Getting Started: OnCorps Reports

1. Go to tx.oncorpsreports.com

2. Choose the correct grant year from the drop down menu and click "Submit".

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.
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).

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.
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.

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

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/americorpstexas/grantee-resources/#OnCorps Reports