

How to Guide – Compass Online Enrolment for current Parent/s in a Diocesan school.

If you are a current parent in one of our Diocesan schools, you can use your Compass account to create an application for your child to move schools or for a new student that will be entering one of our schools for the first time (eg Kindergarten)

The process will take approximately 30 minutes to complete.

Before you start have an electronic copy or photos of the following documents to upload to your student's profile:

- Birth Certificate
- Proof of residential address (2) eg utility notice, driver's licence
- Immunisation History Statement
- Baptism Certificate (if Catholic or Christian)
- Visa documentation (if applicable)
- Family court orders and / or AVO (if applicable)
- Passport or Australian Citizenship (if applicable)
- Last academic reports (Year 1 -12) (if applicable)
- Last NAPLAN results (if applicable)
- Updated information relating to any medical conditions and learning needs

The online enrolment process consists of two steps.

1. Complete, Check/Update, or Create a student profile. Student profile must be completed before you can create an application.
2. Create an application

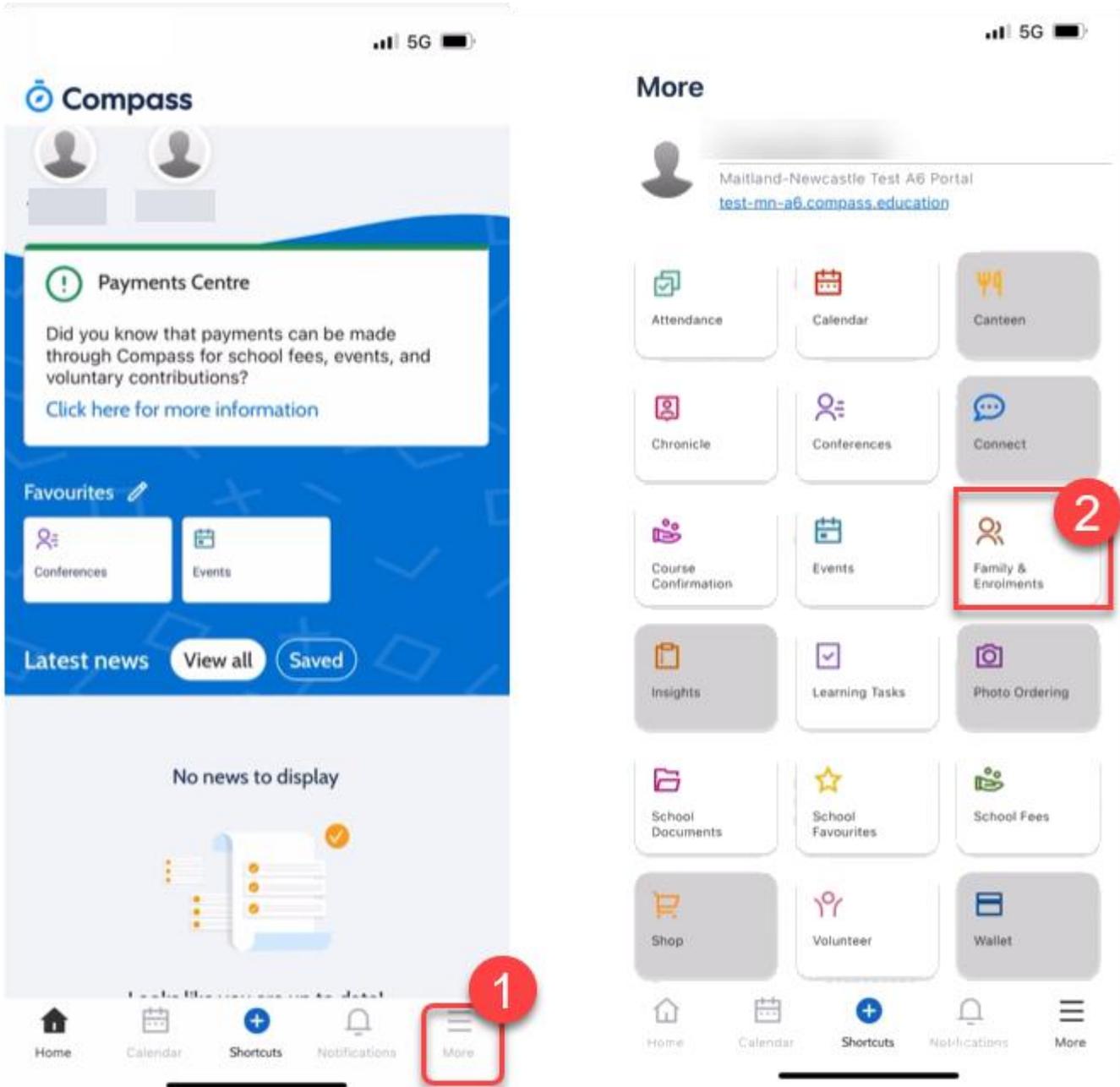
Select the preferred option below

[App version – create an application using your phone](#)

[Browser version – create an application using your computer](#)

APP

1. From your Home screen in your Compass App select the “More” option.
2. From the “More” page select “Family and Enrolments”



The Family and Enrolments APP Dashboard will show your student profiles and any applications that have been submitted.

