



**STRONG SCHOOLS COMMUNITY COLLABORATIVE NPC**  
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WESTERN CAPE | SOUTH AFRICA

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## **User Guide - Compass Calibration Online Platform**

Click on the link below to access our Compass Calibration Online Platform

[www.compasscalibration.co.za](http://www.compasscalibration.co.za)



### **Registration of a School on the Online Platform – Principals only**

1. **The Principal registers the School** and will receive a password via email.
2. **Change your password** to remember on the **Profile** tab.
3. **Upload** your School's information under **School** tab
2. Use the **Voucher** or make a **Payment** before creating the Survey.
3. **Add Users** - your Deputies, HOD's and other Staff members to participate
4. **Create a Survey** for your School
5. **Complete** the Principal's **Questionnaire**
6. **Invite the other users to complete their individual Questionnaires.** An email will automatically be sent to the email addresses that you entered with a password.

### **For Principals**

1. Click on the **Register School** button
2. Capture the following information:  
The School Name  
The Level. Primary School, High School or both a Primary School and High School  
Principal First Name, Surname, Email address  
Voucher (if you have been provided with a Voucher by Strong Schools, you will enter the Voucher no. here).  
If the Principal does not have a Voucher, you will be redirected to the payment site. Only once a payment has been made would you be able to complete the registration process.
3. After capturing the information, click on the **Register** button.
4. The system will take the User to the School and Principal's Profile.

5. Once there, click on the **School** tab. Upload the School's Logo, which must be in PNG format and the size must be smaller than 2MB.
6. Scroll down to **Add Active Users**
7. To add an Active User, select the role of the User, by clicking on the drop down and making the selection.
8. Then enter the Name, Surname and Email Address of the new User and click on the Add button.
9. **The Principal is able to change the roles as needed before activating the Survey.**
10. The Principal can delete an Active User and Restore the User later, by clicking on the **Restore** button

**NB The Principal must first type in all the details of the Deputy, HOS's, Teachers and other Staff's information before trying to create a Survey.**

11. In order to create, access and complete Surveys, the Principal must click on the **Surveys** tab
12. Then scroll down to **New Surveys** (after using the Voucher or doing a Payment)
13. Click on the **Questionnaires** tab to start completing the Survey.
14. Uncompleted sections are indicated by the maroon colour
15. When completed, the maroon sections change to blue-green.
16. When the Users have completed their Questionnaires, they must click on the Submit button.
17. Once all the Questionnaires have been completed by the different individuals (roles), the Principal will receive an email and can click on the **Submit** button to submit the School's Survey.
18. Once done, the Principal will click on the **Generate** button to generate the Survey Report.
19. An automated email is sent to the Principal with the Survey Report attached.
20. Users can access their Profiles at any time by clicking on the Profile tab.
21. The Profile tab shows the details of the User. Passwords can be changed here.

**User Login: To access the system once already registered as a User, click on the link below:**

[www.compasscalibration.co.za](http://www.compasscalibration.co.za)

1. Enter the Email address used to register as a User
2. Enter your password and click the Log in button
3. If the User has forgotten their password, they must click on the **Forgot password**
4. Once the User clicks the Forgot password button, they will be required to complete the Email address with which the User was registered.

**User Login for Staff: To access the system once added as User by the Principal to complete the Survey**

1. An automated email will be sent to the User's email address titled: Compass Calibration User Registration
2. The User will be provided with the link to the Compass Calibration online platform
3. The email provides the User with **a temporary password**
4. The User is requested to **log in and change their password**
5. The User will click on the link, enter their Email address and the temporary password
6. They will then change their password, by entering the temporary password and then capturing a new password which must be confirmed
7. Once the password has been changed, the User will **click the Questionnaires tab** to complete their Questionnaire.