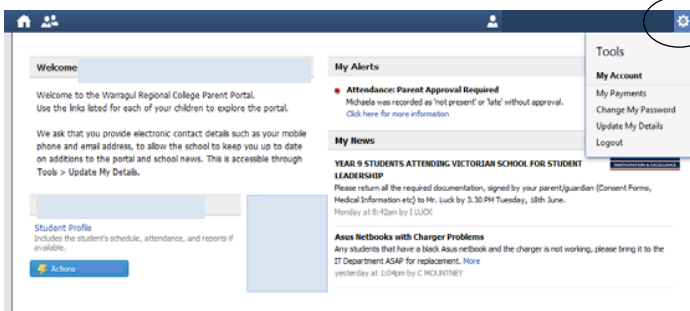


UPDATE THEIR CONTACT DETAILS

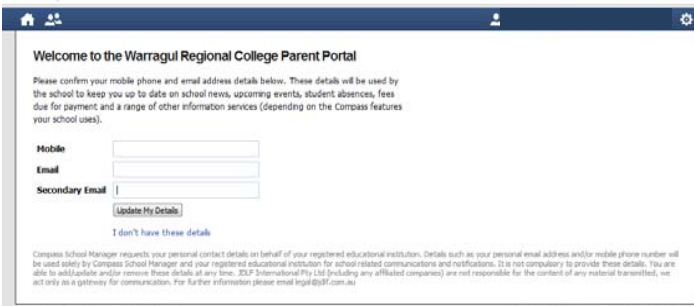
Parents and Guardians can Update their details and change their password through their Compass the portal.

- After logging on parents need to select the Tools icon on the top right corner.



- From the Tools menu list parents can select either to 'Change My Password' or 'Update My Details'.

- To change your contact details enter in your new mobile and/or email address and click the 'Update My Details' button.



Welcome to the Warragul Regional College Parent Portal

Please confirm your mobile phone and email address details below. These details will be used by the school to keep you up to date on school news, upcoming events, student absences, fees due for payment and a range of other information services (depending on the Compass features your school uses).

Mobile

Email

Secondary Email

[I don't have these details](#)

Compass School Manager respects your personal contact details on behalf of your registered educational institution. Details such as your personal email address and/or mobile phone number will be used solely by Compass School Manager and your registered educational institution for school-related communications and notifications. It is not compulsory to provide these details. You are able to add/update and/or remove these details at any time. J&JF International Pty Ltd (including any affiliated companies) are not responsible for the content of any material transmitted, we act only as a gateway for communication. For further information please email legal@j&jf.com.au

- To change your password follow the screen instructions entering your old password and your new password and click the 'Save' button.



Change My Password

Please note the new password requirements below:

- Your new password must be numeric
- Your new must be at least four (4) characters long
- Your password cannot contain letters or symbols

From June 1, 2012 passwords will be changed from passwords (allowing letters) to PBIS (numbers only).

Old Password:

New Password:

Confirm New Password: