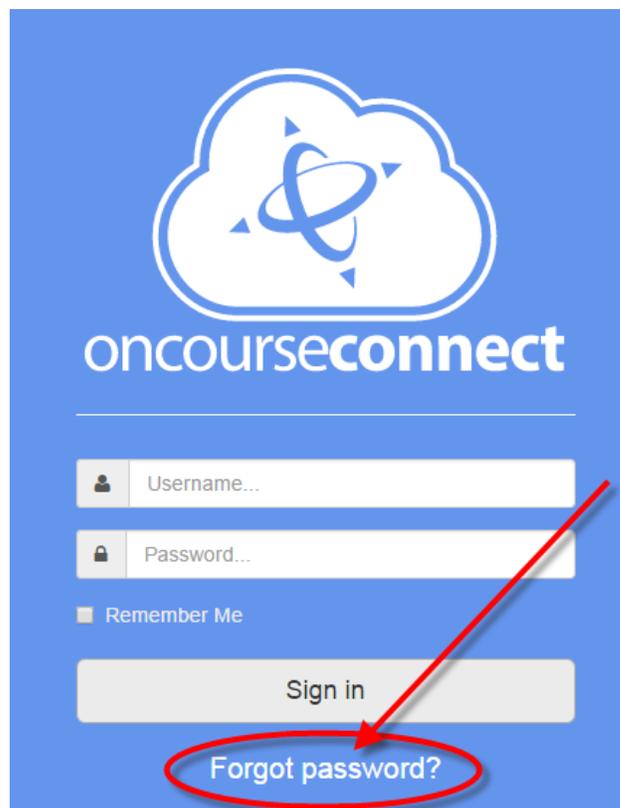# K – 5 GUIDE TO ONCOURSE CONNECT

Parents can log into OnCourse Connect in two ways:

1. By visiting www.oncourseconnect.com
2. By visiting www.hvrsd.org and clicking on OnCourse Connect in the *Quick Links* (diamonds) area:

Parents should log in to OnCourse Connect using the credentials that were provided by the district. Please remember that usernames are auto-generated and cannot be changed, and that usernames and passwords are case sensitive. Forgotten passwords can be retrieved by clicking the "Forgot password?" link at the bottom of the screen.

DASHBOARD

After logging into OnCourse Connect, the first screen that appears is the dashboard. The dashboard serves as your main window into OnCourse Connect. It gives you a quick snapshot of your student's status at school. You will see the student's basic information (1), attendance (2), and homework (3), as well as teacher websites (4).

Requests for changes to demographic information can also be made through the dashboard by clicking on "View/Edit Student and Guardian Info".
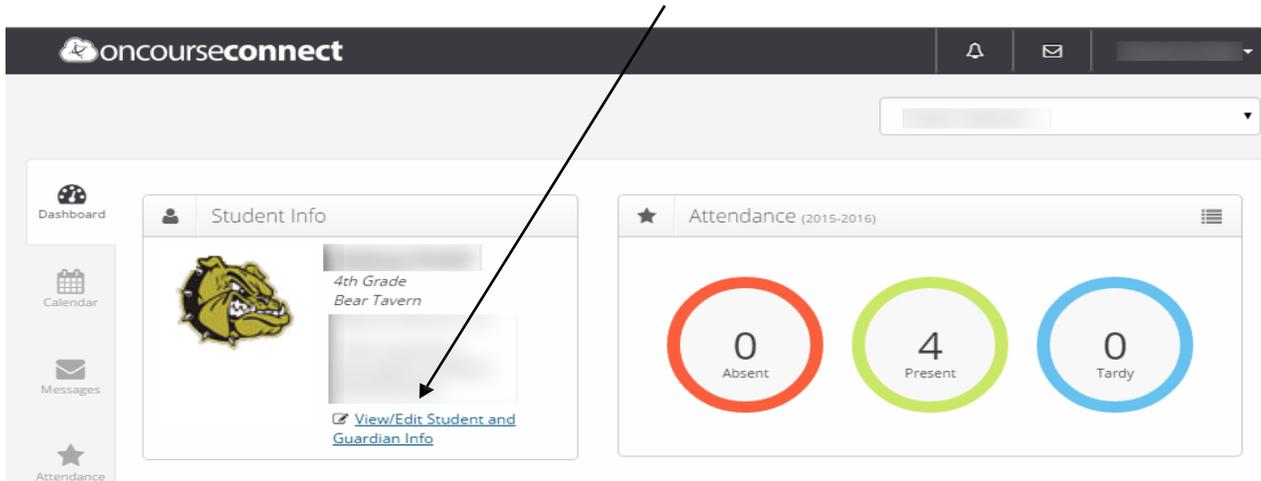

