

# COMPASS PORTAL GUARDIAN LOGIN



Step 1:

Go to <http://my.greenwoodcharter.org>

Click on the Compass link under the Parent Resources menu.

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.

COMPASS - NEW ACCOUNT

First Name:

Last Name:

E-mail Address:

Password:

Password (again):

Math question: 

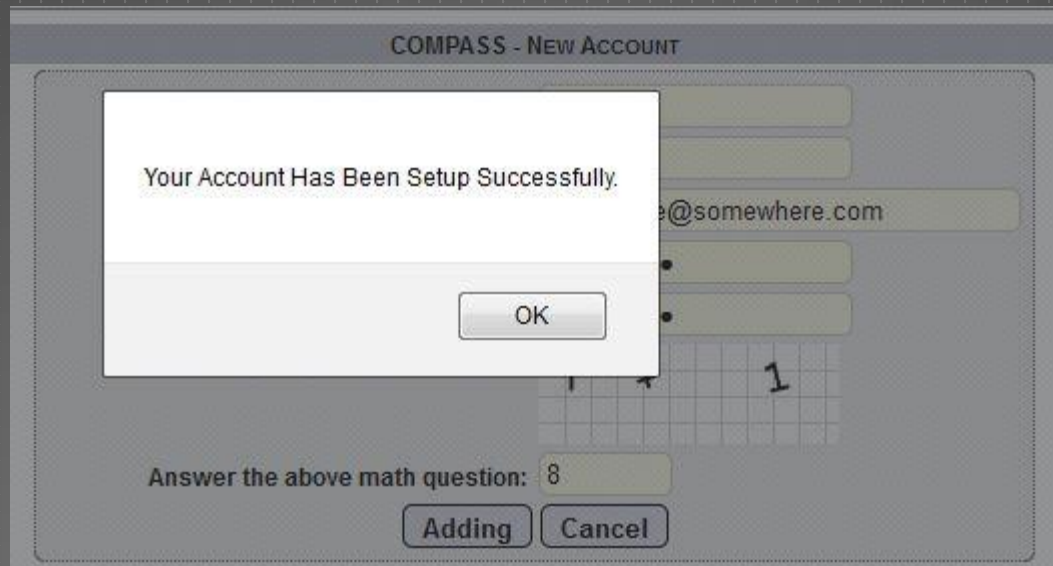
7	+	1
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Answer the above math question:

Math question.

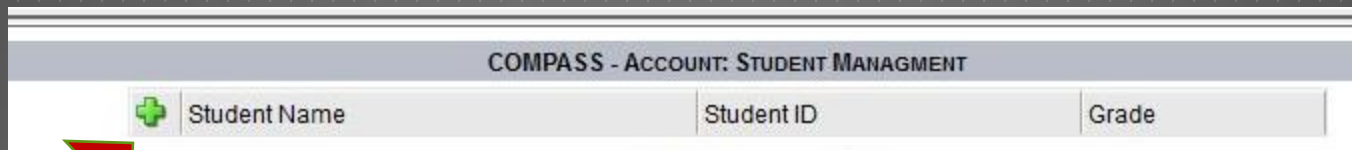
Answer the math question here.

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



#### Step 4:

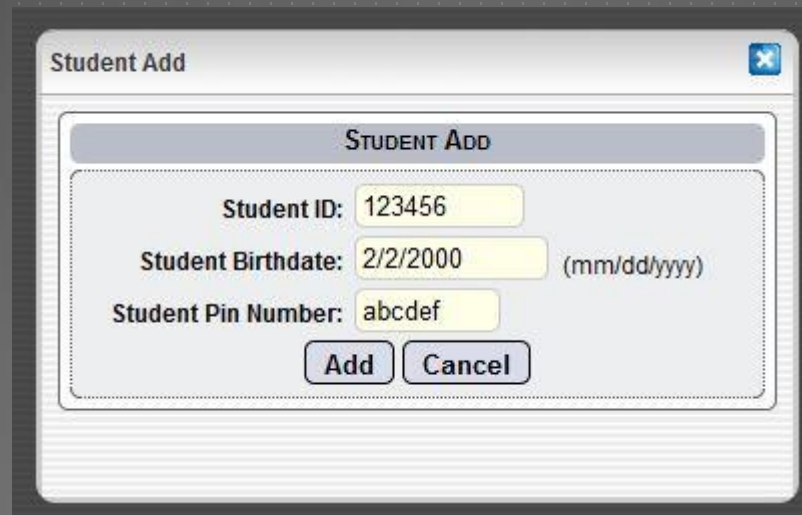
Once your account has been created you will be presented with the “Student Management” screen. On this screen you can link your students to your account. Click the green plus icon to add the first student.



