



OnCourse Connect

Passwords: Parent Guide

The initial login and password recovery processes have changed slightly. If a user has an existing OnCourse account, and has logged in previously, their current password will remain the same. This guide will explain the process for first time users who have never logged into OCC and how to recover a forgotten password.

ATTENTION: It is important to have an email address associated with your OnCourse Connect account as it is the most convenient method of recovering and updating your password.

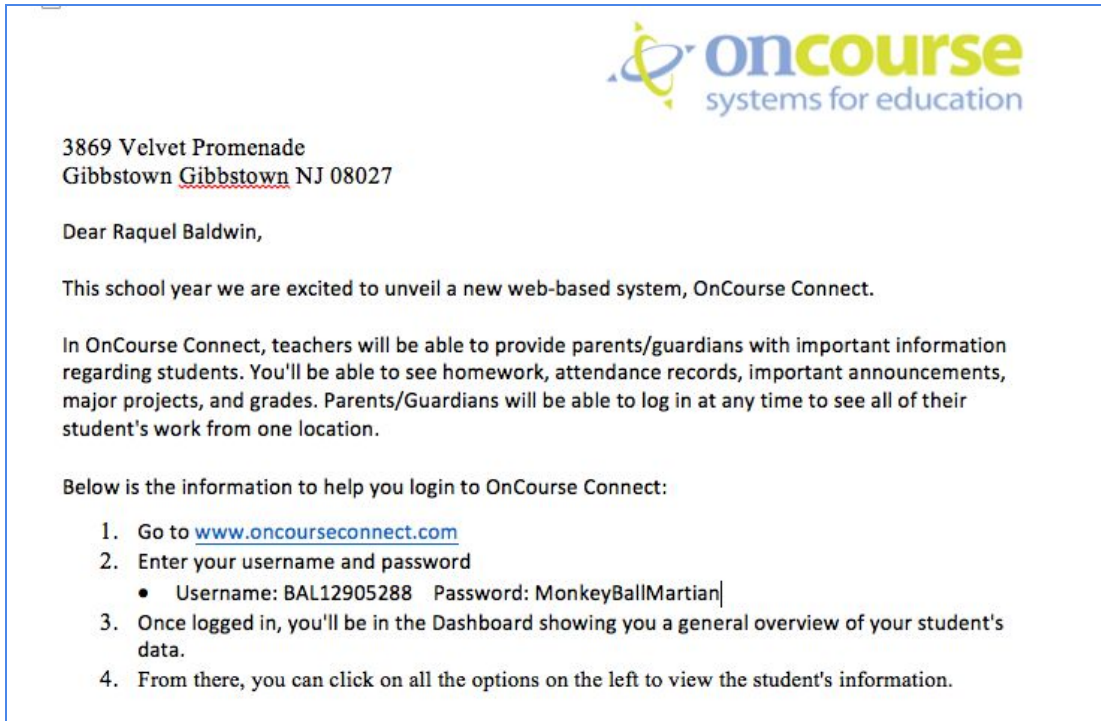
1

If you have logged into OnCourse Connect previously, simply go to www.oncourseconnect.com and enter you existing username and password to sign in.

A screenshot of the OnCourse Connect login interface. The page has a blue background. At the top, there is a white cloud icon containing a blue orbital path with three arrows. Below the icon, the text "oncourseconnect" is written in white. There are two input fields: the first is for the username, containing "BAL12905288", and the second is for the password, containing a series of dots. Below the password field is a checkbox labeled "Remember Me". At the bottom of the form is a grey "Sign in" button. Below the button, the text "Forgot password?" is displayed in white.

