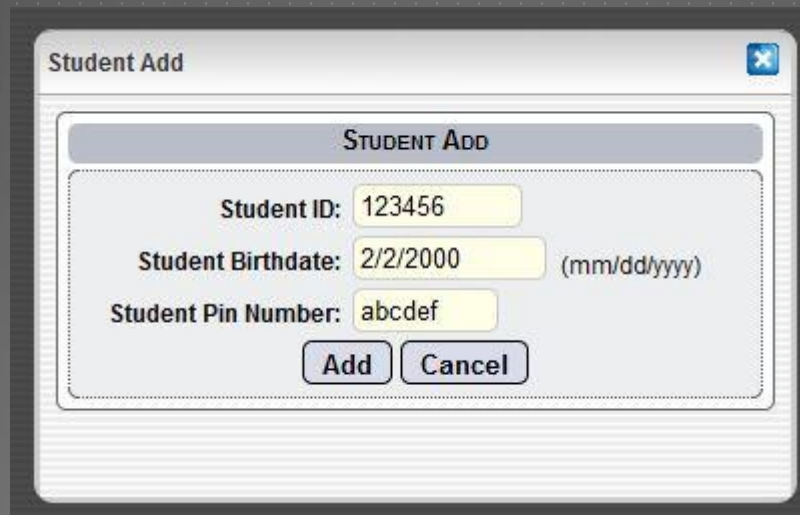


| COMPASS - ACCOUNT: STUDENT MANAGEMENT | | | |
|---------------------------------------|--------------|------------|-------|
| + | Student Name | Student ID | Grade |

Click to add a student.

Step 5:




You will need three pieces of information, Your student's Student ID number, Student Birthdate, and Student Pin Number. You will need to contact the office for the Pin Number if you have not received it via e-mail. Each student has a unique pin number.



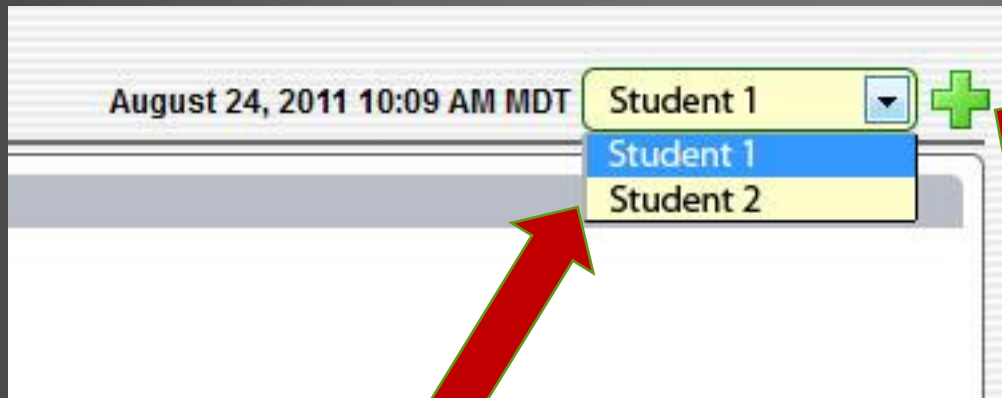
The image shows a screenshot of a software dialog box titled "Student Add". The dialog box has a title bar with the text "Student Add" and a standard window control icon (a blue square with a white 'X'). Inside the dialog box, there is a sub-header "STUDENT ADD" in a grey bar. Below this, there are three input fields: "Student ID:" with the value "123456", "Student Birthdate:" with the value "2/2/2000" and a format hint "(mm/dd/yyyy)", and "Student Pin Number:" with the value "abcdef". At the bottom of the dialog box, there are two buttons: "Add" and "Cancel".

Click "Add" once you have entered all of the information.

Your screen will begin to look like this as you link more students.

|  | Student Name | Student ID | Grade |
|---|--------------|------------|-------|
|  | Student 1 | 123456 | 3 |
|  | Student 2 | 654321 | 6 |

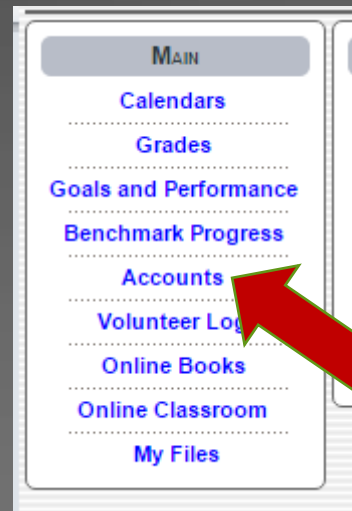
You can select which student you want to work with by selecting their name in the upper right hand corner of the screen.