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.



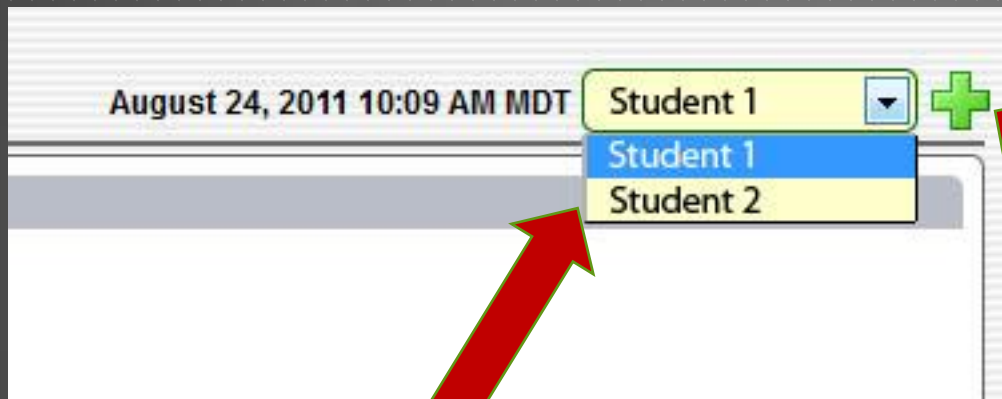
The image shows a screenshot of a software dialog box titled "Student Add". The dialog box has a title bar with the text "Student Add" and a close button (an 'X' in a blue square) on the right. Below the title bar is a header area with the text "STUDENT ADD" in all caps. The main content area contains three input fields, each with a label and a value: "Student ID:" followed by a text box containing "123456"; "Student Birthdate:" followed by a text box containing "2/2/2000" and a label "(mm/dd/yyyy)" to its right; and "Student Pin Number:" followed by a text box containing "abcdef". At the bottom of the dialog box 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.

Click on "Find Carpool" in order to locate a possible carpool and to add yourself to the list.

**GreenWood**  
CHARTER SCHOOL

August 29, 2015 3:00

**COMPASS - ARRANGE CARPOOL**

**MAIN**

- Calendars
- Grades
- Goals and Performance
- Benchmark Progress
- Find Carpool**
- Accounts
- Volunteer Log
- Online Books
- Online Classroom
- My Files

**SPECIALTY**

- Class Scheduling
- Conference Schedule
- Elections
- Surveys

**ACCOUNT STATUS**

**My Carpool**

Selected School: Greenwood Academy

Contact Name:

Contact Phone Number:

Address: 654 E 3225 N  
North Ogden, UT 84414

Looking for AM Carpool: No

Looking for PM Carpool: No

Number of Seats Available: 0

Number of Students: 0

Notes:

Share Carpool Information: No

**Modify Carpool**

\*You will receive a monthly email reminding you that you have shared your location.

Map showing location on U.S. Hwy 89, N Harrisville Rd, W 1100 N, and Corner Stop.

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MAIN

- [Calendars](#)
- [Grades](#)
- [Goals and Performance](#)
- [Benchmark Progress](#)
- [Find Carpool](#)
- [Accounts](#)
- [Volunteer Log](#)
- [Online Books](#)
- [Online Classroom](#)
- [My Files](#)

SPECIALTY

- [Class Scheduling](#)
- [Conference Schedule](#)
- [Elections](#)
- [Surveys](#)