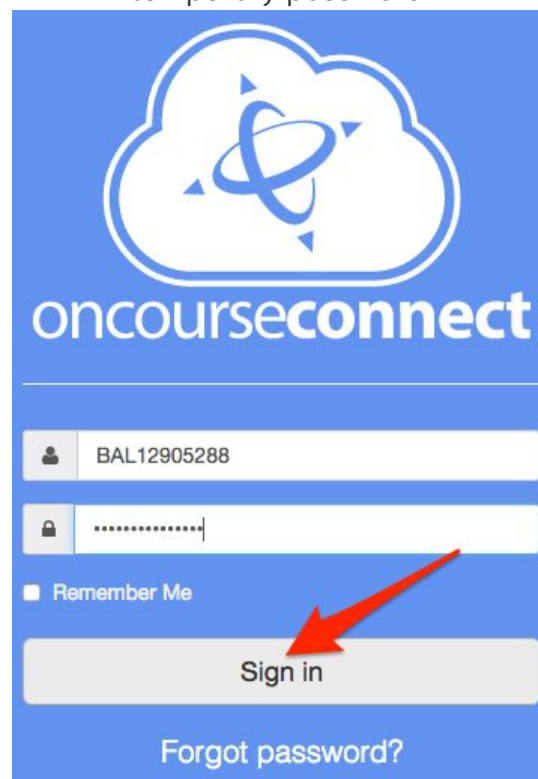
2

The process for users who are new to OnCourse Connect or have never logged in before will be slightly different. These users will receive a username and TEMPORARY password from their district. This communication is most often in the form of a letter.



3

Once you've received your letter, go to www.oncourseconnect.com and enter your username and temporary password.



4

Upon logging in the first time, you will be prompted to change your temporary password.

oncourseconnect

Due to the security policy set by your district, you are being asked to change your password. This is to ensure you continue to have the safest experience while using OnCourse Connect. If you have any questions about this change, please contact your district.

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Reset Password

5

After entering your information, click Reset Password.

oncourseconnect

Due to the security policy set by your district, you are being asked to change your password. This is to ensure you continue to have the safest experience while using OnCourse Connect. If you have any questions about this change, please contact your district.

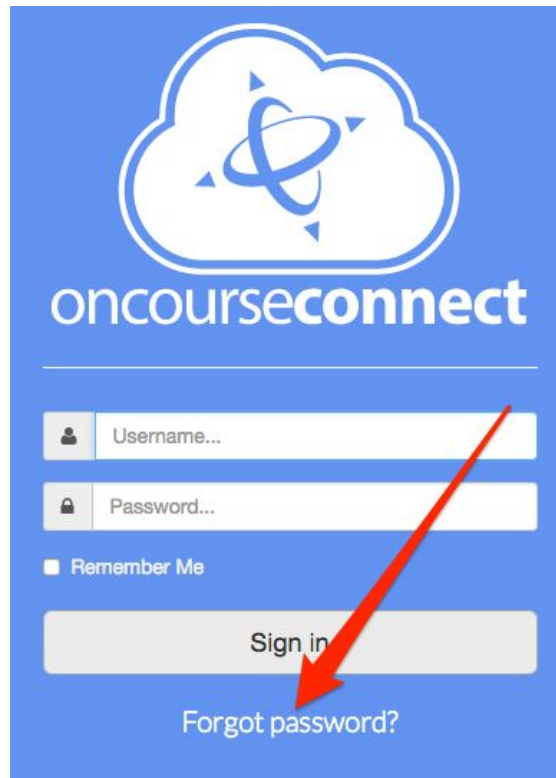
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Reset Password

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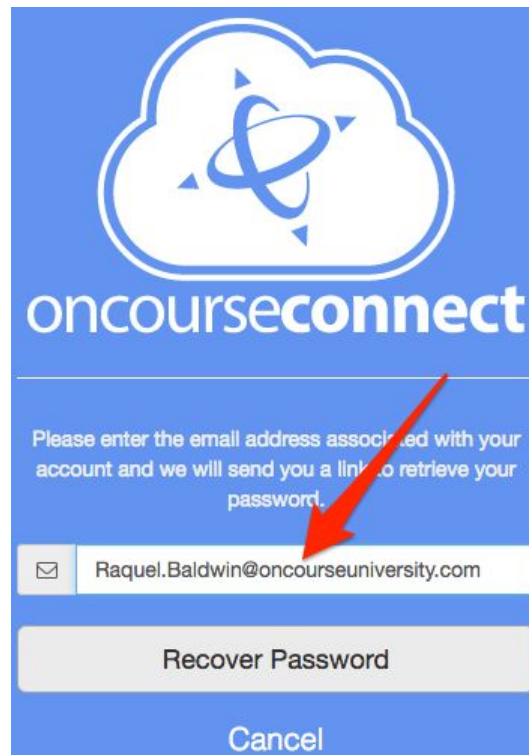
If in the future if you forget your password, you have two options for retrieving it. Your first option is to go to www.oncourseconnect.com and click on Forgot Password.



