1) Open the Puffin Academy app:



2) On the Puffin Academy home/welcome page, tap the icon for the Puffin Academy Portal:



3) If you are already on the Puffin Academy Portal page, on the search box at the top right of the screen, type Charlotte and tap the magnifying glass:



4) In the search results, find the Charlotte-Mecklenburg student portal app and tap on it:

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5) Now click the Install link. This will "install" a shortcut/link to the Charlotte-Mecklenburg student portal on the Puffin Academy home/welcome page



## Charlotte-Mecklenburg Schools - Student Portal

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6) When a pop-up comes up asking if you want to install the app, tap OK:



## <u>Charlotte-Mecklenburg Schools</u> <u>Accessing CompassLearning via Puffin Academy (After Initial Setup is Complete):</u>

1) Open the Puffin Academy app:



2) On the Puffin Academy home/welcome page, tap the icon for the Charlotte-Mecklenburg Schools - Student Portal:



3) You will be directed to the Charlotte-Mecklenburg student portal page:



4) Find and tap on CompassLearning banner:



5) Login using your network credentials, you will then be logged in to your CompassLearning account

