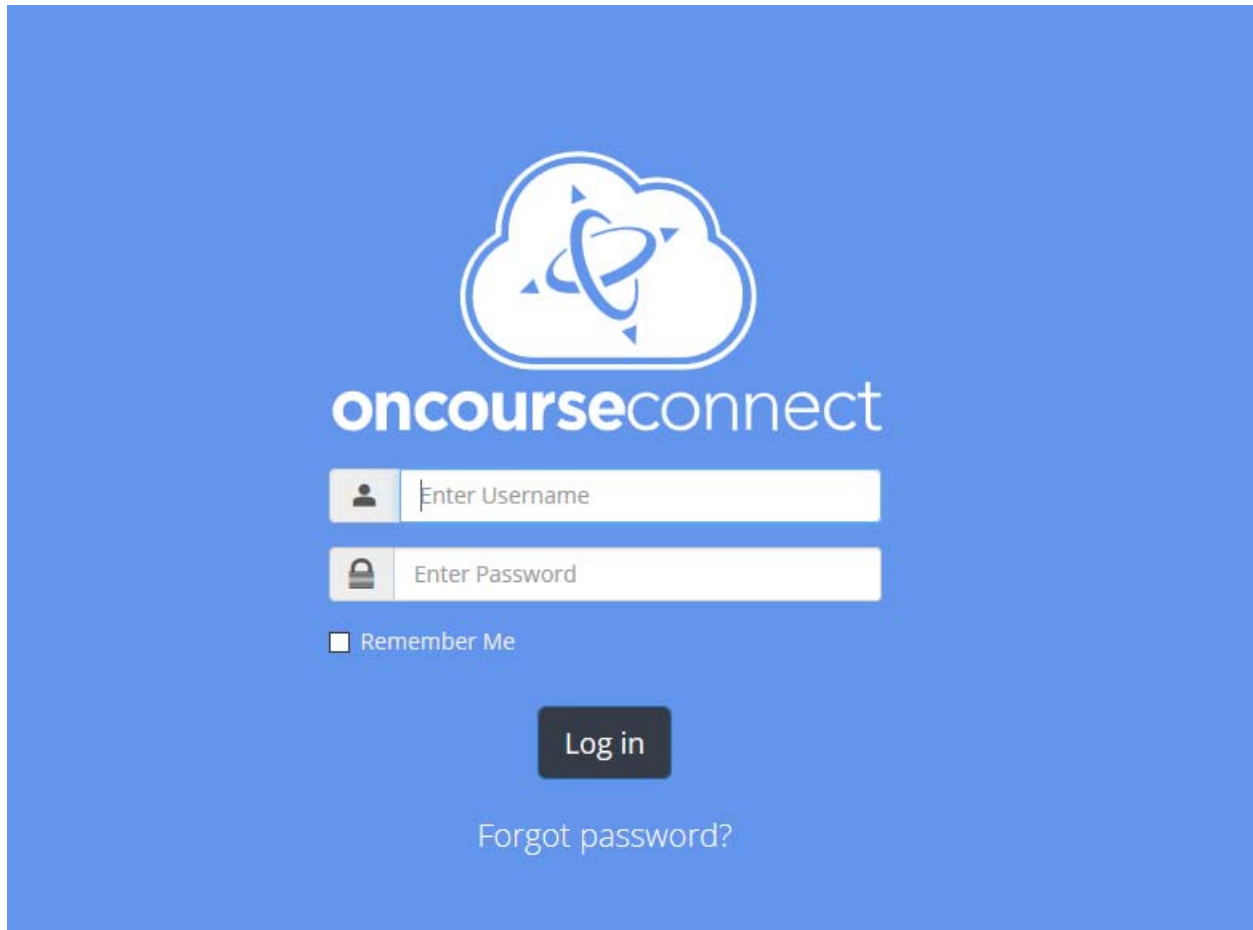


OnCourse Contact Change Request **Guardian Submission**

- While using an internet connected device, go to <https://www.onscourseconnect.com/>
- Please enter your username and password for OnCourse Connect
 - If you do not know your username and/or password, please use the Forgot Password Link located on the login page
 - If you experience any problems logging in or recovering a password, please email parent.portal@sayrevillek12.net