The screenshot shows the oncourseconnect login interface. At the top is the logo, a white cloud with a blue orbital path and arrows, above the text "oncourseconnect". Below the logo are two input fields: "Username..." and "Password...". There is a "Remember Me" checkbox. A "Sign in" button is positioned below the fields. A red arrow points from the "Sign in" button down to the "Forgot password?" link located below the button.

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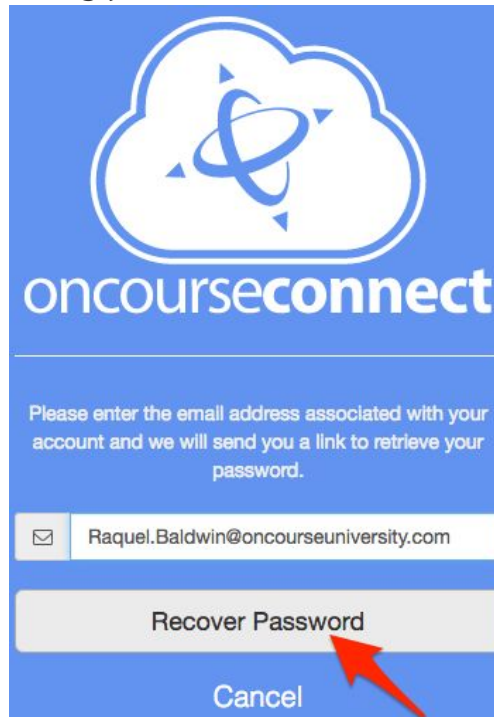
You will be prompted to enter the email address associated with your OnCourse account.



The screenshot shows the password recovery page. At the top is the logo, a white cloud with a blue orbital path and arrows, above the text "oncourseconnect". Below the logo is a text prompt: "Please enter the email address associated with your account and we will send you a link to retrieve your password." Below this is an email input field containing "Raquel.Baldwin@oncourseuniversity.com". A red arrow points from the top of the page down to the email input field. Below the input field are two buttons: "Recover Password" and "Cancel".

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After entering your email, click Recover Password.



oncourseconnect

Please enter the email address associated with your account and we will send you a link to retrieve your password.

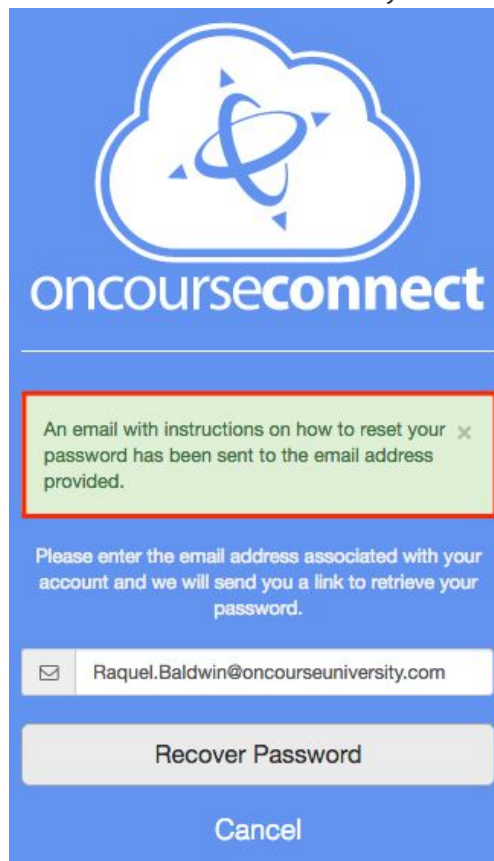
✉ Raquel.Baldwin@oncourseuniversity.com

Recover Password

Cancel

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You will receive the following message letting you know that instructions on how to reset your password have been sent to your email.



oncourseconnect

An email with instructions on how to reset your password has been sent to the email address provided.

Please enter the email address associated with your account and we will send you a link to retrieve your password.