Select your student here.

Click to access the Student Management Screen.

To make a lunch payment or pay a fee click on Accounts




Click on Make a Payment to add money to your Cafeteria Account or pay a fee.

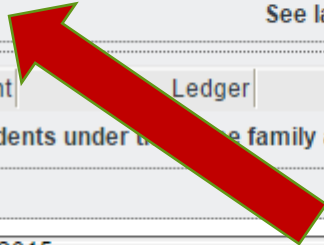
COMPASS - CAFETERIA ACCOUNT

Cafeteria Account General Account

Cafeteria Account Balance: \$22.28 [Make Payment](#) See last 30 days of transactions.

| Date | Type | Description | Amount | Ledger | Method | Patron |
|--|------|-------------|--------|--------|--------|--------|
| ***** Please take note that this account is available to all students under the same family account! ***** | | | | | | |

Copyright Mat Murdock 2015






COMPASS - GENERAL ACCOUNT

Cafeteria Account General Account

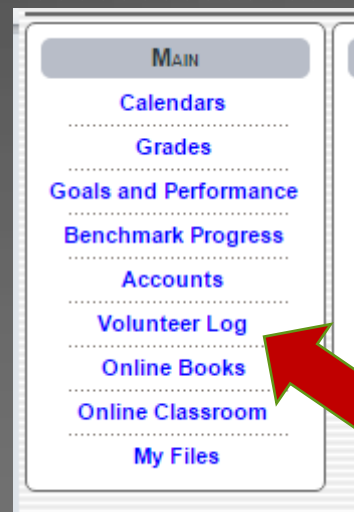
Amount Outstanding: \$0.00
Unapplied Amount: \$0.00
Account Balance: \$0.00 [Make Payment](#) Show Completed Transactions:

| Date | Transaction | Item Price | Qty | Total Amount | Amt Remain | Amt Refunded | Student Name | Cashier |
|------|-------------|------------|-----|--------------|------------|--------------|--------------|---------|
|------|-------------|------------|-----|--------------|------------|--------------|--------------|---------|

Copyright Mat Murdock 2015





To log volunteer hours click on Volunteer Log in the Main Menu.



Fill out the log and click Save.

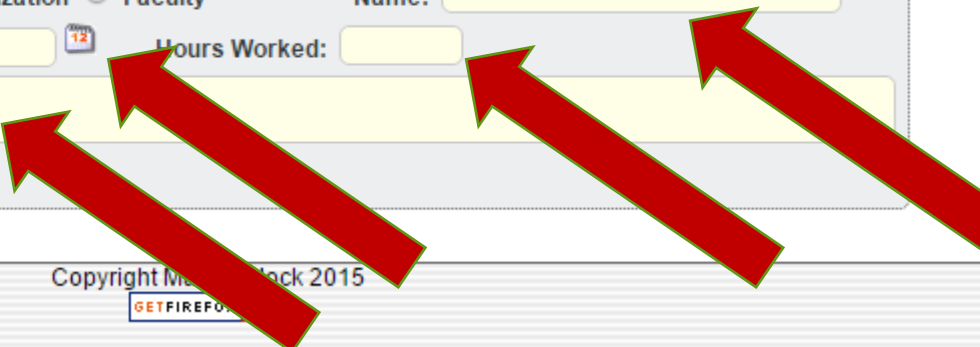
COMPASS - VOLUNTEER LOG

Worked For: Organization Faculty Name:

Date Worked:  Hours Worked:

Description of Work Done:

Copyright Material - Review Only - Not for Redistribution
GETFIREFO



Here are some of the things you can do.



- Calendar – View Assignments, Attendance, and Unit Plans
- Grades – View Grades, Assignments, and Blogs
- Accounts – View both Lunch and General Account balances
- Conference Schedule – Register for Parent Teacher Conferences
- Elections – Participate in school Elections
- Surveys – Take school surveys
- More to come