Requests can be made through this screen by clicking "Update" and making alterations to the information currently in the system.
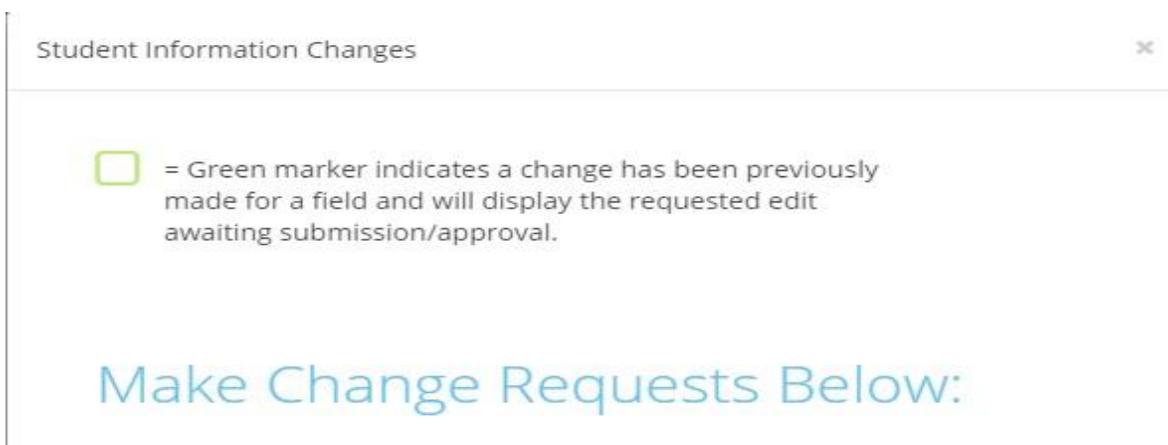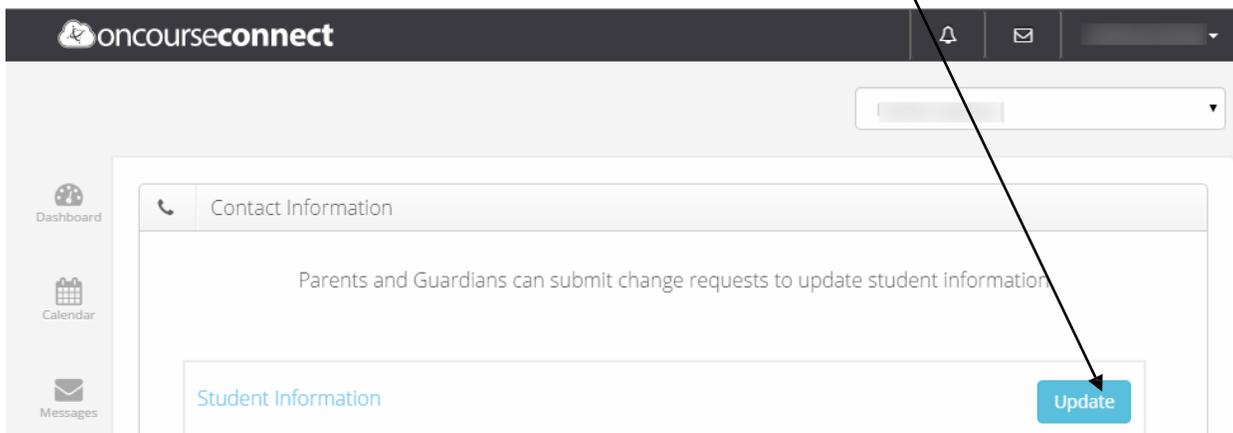

All changes need to be approved by the District Registrar. Please allow at least 72 hours for these changes to be reflected in the system.

