



Logging in to Compass

ACCESSING COMPASS VIA WEB BROWSER	ACCESSING COMPASS VIA MOBILE APP
 Click the orange button labelled Sign in with SSO to sign into Compass. 	 Type 'Overnewton' into search box Select 'Overnewton Anglican Community College' from the dropdown menu
Overnewton Anglican Community College	Begin by typing your school name Covernewton Overnewton Anglican Community College
or	
	 Click the orange button labelled Sign in with SSO to sign into Compass.
	Overnewton Anglican Community College
	Username Password Forgot Password?
	Remember Login
	☐ Sign in with mobile number

CANOWINDRA CAMPUS 39-57 Robertsons Rd Taylors Lakes VIC 3038 T. 9334 0000 ABN 60 006 593 488 overnewton.vic.edu.au YIRRAMBOI CAMPUS 2-50 Overnewton Rd Keilor VIC 3036





2. At the **Sign in** prompt type in your <u>*parentID*@overnewton.vic.edu.au</u> and click **Next**. Type in your password when requested, and click **Sign in**.

NOTE: You must type in the full email address.

OVERNEWTON	OVERNEWTON	OVERNEWTON
Sign in	9999998@overnewton.vic.edu.au	← 9999998@overnewton.vic.edu.au
9999998@overnewton.vic.edu.au	Stay signed in?	Enter password
Can't access your account?	Do this to reduce the number of times you are asked to sign in.	
	Don't show this again	Forgotten my password
Back Next	No Yes	Sign in

3. The College recommends that you click Yes when prompted to 'Stay signed in?'

If you have issues with your account or password please consult the **Forgot Compass Password** section below, or send an email to <u>compass.support@overnewton.vic.edu.au</u> and one of our support staff will assist you.

Forgot Compass Password

Taylors Lakes VIC 3038

1. Click the Forgot my password link when you arrive at the *Enter Password* prompt.

OVERNEWTON			
← 9999998@overnewton.vic.edu.au			
Enter password			
Your account or password is incorrect. If you don't remember your password, reset it now.			
Password			
Forgot my password			
Sign in			
Parents, please sign-in with			
Farenub governewton.vic.edu.du			
CANOWINDRA CAMPUS	T 0224 0000	VIDD A MPOL CAMPUS	
39-57 Robertsons Rd	ABN 60 006 593 488	2-50 Overnewton Rd	

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Keilor VIC 3036





2. At the Get back into your account prompt please:

- Confirm that your email (<u>ParentID@overnewton.vic.edu.au</u>) is correct.
- Complete the Captcha by entering the characters in the picture.
- Click the **Next** button to proceed.

OVERNEWTON Kartisciscustisticity
Get back into your account
Who are you?
To recover your account, begin by entering your email or username and the characters in the picture or audio below. Email or Username: *
9999998@overnewton.vic.edu.au
Example: user@contoso.onmicrosoft.com or user@contoso.com
Enter the characters in the picture or the words in the audio. *
Next Cancel

3. At the next prompt please enter your mobile phone number and click Text.

Get back into yo	bur account
Verification step 1 > Verification	on step 2 > choose a new password
Send a text to my mobile phone number Call my mobile phone number	In order to protect your account, we need you to enter your complete mobile phone number (**********99) below. You will then receive a text message with a verification code which can be used to reset your password. Enter your phone number
Cancel	

Note: If the last 2 digits appear incorrect, or you have not provided the College with your mobile number, then you will need to contact <u>compass.support@overnewton.vic.edu.au</u> to reset your password.

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4. You will receive a text message containing an authentication code.



5. Type that authentication code into the prompt and click Next.

6. You will be prompted to *Enter a new password* of your choosing. Please enter and confirm your new password and click **Finish**.

Recommendations for a secure password are as follows:

- 8 characters minimum
- At least 1 capital letter
- At least 1 lower case letter
- At least 1 number
- At least 1 symbol
- Does not include your name, address, or other personal information

7. You should see a screen that says **Your password has been reset.** You can now log in to Compass using the instructions at the start of this guide.

If experiencing any difficulties, please send an email to <u>compass.support@overnewton.vic.edu.au</u> and one of our support staff will assist you.

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