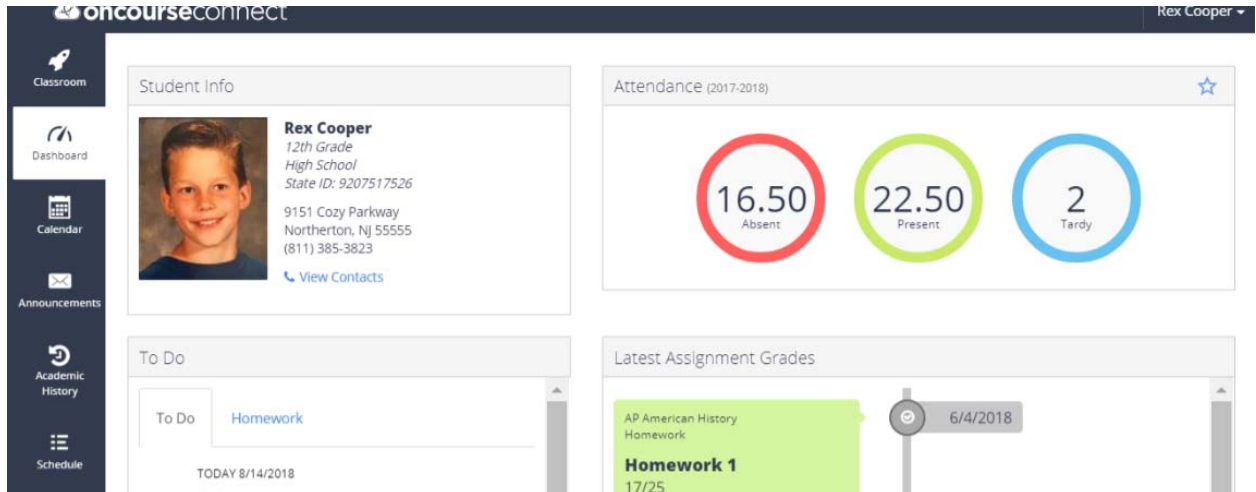
onscourseconnect

Remember Me

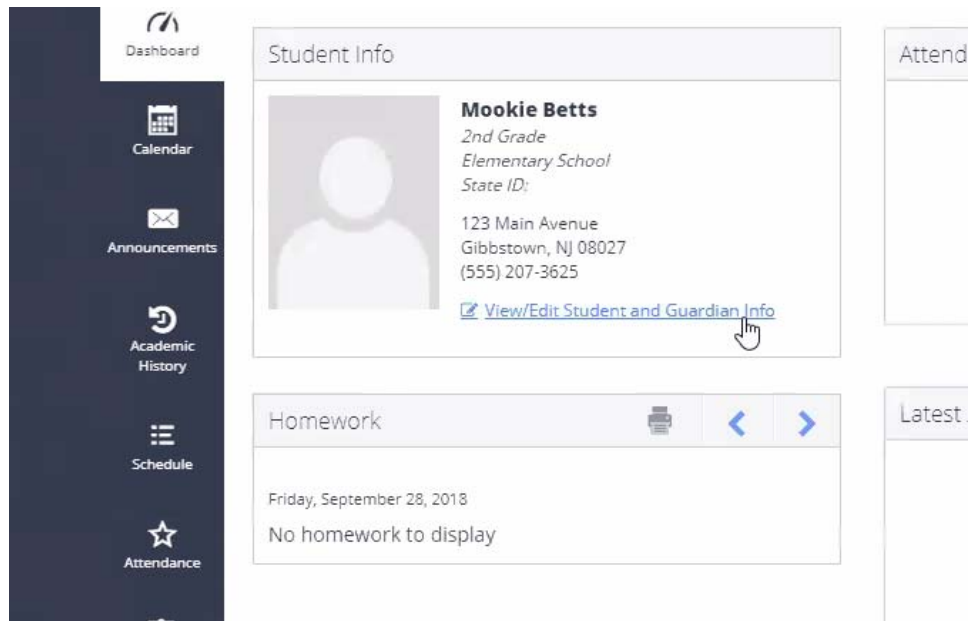
Log in

Forgot password?

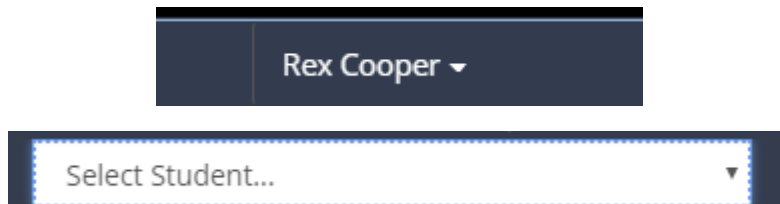
- Once you have logged in to OnCourse Connect you will be presented with the Dashboard view
 - If you have not completed the annual enrollment or a new student registration, you will be prompted to do so before being presented with the Dashboard



- From the Dashboard screen, when the district has enabled the option you can view and submit a change request for certain student and guardian information by clicking the View/Edit Student and Guardian Info link.



- If you have multiple students associated with your guardian account you can toggle between them by clicking on the student's name/select student from the white drop down list in the upper right hand corner of OnCourse Connect and select a different child's name.
 - If you do not see a child's name that you should be linked with or if you see a child's name that you should not be linked with, please email parent.portal@sayrevillek12.net



- From the contact information page you will have the option to click the update button for Student Information or Guardian information. You will also be able to see the current information on file with the district.

Contact Information

Parents and Guardians can submit change requests to update student information

Student Information Update

First Name : Thomas	City of Birth : Wellingborough
Middle Name : Edward	State of Birth :
Last Name : Yorke	Country of Birth : United Kingdom (Great Britain) (2320)
Gender : M	Address 1 : 123 Rekoner Road
Primary Ethnicity :	Address2 :
Primary Language : English	City : Gibbstown
African American : N	State : New Jersey (NJ)
American Indian : N	Zip Code : 08027
Caucasian : N	Phone : - (Phone Ext :)
Asian : N	Alternate Phone : (Alternate Phone Ext :)
Pacific : N	Email Address 1 :
Hispanic : N	Email Address 2 :

Guardian/Contact Information Update

First Name : Susie Address 1 :

- From this page you will also have the ability to add or remove guardians and emergency contacts from the student's contact information. Please note that if a guardian is not listed on OnCourse connect the guardian is not listed in the district's current files. Please make sure to review all guardian and emergency contacts and make sure that all appropriate contacts are listed.

Add New Guardian Contact

- All information submitted as a student or guardian contact change will need to be approved by the school/district before being stored as an official record. Any information that has been submitted as

a change but not yet approved will show as pending approval on the change request page. You will not be able to complete any additional updates when information is pending approval until the school approves or rejects the submitted changes.

Guardian/Contact Information

Pending Approval

First Name : Paolo

Address 1 : 123 Main Avenue

Last Name : Betts

Address 2 :

Relation to Student : Father

City : Gibbstown

Primary Contact : Y

State : New Jersey (NJ)