How to Change Your Consistent Schedule Contract

1. Sign into your account
2. Click on your Compass #xxxx
3. Click on the contract you wish to change

4. Click on “Change Schedule”

5. The First date of attendance will default to the earliest date changes can take place – meaning we’ve already invoiced up until that date. Put in any changes in Last Date (if needed). Then, check or uncheck the days of week you need to change.

6. Submit