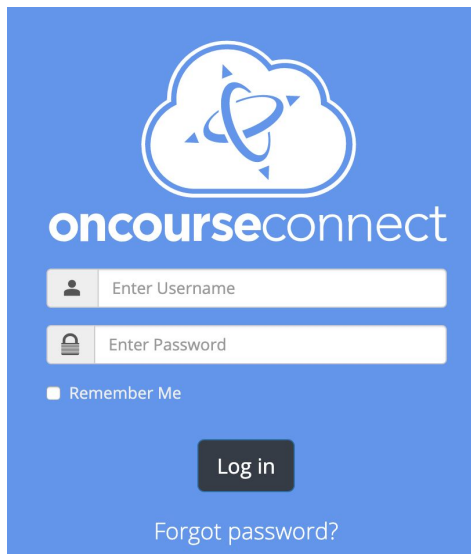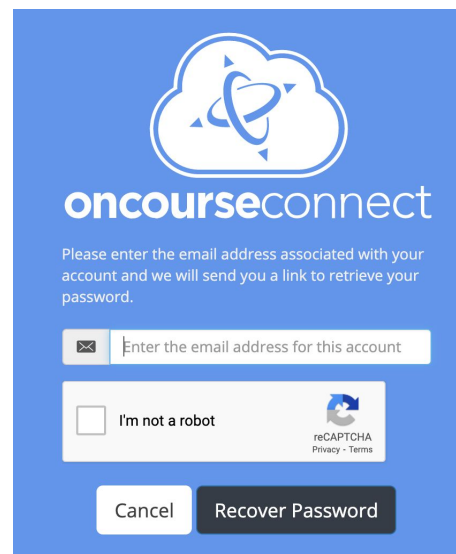| ONCOURSE CONNECT PARENT/GUARDIAN USER GUIDE |
|---|

OnCourse Connect is a secure web-based application that provides parents/guardians with real time student information, including student schedules, attendance, transportation information, and academic progress. You can also update your child's information, parent/guardian addresses, and contact information. Additionally, you can enter, add, change, and update emergency contact information, which is available for you to complete at any time.

● Parents/Guardians can log into OnCourse Connect by visiting www.oncourseconnect.com. A link is also available on the district's website (www.hainesport.k12.nj.us).

● A username and password is required. OnCourse Connect creates all usernames and auto-generated passwords. Usernames begin with the first three letters of your last name followed by numbers. Students have their own usernames and passwords, which are different from the username and password given to parents/guardians.

● The first time you login using the auto-generated password, you will receive a prompt to create a new password of your choice. Your new password is private, and Hainesport Township School will not be able to view your new password.

● If you do not have a username and password, the Main Office can help. To request your OnCourse Connect parent/guardian and/or student login credentials, please contact the Main Office at 609-267-1316 ext. 201.

● If you know your username, but have forgotten your password, the login screen has a "Forgot Password?" option. You will be asked to enter the email address associated with your account in order to receive a retrieval link. If you do not receive a retrieval link from OnCourse, it could mean that your email address has not been added to your OnCourse Connect Guardian Information page or an incorrect email address was entered. Contact the Main Office for assistance.

Please make note of your username and password as you will need this to login to OnCourse Connect in the future. If you forget your username or password in the future, please use the recover password feature again to recover the information.

If you have more than one child attending Hainesport Township School, you will see a drop-down menu at the top-right of the screen. From the drop-down menu, you can toggle between which child you are viewing. Please login to verify that you are associated with all of the students for which you are the parent/guardian. If you find any errors, or if you are missing students from your OnCourse Connect account, please contact the Main Office.

Please note: the updates you make for one child do not automatically apply to your other child(ren). For example, if you have a new home phone number and update your contact information for one child, you will also need to update the home phone number for your other child(ren).

It is extremely important to maintain updated contact information, demographic information, and emergency contacts. All updates and/or changes are reviewed by the Main Office for approval.

ONCOURSE CONNECT FEATURES

1. **Dashboard**

   The dashboard serves as your main window into OnCourse Connect, which provides a quick snapshot of your child's status at school. You will see your child's basic information, attendance, grades, homework, and recent assignment grades.