ACCOUNT STATUS

COMPASS - ARRANGE CARPOOL

My Carpool

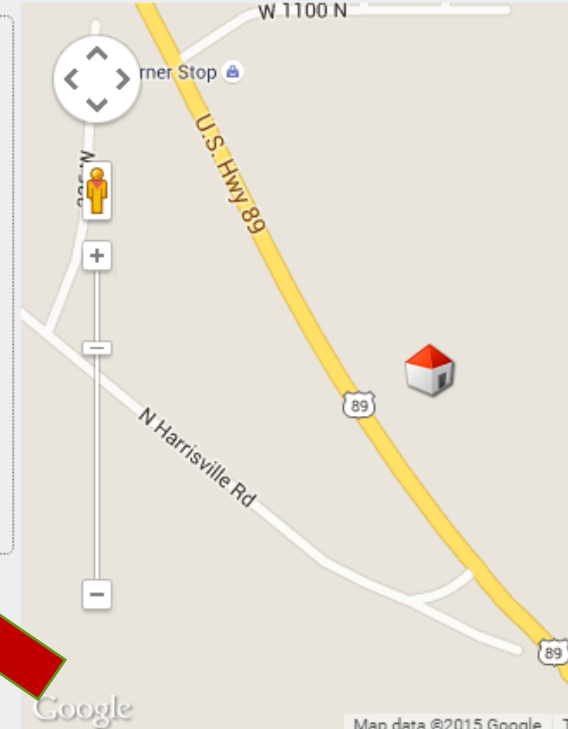
Selected School: GreenWood Academy  
Contact Name:  
Contact Phone Number:  
Address: 654 E 3225 N  
North Ogden, UT 84414

Looking for AM Carpool: No  
Looking for PM Carpool: No  
Number of Seats Available: 0  
Number of Students: 0

Notes:  
Share Carpool Information: No

[Modify Carpool](#)

\*You will receive a monthly email reminding you that you have shared your location.



Modify the information to match your needs.  
Make sure to check if you want to share your information.

**Modify Your Information**

Selected School: Greenwood Academy ▼

Contact Name:

Contact Phone Number:

Address: 654 E 3225 N  
North Ogden UT, 84414

Looking for AM Carpool: No ▼


Looking for PM Carpool: No ▼

Number of Seats Available:

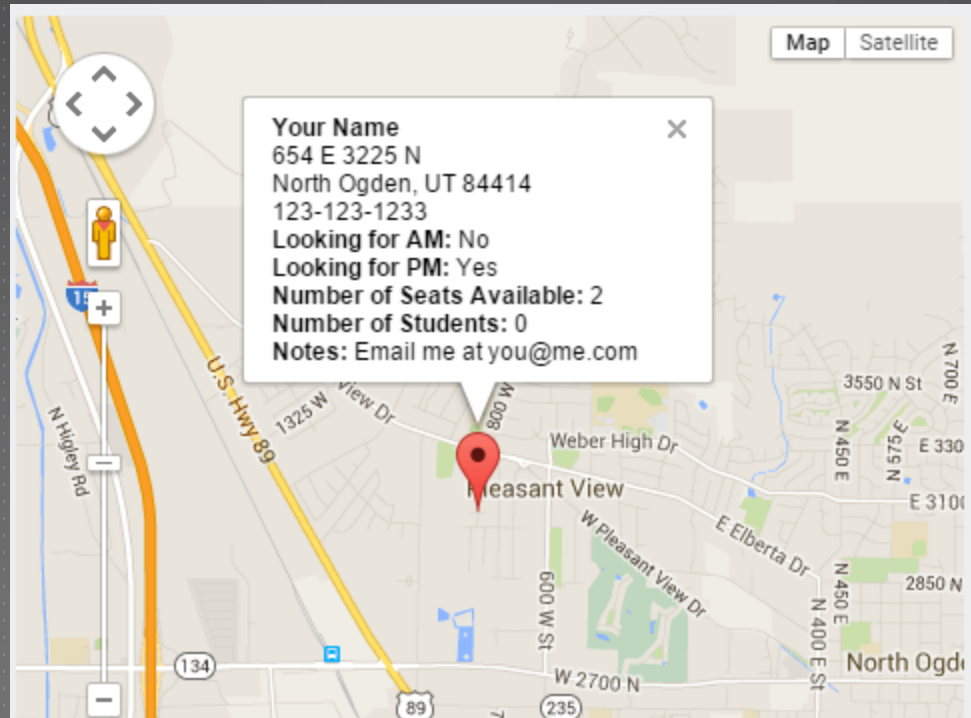
Number of Students:

Notes:

Share Carpool Information



Click on a pin to see information provided by other families.



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