


## COMPASS PARENT PORTAL - How to Access Archived Communications

We have recently created a new tutorial slidedeck for the Compass Parent Portal. The new tutorial will show families how to access archived school communications.

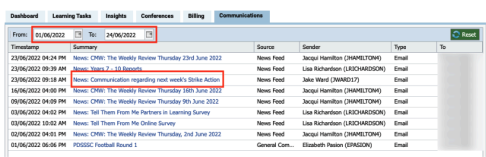
There may be times when you need to go back and view previous or archived communications that have been sent out by the school. Whilst you can track back through your emails to find the notices, you're also able to access a summary of all communications through your profile in the web interface of the Compass Parent Portal. Please note, this cannot be accessed through the mobile app, it is only accessible through the web interface.



### Accessing Archived Communications

You can set the date range for anytime you need and all the communications during this time will appear. Click on the link from the summary column to open the communications.

*Please note, it may take up to 30 seconds for notices to appear whilst the system is processing.*



*Catherine McAuley Westmead*

All of this information has been detailed and explained in the [Tutorial 13 slidedeck](#). Check it out to ensure you're using the portal, app and its features to the full extent!

A reminder that more detailed information regarding how to get started and use the portal can be found [here](#), this information is also accessible on the [school website](#). If you do not have access or did not receive your credentials, please contact the ICT Services team on [wccictservices@parra.catholic.edu.au](mailto:wccictservices@parra.catholic.edu.au).

For further assistance or any technical questions, please email [wccictservices@parra.catholic.edu.au](mailto:wccictservices@parra.catholic.edu.au) and a member of the ICT Services team will be in touch.

**Jake Ward**  
**Head, ICT Services**  
**Westmead Catholic Community**