The screenshot shows the 'Family & Enrolment' dashboard on a mobile device. At the top, it says 'Welcome, [redacted]'. Below this is a 'Student Profile' card for a student that is 78% complete, with a 'Resume Profile' button. Underneath is a 'Family' section with two student profile cards, each with an edit icon, and a 'Create a new student profile' button. The bottom section is 'Applications', showing a card for 'Term 1, 2025' with an 'Offer Accepted' status for 'Maitland-Newcastle Test A6 Portal', and a 'Create an application' button.

3. If your child does not appear on this page, please contact your current school.

1. As this profile is incomplete, an application cannot be created. Resume the profile and complete any required information.

2. These profiles are complete. Check the information and update if needed then proceed to "Create an application"

4. Create a new profile for a student - do NOT create a new profile if your child is already in our system.

Create an application for a completed student profile

STUDENT PROFILES

Before creating an application, the student profile needs to be complete.

- When completing/creating a student's profile, work through the Student Profile wizard one step at a time.
- Attach supporting documentation as required.

For any student who has an:

1. Incomplete Student Profile:

Resume the student profile to complete the profile. Check, add, update and amend any data currently in the student's profile.

2. Completed Student Profile:

Use the pencil, to check the data in the student profile. Update and amend as necessary.

3. No Student Profile is Visible.

If your child's profile is not visible, contact the school where your child currently attends.

4. Adding a new student

Create a new student profile for a student not currently enrolled.

CREATE AN APPLICATION

When your child's profile is complete – "Create an application"

Work through the Application Form Wizard.

You will be asked to select:

- A Student from the list of completed profiles (if more than one profile is complete)
- The Year Level you wish to enrol in
- The Year and Term you wish to commence.
- Your school of preference.

You will also be asked to read and agree to "Conditions of Enrolment".

When all sections have been completed, "Submit application."

Application Submitted

An application that has been successfully submitted will be recorded on the bottom of the Family and Enrolments dashboard. An email confirming the submission will also be sent to the email address provided for Parent 1 on the application.

