

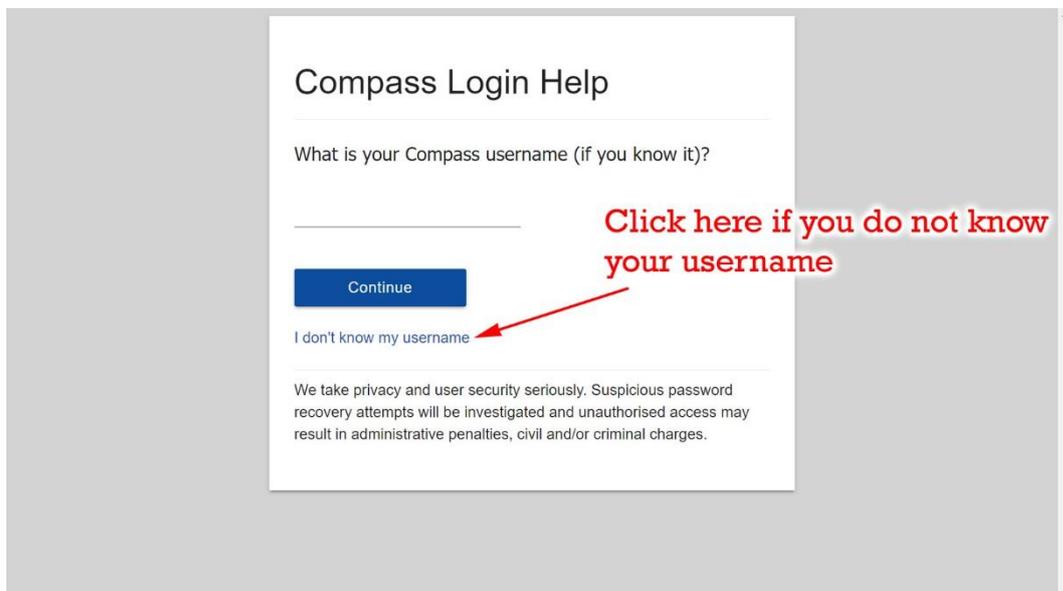
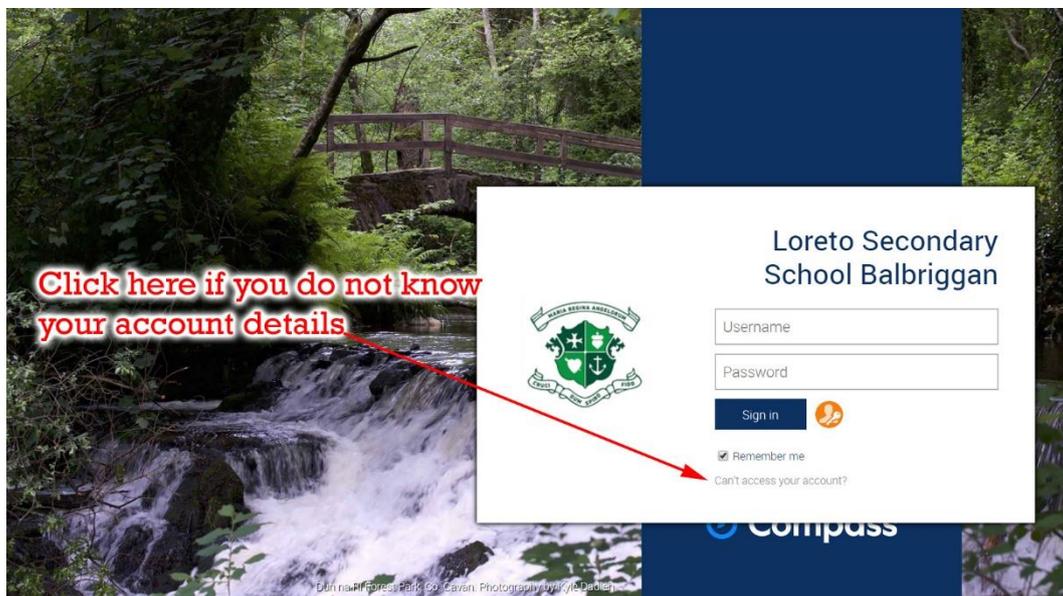
Compass – Important information for Parents/Guardians

This document explains

1. How to access your Parent Compass account if you have forgotten your account details (Username or password or both), and
2. How to check or update your account details, most importantly your email address, once you have successfully logged in to your account.

These instructions are based on the assumption that the mobile phone number we have for you is correct

Go to: <https://loretobalbriggan-ie.compass.education/login.aspx?sessionstate=disabled>



Compass Login Help

What is your email address or mobile phone number?

If your email address or mobile phone number is recorded against your account in Compass, we can send you a password reset link or a confirmation code to obtain access to Compass.

johnsmith@example.com

or

 085 012 3456

Please complete the below recaptcha:

I'm not a robot

 reCAPTCHA
Privacy - Terms

[Continue](#)

Enter your mobile number here
(all parent mobile numbers
should be in our system)

Complete recaptcha &
click continue

At this stage you will receive a text to your phone informing you of your Compass Username. You must then begin the process of logging in again using this Username and you will receive, by text, a password reset link or confirmation code allowing access to Compass.

After you have successfully logged in to your account you should check your email address is correct.

[Home](#) [Calendar](#) [Tools](#) [Users](#)

Mr Dawson 

Welcome to the Loreto Secondary School Balbriggan Portal

Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.

Meg Sowray

-  Profile (Attendance, Schedule, Reports)
-  View Academic Reports



Compass

My News

Attendance: Attendance Note Required
[Name] was recorded as 'not present' or 'late' without explanation.
[Click here for more information](#)

Return to School for the Summer Term
Good morning Parents/Guardians,
 I hope that this message finds you safe and well. Before I begin I want to remember those families in our school community have lost loved ones in very difficult circumstances over the past few weeks and who are in a lonely place today. Our prayers and our thoughts are with you.

5 days ago by Ann Marie McDonough [\[See More\]](#)

Once you are logged in to your account go to Tools

Compass (1609.3986 / 12.1.5.3 / DB1PD01#6)
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The screenshot shows the Loreto Secondary School Balbriggan Portal. The main header reads "Welcome to the Loreto Secondary School Balbriggan Portal" and includes instructions to keep contact details up to date. A user profile for "Meg Sowray" is visible with links for "Profile (Attendance, Schedule, Reports)" and "View Academic Reports". A "My News" section contains an "Attendance: Attendance Note Required" alert and a "Return to School for the Summer Term" message. A dropdown menu is open, showing options like "Tools", "My Account", "My Files", "My Payments", "My CompassIdentity Card", "Change My Password", "Update My Details" (highlighted), and "Logout". A red text overlay at the bottom right of the screenshot reads: "Select Update my Details. Check yours are entered and correct (email address is very important)".



Now that your account is set up and all your contact details are correct, please download the “Compass Education Manager” app on your mobile phone. Once installed, please ensure that *Notifications* have been allowed for the app from within the *Settings* section of the device.

In the unusual event that we do **not** have a correct, up-to-date mobile phone number for you in our system, you will have to contact the school office to obtain your account details.