2. Toolbar

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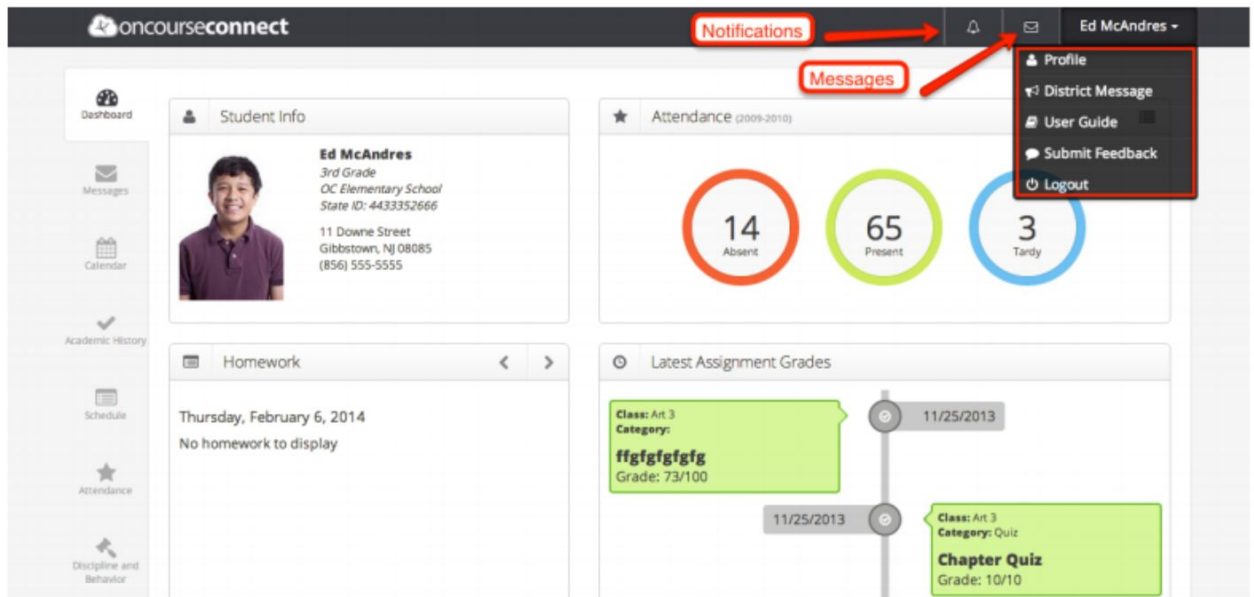
3. Profile
From the toolbar, you have access to your account profile. Here you can change your current email address, password, and portal theme.
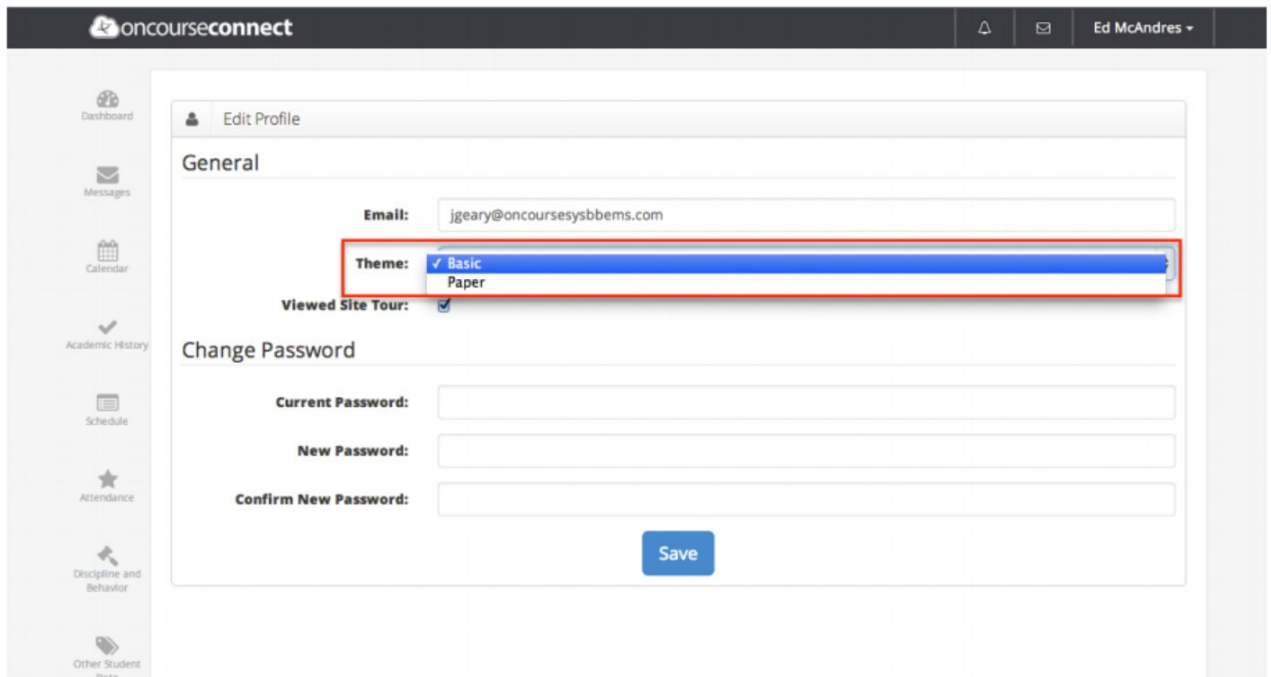
4. Messages

This is your central message hub. You have the ability to filter out read or unread messages, as well as a searching function. Your unread messages will appear in bold.