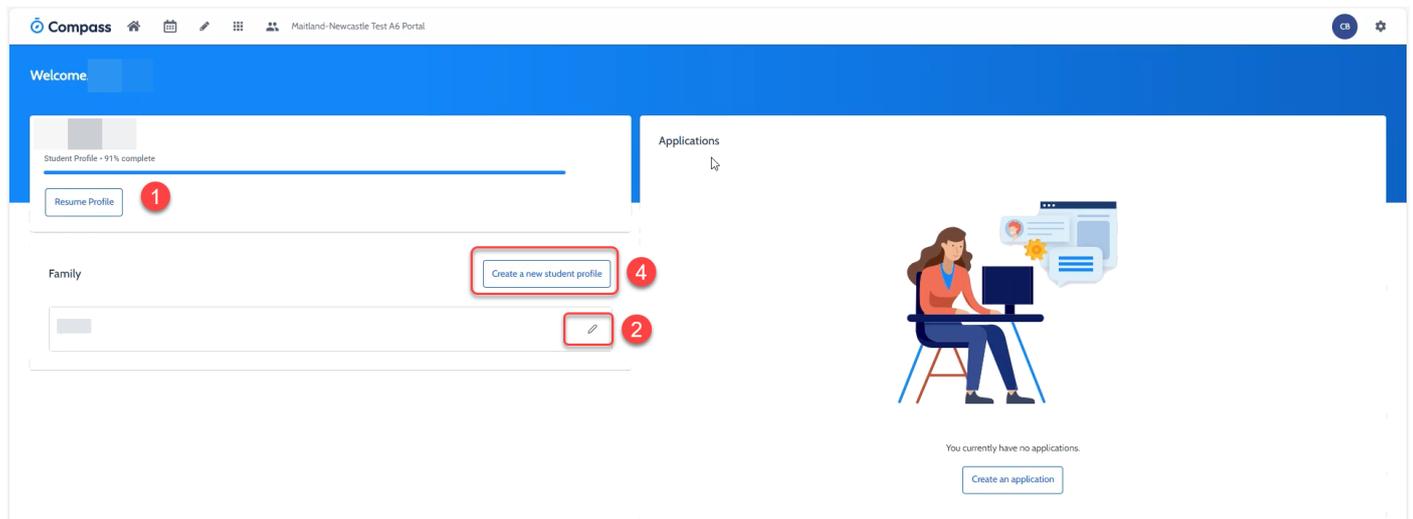
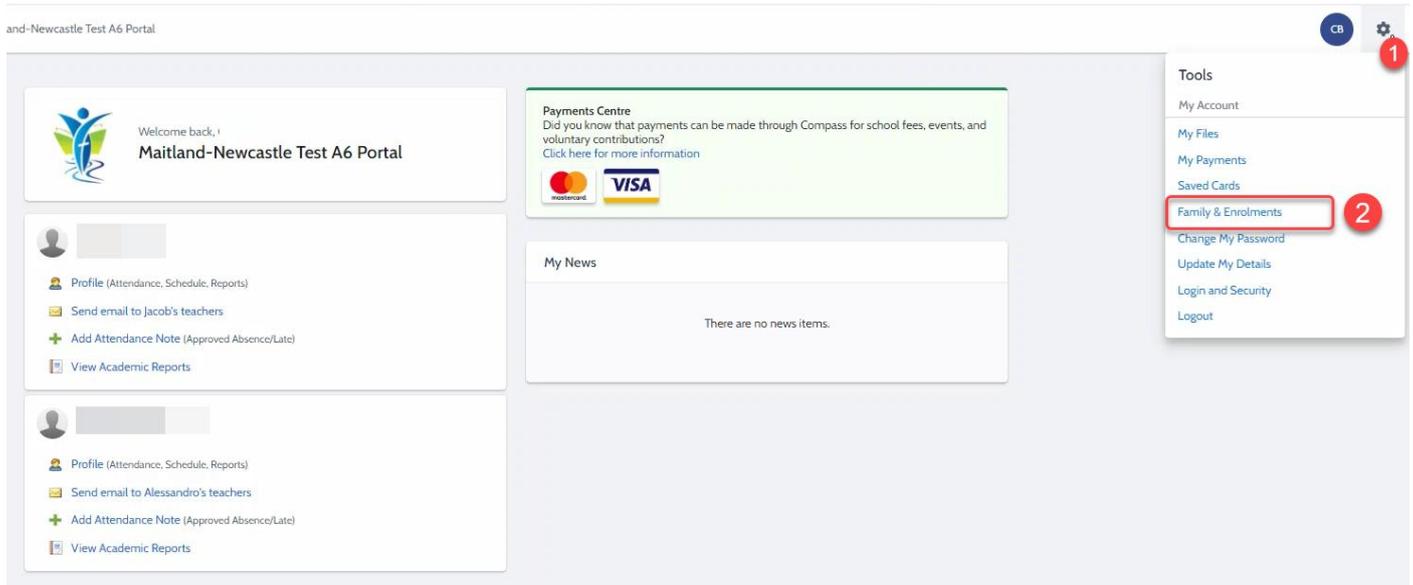
BROWSER

LOGIN TO YOUR BROWSER

Using your current username and password, login to your current school's compass portal.

From your Compass home page

1. Select the COG
2. Family and Enrolments



STUDENT PROFILES

To submit an application, each student must first have a completed student profile

- When completing/creating a student's profile, work through the Student Profile wizard one step at a time.

- Attach supporting documentation as required.

For any student who has an:

1. Incomplete Student Profile:

Resume the student profile to complete the profile. Check, add, update and amend, any data currently in the student's profile.

2. Completed Student Profile:

Use the pencil, to check the data in the student profile. Update and amend as necessary.

3. No Student Profile is Visible.

If your child's profile is not visible, contact the school where your child currently attends.

4. Adding a new student

Create a new student profile for a student not currently enrolled

CREATE AN APPLICATION

When your child's profile is complete – "Create an application"

Work through the Application Form Wizard.

You will be asked to select:

- Student from the list of completed profiles (If more than one profile is complete)
- Year Level you wish to enrol in
- Year and Term you wish to commence.
- Your school of preference.

You will also be asked to read and agree to "Conditions of Enrolment".

When all sections have been completed, "Submit application".

Application Submitted

An application that has been successfully submitted will be recorded on the right hand side of the Family and Enrolments dashboard. An email confirming the submission will also be sent to the email address provided for Parent 1 on the application.