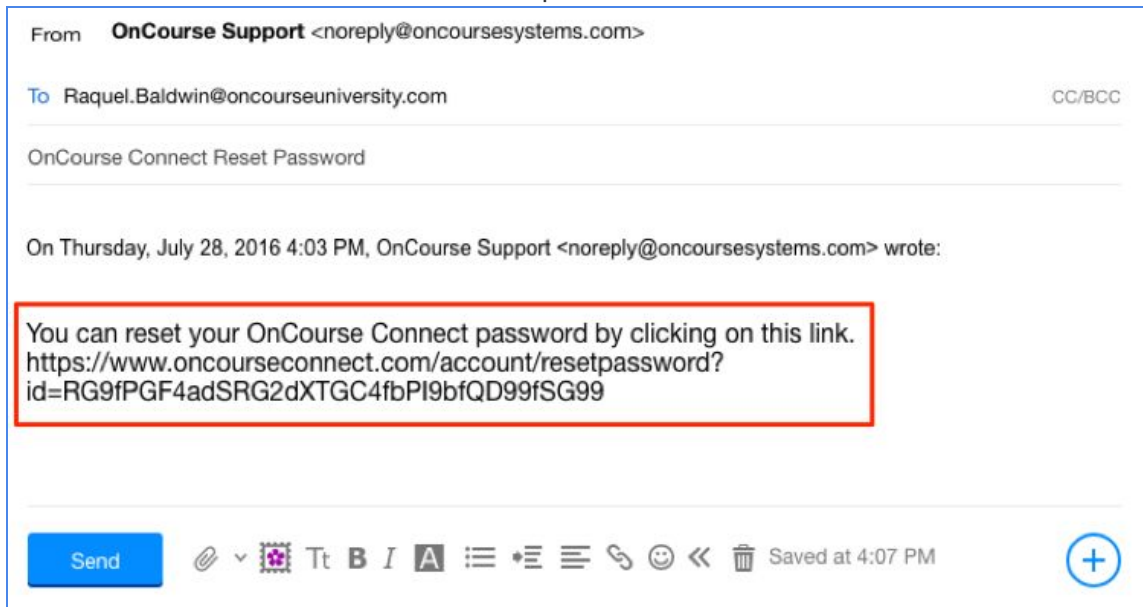
✉ Raquel.Baldwin@oncourseuniversity.com

Recover Password

Cancel

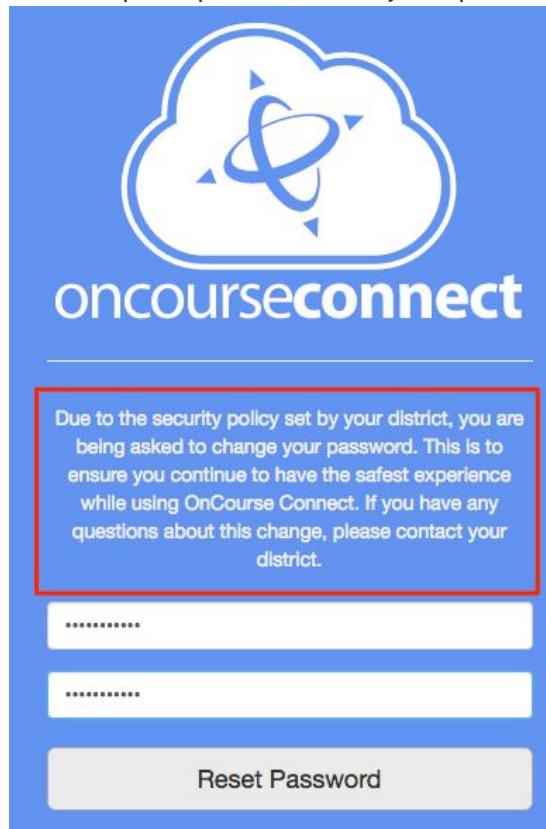
10

Click on the link provided in the email.



