

Getting Started: OnCorps Reports



1. Go to tx.oncorpsreports.com
2. Choose the correct grant year from the drop down menu and click "Submit".

tx.oncorpsreports.com

OnCorps Reports™

On task. On time. Online.

Recommended Browsers:

- Google Chrome
- Mozilla Firefox
- Internet Explorer Users - You may need to use compatibility mode for the menus, and exportable reports to load. Some information on how to turn that on can be found [here](#).

Looking for Demographics, MSY/Member Reports, Performance Measures, or Narratives in the 16-17 program year? These have been replaced with the new OnCorps GPR report. The tutorial for this can be found once logged in under Help > Help Resources and Tutorials in the program director section.

Follow us on Social Media

For up-to-the minute information, including new features and weekly Webinar announcements, LIKE or FOLLOW us!

Facebook

[Follow @oncorpsreports](#)

Log in to your account

Please select your program year:

2017-2018

The Default OnCorps Program Year is now 2017-2018. Please be sure to select the correct program year to log

Submit

Contact help@oncorpsreports.com for the quickest response if you need technical support or training. Use our built-in help ticketing system if you can log in, so we can better troubleshoot your issue, or call our customer service line at (612) 568-8627.

Customer Support and Trainins!

3. Locate your program's logo and program name from the list on the left hand side of the screen. Click on "Program Director" regardless of whether you are program or fiscal staff. **Program Director** in OnCorps denotes any staff at the program level.

tx.oncorpsreports.com/index.asp

Participating Programs : 2017-2018

	Amarillo ISD AmeriCorps Program Director Site Supervisor AmeriCorps Member
	City Year Dallas Program Director Site Supervisor AmeriCorps Member
	City Year San Antonio Program Director Site Supervisor AmeriCorps Member

TexasAdministrative Staff

[Administrative Staff Login](#)

4. Enter your Username and Password and click the "Login" button. If you do not remember your password, please click "Forgot your password?". If you have not been given access to OnCorps, please contact the Primary Program or Primary Fiscal Contact listed on your Authorized Representative Form (ARF).

Secure | <https://secure.oncorpsreports.com/index.asp?pageID=75&programyearID=13&stID=44&prgID=5752&directorlogin=X&programWebSiteURL=tx.oncorpsreports.com&red...>

AMERICORPS

WEB SITE | RESOURCES

Congratulations to all of our grantees as you start the new program year! This year, we will be utilizing OnCorps Reports for many of our monitoring activities. We appreciate your patience as we work through all the growing pains associated with implementing new technology!

OnCorps Access: All programs should now have access to tx.oncorpsreports.com, our new OnCorps Reports system. One primary contact and one primary fiscal contact at each grantee program were given access as a Program Director and should have received an email with the login information on or around 8/16/17.

ALL PROGRAM AND FISCAL STAFF: PLEASE REVIEW THE "WELCOME TO ONCORPS REPORTS" DOCUMENT for important information on deadlines and action items. View the document at this link: <http://onestarfoundation.org/wp-content/uploads/2014/10/Welcome-to-OnCorps-2017-2018.pdf>

Before submitting your first PER in this new system, fiscal staff MUST REVIEW the OneStar specific PER instructions. You can find these instructions on our Grantee Resource Page, under the OnCorps Reports section. Here is the link: [http://onestarfoundation.org/amicorpstexas/grantee-resources/?preview=true&preview_id=3962&preview_nonce=4bca0f2e1b#OnCorps Reports](http://onestarfoundation.org/amicorpstexas/grantee-resources/?preview=true&preview_id=3962&preview_nonce=4bca0f2e1b#OnCorps%20Reports)

Login to OnCorps Reports

OnCorps Reports™
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You are logging into:
2017-2018 XX_Test Program
[change](#)

Program Director Username:

Password:

Login

[Forgot your password?](#)
Enter your e-mail address below and your

5. Once you log in, you will be directed to your program's dashboard. The tabs (options) on the blue bar might look different depending on the type of access you have been given by your program. All dashboards will have the "Help" tab. Here you can find access to tutorials and PDFs created by OnCorps and OneStar specific guides and tutorials.

Secure | <https://secure.oncorpsreports.com/index.asp?pageID=12>

OnCorps Reports™
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Welcome Test Director [view/edit profile](#) | [logout](#)
Logged in as: Program Director | XX_Test Program
State & Program Year: Texas | 2017-2018 [change](#)

HOME | TOOLS | MANAGE RECORDS | REPORTING | FINANCIALS | TIME TRACKING | DIRECTORIES | CALENDAR | **HELP**

Home

To add notifications to your homepage, select them from the list below:
Select a Notification

Welcome Test

Welcome to OnCorps Reports! Please click the "Resource" link at the bottom of the page to view resources related to start up and PER submissions.

Budget Notifications
No Notifications Display Order: 1

AFR Notifications
No Notifications Display Order: 1

PER Notifications
No Notifications Display Order: 1

[Program Web Site](#) | [Calendar](#) | [Resources](#) | [Help](#)
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6. You can add additional notifications to your dashboard using the Notification Tool below. Just choose the notifications you want to add from the drop down menu.

The screenshot shows the OnCorps Reports dashboard. At the top, there is a navigation bar with tabs: HOME, TOOLS, MANAGE RECORDS, REPORTING, FINANCIALS, TIME TRACKING, DIRECTORIES, CALENDAR, and HELP. A red arrow points to the REPORTING tab. Below the navigation bar, there is a section titled "To add notifications to your homepage, select them from the list below:" with a dropdown menu labeled "Select a Notification". A red circle highlights this dropdown menu. To the right of this section, there is a blue box with the text "Notifications you choose will show up here". Below this, there are three notification categories: Budget Notifications, AFR Notifications, and PER Notifications. Each category has a "No Notifications" message and a "Display Order" dropdown menu set to 1. At the bottom of the page, there are links for "Program Web Site", "Calendar", "Resources", and "Help", along with the copyright notice "©2018 Settanni+Co., Inc."

7. Most of the fiscal functions can be found under the "Financials" tab.

This screenshot is identical to the one above, but with red circles around the REPORTING and FINANCIALS tabs in the navigation bar. A red arrow points to the FINANCIALS tab. The rest of the page content, including the notification tool and notification categories, remains the same.

8. Most of the program functions can be found under the "Reporting" tab.

Additional instructions for specific tasks can be found on our Grantee Resource page at:
[http://onestarfoundation.org/amicorpstexas/grantee-resources/#OnCorps Reports](http://onestarfoundation.org/amicorpstexas/grantee-resources/#OnCorps%20Reports)