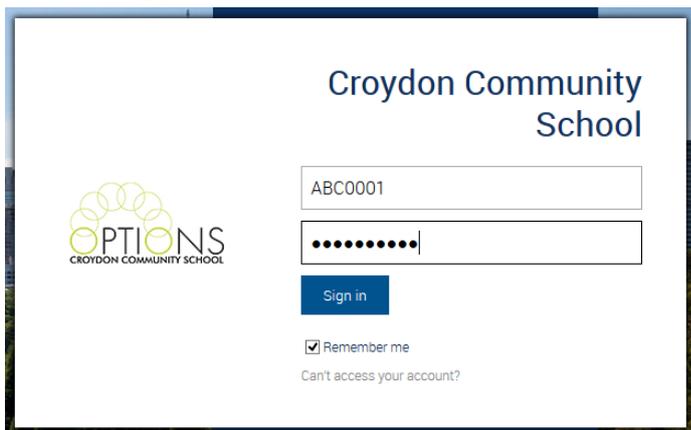


# Accessing School Documentation within Compass

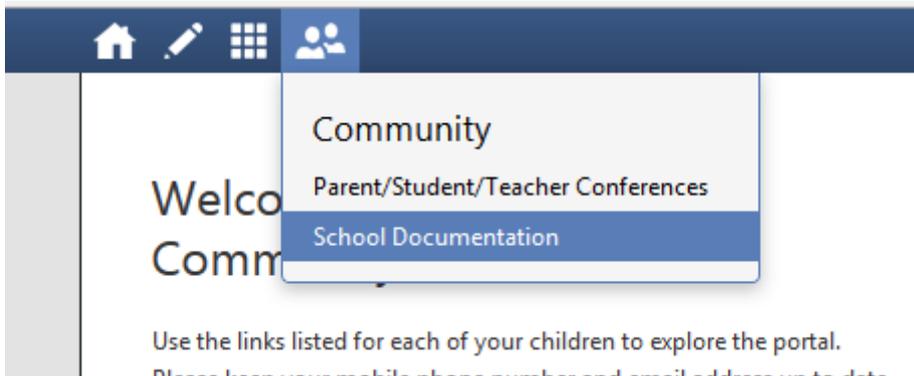
## Step 1: Log in to Compass School Manager

1. Open the URL <https://croydoncs.vic.idlf.com.au/login.aspx> using your preferred web browser (e.g. Internet Explorer, Chrome or Firefox)
2. Enter your Username and Password into the designated boxes
3. Click the Sign in button



## Step 2: Navigate to School Documentation

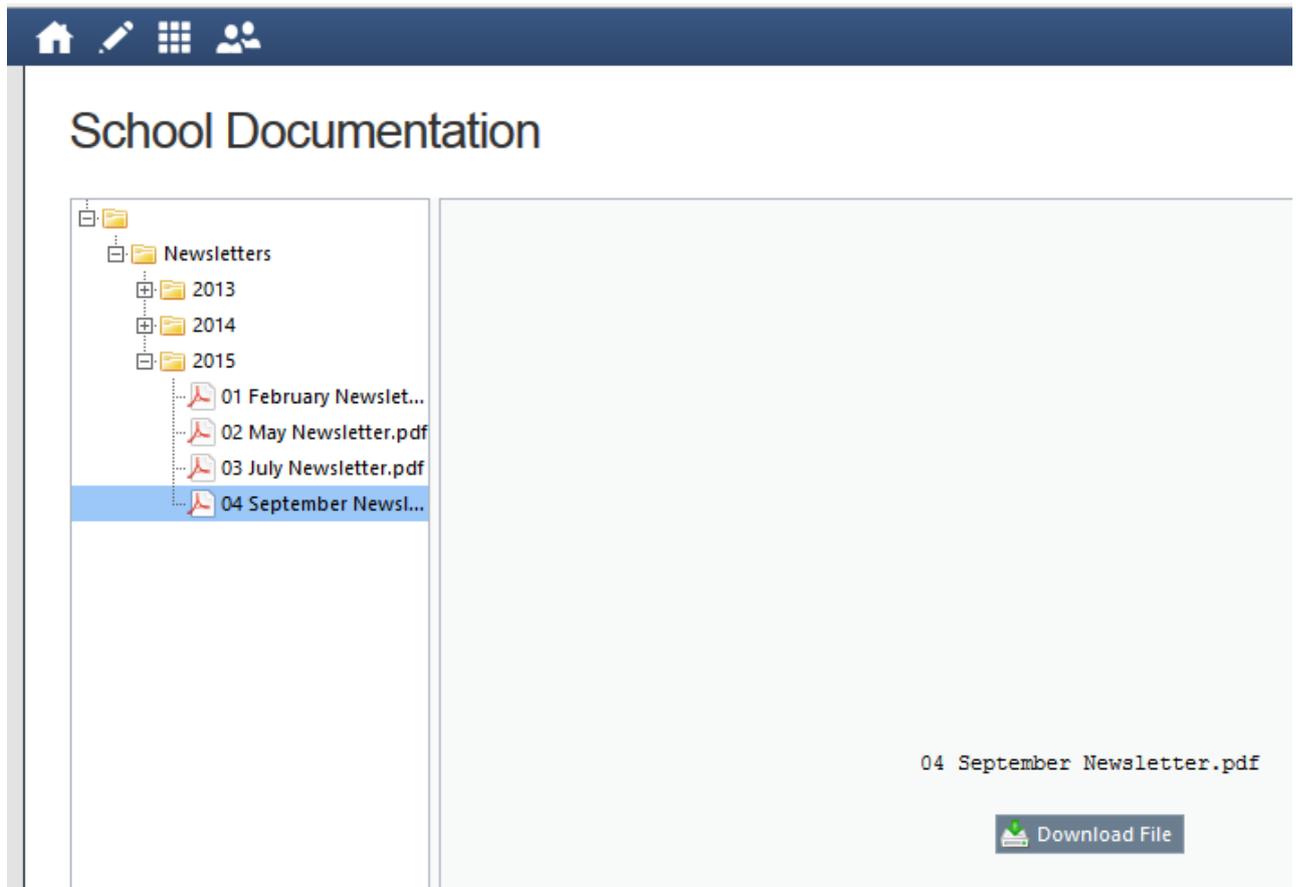
1. Hover your mouse pointer over the Community icon
2. Click on the School Documentation menu item



## Step 3: Locate the Newsletter

1. Click on the  to the left of the folder Newsletters to expand the Newsletters folder
2. Click on the  to the left of the folder of the year that you wish to access to expand this folder
3. Click on the file name of the newsletter that you wish to view. In the following example we have clicked on '04 September Newsletter.pdf'. The '04' prefix indicates that this is the fourth newsletter of 2015 and the '.pdf' extension indicates the file type.
4. Click on the Download File button that appears once a file has been selected in the previous step. Depending on your choice of internet browser, you will likely receive a prompt to Open

or Save the newsletter. This is your choice and neither option will prevent you from accessing the newsletter again at a later time.



The screenshot shows a web interface with a dark blue header containing navigation icons (home, edit, grid, users). Below the header, the title "School Documentation" is displayed. The main content area is split into two panels. The left panel shows a file tree structure:

- Newsletters
  - 2013
  - 2014
  - 2015
    - 01 February Newslet...
    - 02 May Newsletter.pdf
    - 03 July Newsletter.pdf
    - 04 September Newsl...

The file "04 September Newsl..." is selected and highlighted in blue. The right panel is mostly empty, with the text "04 September Newsletter.pdf" centered near the bottom. Below this text is a button labeled "Download File" with a green download icon.