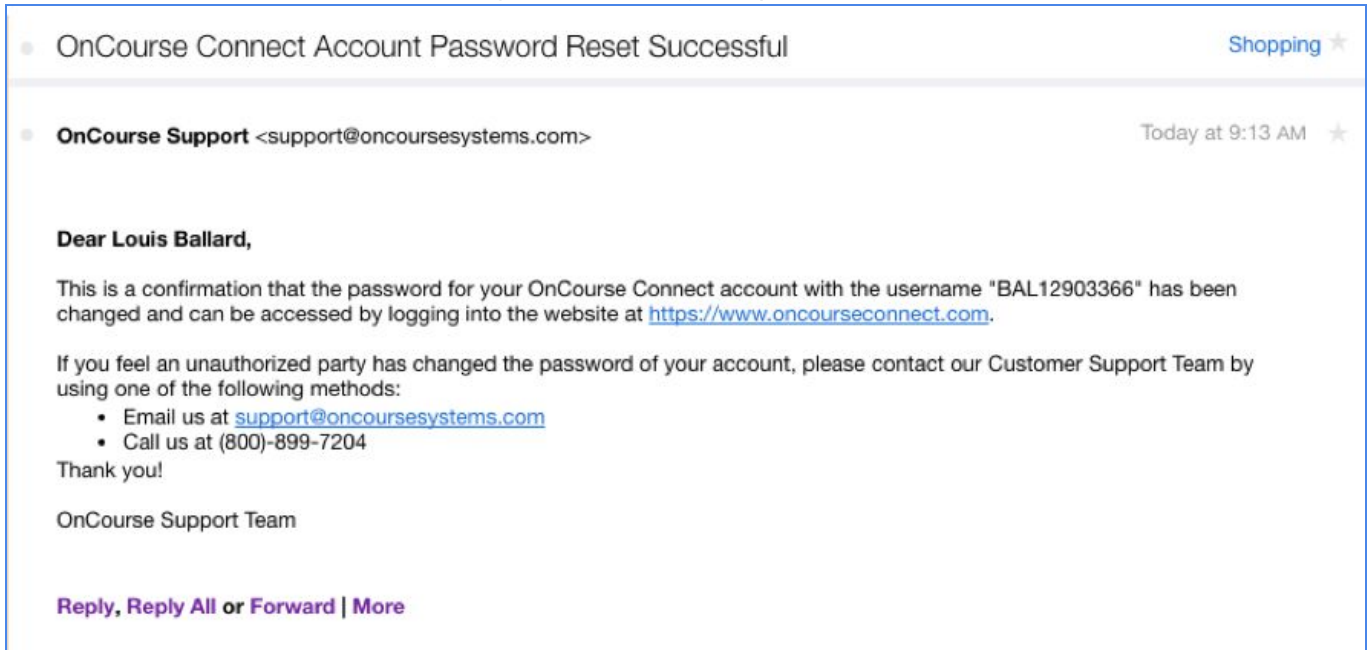
11

You will be prompted to reset your password.



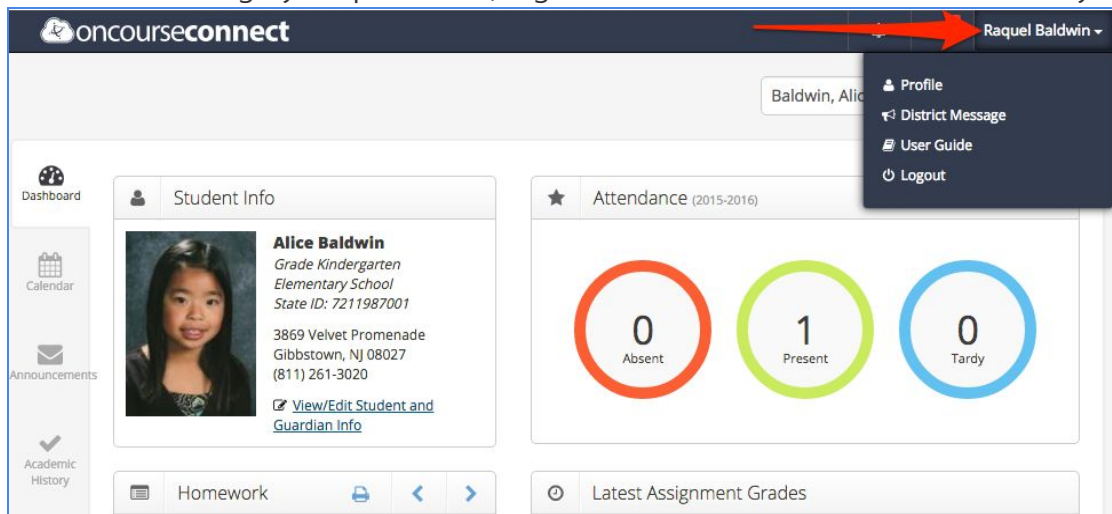
12

Your second option is to call your district. They have the ability to reset your password. After your password is reset, you will receive an email containing a temporary password. Follow steps 3-5 to login and reset your password.