TOOLBAR

The toolbar that runs along the top of the portal gives you fast access to account notifications, new messages, and your profile. By clicking your student's name under the toolbar, you are able to easily switch between the profiles of any student to which you are connected.
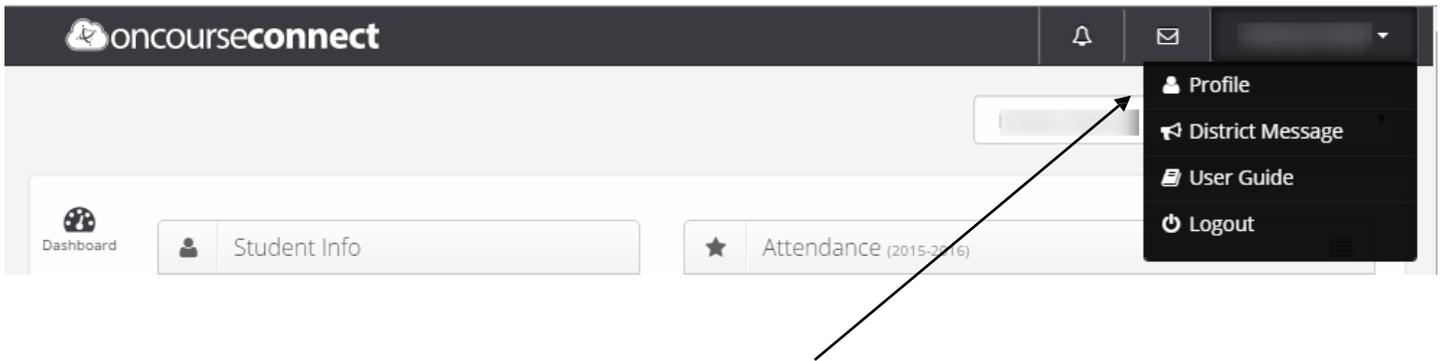
From the toolbar, you have access to your account profile. Here you can change your current email address, your portal theme, as well as your password.
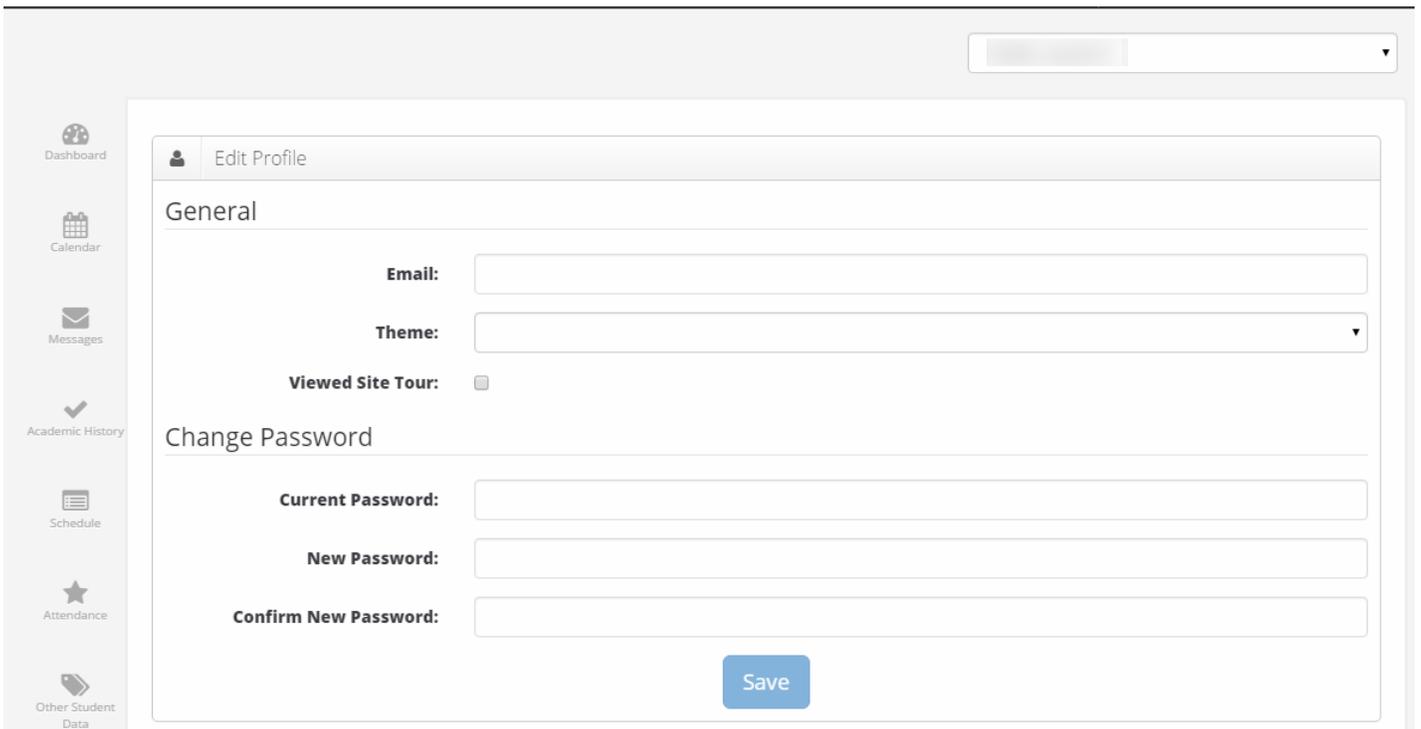
CALENDAR

The calendar tab is located on the left side of the screen. Currently, the primary building calendars are located on the district webpage and the OnCourse calendar will not provide updated building information.

ATTENDANCE

The attendance tab is also located on the left side of the screen. This tab will show a more detailed attendance history for your student. It is color-coded for easy viewing, showing total attendance values at the top with a calendar view underneath.

OTHER STUDENT DATA

The Other Student Data tab is also listed on the left side of the screen. This tab provides important information about transportation, lunch program details, and other topics.