5. Calendars

Here, you have access to all of the calendars pertinent to your child. Multiple calendars can be tagged on or off, and you can choose a monthly, weekly, or daily view.

6. Academic History

This is a collection of your child's grades, separated by year, along with any comments the teacher has entered into the Grade Book. You can click on any grade to view class assignments.

7. Schedule

This tab provides a view of your child's current schedule, with an option to print.

Period	Class	Instructor	Term	Day	Room
Period 0	Homeroom 3 - Culbertson	Bertulis (Teacher), A., Culbertson, N.	All Year	Mon	B201
Period 0	Homeroom 3 - Culbertson	Bertulis (Teacher), A., Culbertson, N.	All Year	Tues	C301
Period 1	Language Arts 3 - Culbertson	Culbertson, N.	All Year	Green Day	A101
Period 1	Social Studies 3 - 103		All Year	Green Day	B201
Period 1	Astronomy - Doga	Doga (Teacher), J.	All Year	Mon, Fri	C301
Period 2	Mathematics 1 - 101	Rey, N.	All Year	Mon, Tues, Wed, Thurs, Fri, Green Day, Yellow Day, Blue Day, Red Day	C301
Period 2	Computers 3 - Dibuon	DETEACHER, D.	1st Semester	Mon, Thurs, Fri	C301
Period 2	Science 3 - 101	Culbertson, N.	All Year	Green Day	D401
Period 2	Computers 3 - Rey	Rey, N.	MP1 ONLY	Mon, Tues, Wed, Thurs, Fri	B201

8. Attendance

This tab will show a more detailed attendance history for your child. It is color-coded for easy viewing, showing total attendance values at the top with a calendar view underneath.
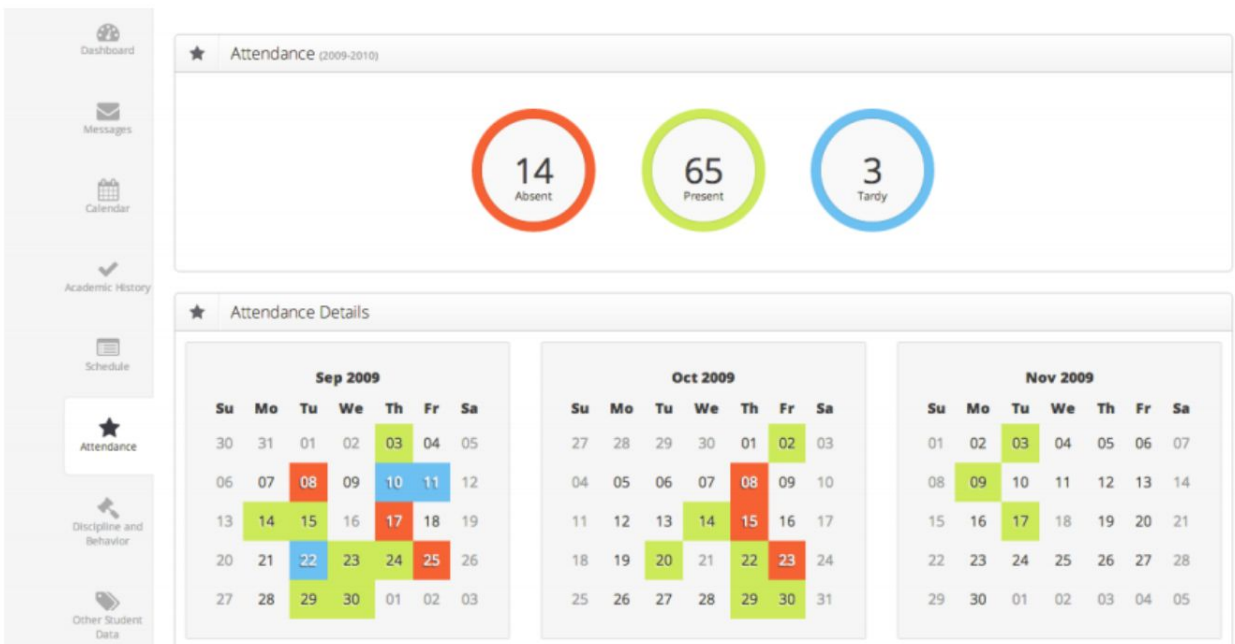
9. Discipline and Behavior

This tab will allow you to see any discipline incidents in which your child was involved. You also have a searching function.

10. Other Student Data

This final tab provides any miscellaneous information about your child such as transportation information.