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If you would like to change your password, log into OnCourse Connect and click on your name.



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From the dropdown menu, choose Profile.

The screenshot shows the oncourseconnect dashboard for user Raquel Baldwin. A dropdown menu is open, with a red arrow pointing to the 'Profile' option. The dashboard includes a 'Student Info' section for Alice Baldwin (Grade Kindergarten, Elementary School, State ID: 7211987001) and an 'Attendance' section for 2015-2016 showing 0 Absent, 1 Present, and 0 Tardy. A sidebar on the left contains navigation icons for Dashboard, Calendar, Announcements, and Academic History.

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In the Current Password section, enter your current password as well as your new password.

The screenshot shows the 'Edit Profile' page in oncourseconnect. The 'Change Password' section is highlighted with a red border. It contains three password input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Save' button is located at the bottom of the form. The page also shows the 'General' section with fields for 'Email' (Raquel.Baldwin@oncourseuniversity.com) and 'Theme' (Basic). A sidebar on the left contains navigation icons for Dashboard, Calendar, Announcements, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data.

When you're finished, click Save and your new password will be updated in the system.

The screenshot shows the OnCourseConnect user interface. At the top, the logo "oncourseconnect" is on the left, and a user profile "Raquel Baldwin" with a notification bell icon is on the right. Below the header, a dropdown menu shows "Baldwin, Alice". On the left side, there is a vertical navigation menu with icons and labels: Dashboard, Calendar, Announcements, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data. The main content area is titled "Edit Profile" and contains several sections: "General" with an "Email" field containing "Raquel.Baldwin@oncourseuniversity.com" and a "Theme" dropdown set to "Basic"; "Viewed Site Tour" with a checkbox; "Change Password" with three password fields: "Current Password", "New Password", and "Confirm New Password", each containing a series of dots. A blue "Save" button is located at the bottom right of the form, with a large red arrow pointing to it.

