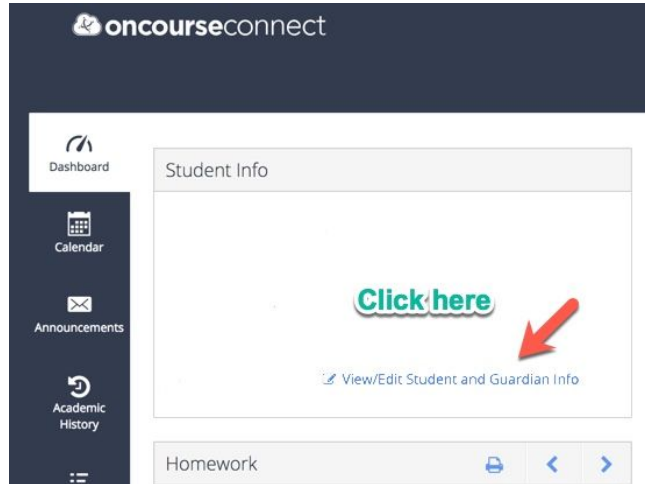


# How to add Text Alerts to your OnCourse Account

March, 2017

**Step 1.** Log on to your OnCourse Connect Account. (See below if you don't know how to do this)

**Step 2.** Click on "View/Edit Student and Guardian Info:



**Step 3.** Click the "Update" button

**Step 4.** Add your mobile number in the space next to the SMS box

**Update Guardian Contact Info SMS**

Guardian/Contact Information Update

First Name : <input type="text"/>	Address 1 : <input type="text"/>
Last Name : <input type="text"/>	Address 2 : <input type="text"/>
Relation to Student : Mother	City : <input type="text"/>
Primary Contact : Y	State : <input type="text"/>
Emergency Contact : Y	Zip Code : <input type="text"/>
Allow Contact : Y	Home Phone : <input type="text"/>
Student Resides With : Y	Work Phone : <input type="text"/>
Send Report Card to : Y	Mobile Phone : <input type="text"/>
Call Out : Y	SMS : <input type="text"/>
Allow Portal Access : Y	Email Address 1 : <input type="text"/>
Contact Order : 1	Email Address 2 : <input type="text"/>

# How to add Text Alerts to your OnCourse Account

March, 2017

**Step 5:** Scroll down to the bottom of the page and click “Submit Change Request”

GUARDIAN INFORMATION CHANGES

= Green marker indicates an edit has been made for a field and will reflect the requested change

**Change Requests:**

**First Name :**

**Last Name :**

**Relation to Student :**  
Mother

**Contact Order :**  
1

- Primary Contact
- Emergency Contact
- Allow Contact
- Student Resides With
- Send Report Card to
- Call Out
- Allow Portal Access

**State :**  
New Jersey (NJ)

**Zip Code :**  
08534

**Home Phone :** **Home Phone Ext. :**

**Work Phone :** **Work Phone Ext. :**

**Mobile Phone :** **Mobile Phone Ext. :**

**SMS :**  
**609-555-5555** **Enter here**

**Email Address 1 :**

**Email Address 2 :**

**Notes:**

**Click when finished**

Cancel Submit Change Request Remove Guardian/Contact

## Don't know how to access your OnCourse account?

In order to access your [OnCourse](#) account, please log in to [OnCourse Connect](#). You can do this by either going to the district website or going to [www.oncourseconnect.com](http://www.oncourseconnect.com). If you have forgotten your password, please click “Forgot Password?” to retrieve it.

oncourseconnect

Username

Password

Sign in

[Forgot password?](#)

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If you have forgotten your username, contact the district registrar via email at [registrar@hvrsd.org](mailto:registrar@hvrsd.org) or (609)-737-4000 ext. 2306.