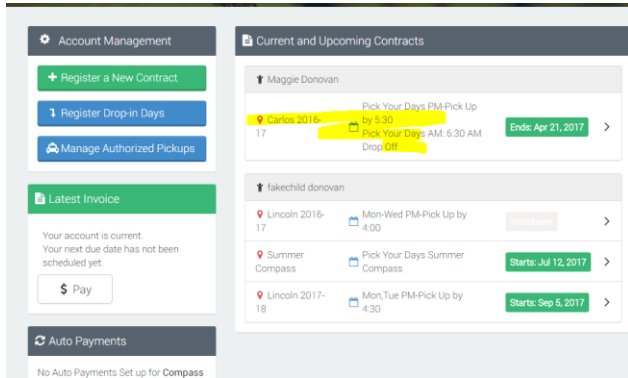
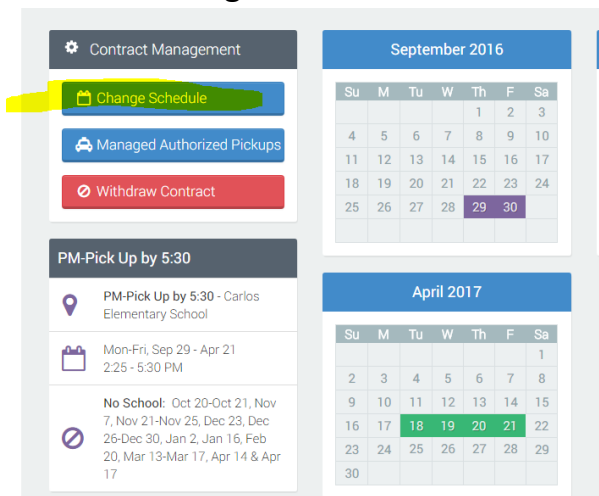


# How to Change Your Consistent Schedule Contract

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.

↔ Choose Date Range

First date of attendance for new schedule\*

Last date of attendance for new schedule\*

Select Days of the Week by Section

Lincoln 2016-17 - AM-6:30 Drop Off  
Sep 6, 2016 → Jun 6, 2017 6:30 - 7:45 am

Choose Days of the Week \*

All  None  Invert

Mon  Tue  Wed  Thu  Fri

6. Submit