

# Compass – The Hertfordshire County Council Intranet

Helpsheet No:  
Date: 30/08/11

## What is Compass

Compass is Hertfordshire County Council's Intranet. It works just like the Internet but is only accessible by employees of HCC. School staff can only access Compass from within a Hertfordshire school.

Compass contains lots of useful information about the County Council and partner organisations, including contact information. However Compass covers all aspects of the Council's work and therefore contains information which may not be relevant or appropriate for schools. For example, whilst there are many policies and practices which guide all HCC staff, there are others which are specific to schools



## How to get to Compass

You can only access Compass from within a Hertfordshire School.


There is a link to Compass on the HGfL internet home page ([www.thegrid.org.uk](http://www.thegrid.org.uk)) on the top right hand side.


There is a link to Compass on the HGfL intranet home page ([www.intra.thegrid.org.uk](http://www.intra.thegrid.org.uk)) under Management & Admin eResources on the right hand side.

Alternatively the direct web address is: <http://compass.hertscc.gov.uk/>

There are other links to specific information on Compass throughout the Grid web site.

## How does Compass work with HGfL and Herts Direct?

Information for schools will continue to be published primarily on the Hertfordshire Grid for Learning ([www.thegrid.org.uk](http://www.thegrid.org.uk)) as the principal means by which Hertfordshire Children's Services both communicates with and supports its schools and other educational establishments. However there are direct links from HGfL to information on Compass which will have the Compass icon next to them - .

Herts Direct ([www.hertsdirect.org](http://www.hertsdirect.org)) is the Council's public web site and links from HGfL to Herts Direct have the Herts Direct logo next to them - .

## What's on Connect

[The Phonebook](#) contains phone numbers for staff in Hertfordshire County Council, contact numbers for District Councils, Partner organisations, Directory Enquiries, and Schools. Also provided are links to commercial directories such as BT Directory Enquiries, Yellow Pages and the Royal Mail postcode finder. You can find people by clicking the Hertfordshire County Council link and 'drilling down' by department and team or you can type the person's name into the search box.

The home page contains information on the main HCC Departments, such as [Children's Services](#) (which includes Standards and School Effectiveness).

The [Learning and Development](#) section contains human resources information, some of which may not apply to schools. The same applies to the [Policies and Procedures](#) section on Compass. Relevant policies for schools are on the Grid.

There is a [Site Map](#) for the whole of Compass which can be accessed from the left hand menu.

## Searching Compass

Underlying 'Compass' is a very large database containing over 70,000 pages of information for both the public who use 'Hertsdirect' as well as for HCC staff. To get best results it's important to use the search effectively. If you don't you may find yourself wasting your own time wading through more information than you need to.

There is a search facility accessible on top right of every page for keyword searching and you can select from a drop down menu for searching all Compass, the Phonebook, or the section you are in or you can use the advanced search facility.

Compass has both a simple and an advanced search facility.

### Useful Information for Schools on Compass

- [Children, Schools and Families information](#)
- [CSF Policies, Procedures and Forms](#)
- [Phonebook](#)
- [Standards and School Effectiveness](#) (contacts)
- [Schools Address Book](#)
- [GP Surgeries](#)
- [Property Matters](#) (school premises)
- [Sharp and SAP](#)
- [Education Catering for Hertfordshire](#)

### Help

There is Help available on using Compass accessible from the left hand menu.

If you have a query about the content of any page you can use the feedback link on the right hand side of every page to send an email to the person responsible for that page.

If you need further help and guidance on using Connect please contact the HGfL Web Team on 01438 844814