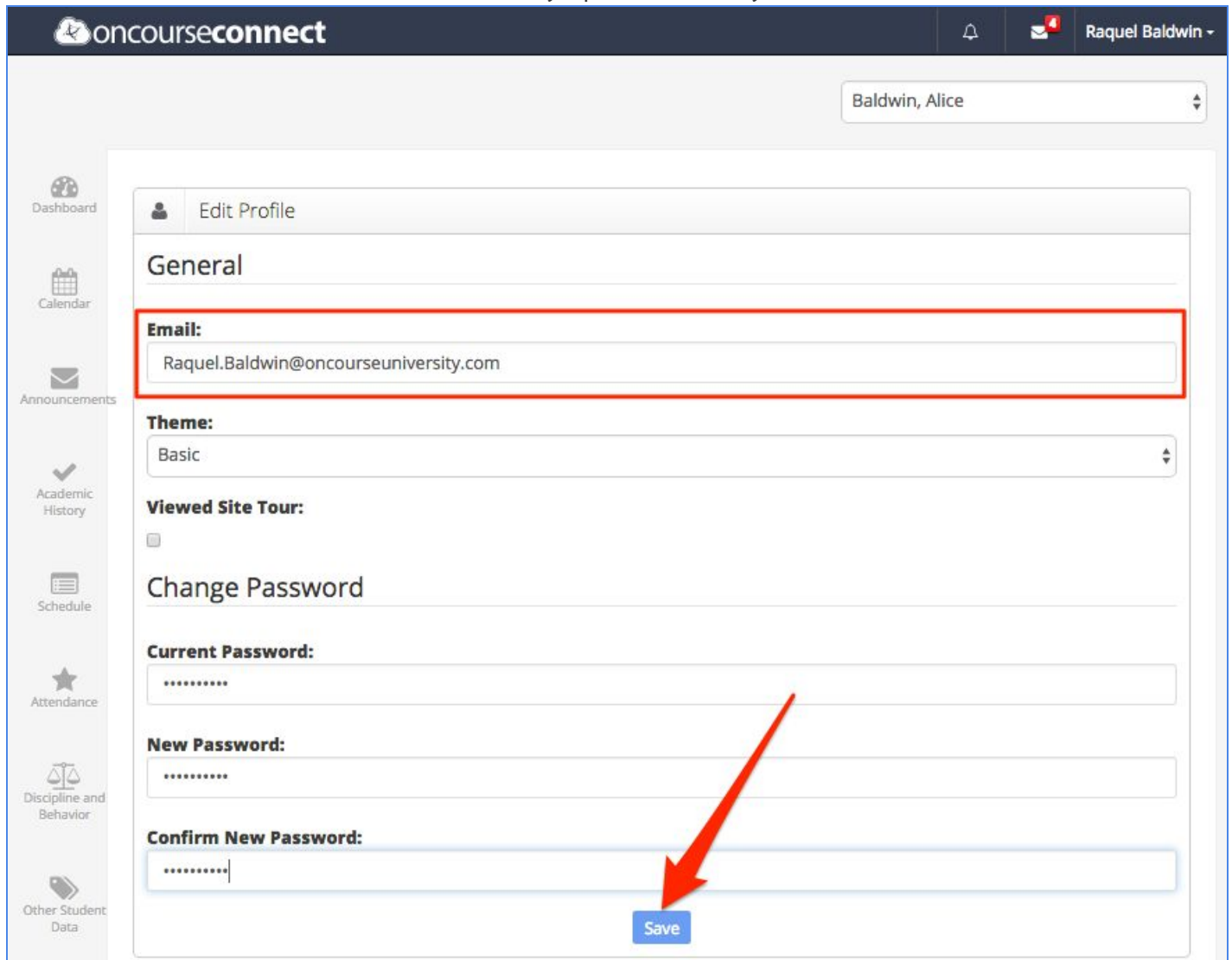
You also have the option of updating the email associated with OnCourse Connect. To do this, delete your existing email from this section.

The screenshot shows the 'Edit Profile' page in OnCourse Connect. The page has a dark blue header with the 'oncourseconnect' logo on the left and a user profile 'Raquel Baldwin' on the right. Below the header is a dropdown menu showing 'Baldwin, Alice'. The main content area is titled 'Edit Profile' and contains several sections:

- General**: This section contains the 'Email' field, which is highlighted with a red box and a red arrow. The email address is 'Raquel.Baldwin@oncourseuniversity.com'.
- Theme:** A dropdown menu showing 'Basic'.
- Viewed Site Tour:** A checkbox that is currently unchecked.
- Change Password:** This section contains three password fields: 'Current Password', 'New Password', and 'Confirm New Password'. All three fields are currently empty, showing only dots for masked characters.

At the bottom of the form is a blue 'Save' button. On the left side of the page, there is a vertical navigation menu with icons and labels for: Dashboard, Calendar, Announcements, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data.

Enter your new or updated email address, and click Save. Your new email address will automatically update in the system.



The screenshot shows the 'oncourseconnect' interface. At the top right, the user is identified as 'Raquel Baldwin'. A dropdown menu shows 'Baldwin, Alice'. The main content area is titled 'Edit Profile' and is divided into sections: 'General', 'Change Password', and 'Other Student Data'. The 'Email' field in the 'General' section is highlighted with a red border and contains the text 'Raquel.Baldwin@oncourseuniversity.com'. Below this, there are fields for 'Theme' (set to 'Basic'), 'Viewed Site Tour' (with a checkbox), and three password fields: 'Current Password', 'New Password', and 'Confirm New Password', all containing masked characters. A blue 'Save' button is located at the bottom right of the form, with a red arrow pointing to it. The left sidebar contains navigation icons for Dashboard, Calendar, Announcements, Academic History, Schedule, Attendance, Discipline and Behavior, and Other Student Data.

In you have any additional questions or concerns about this feature, please do not hesitate to contact OnCourse Support:

OnCourse Support
800.899.7204 x4
support@oncoursesystems.com

