

All high school music head instructors are required to complete the KSHSAA online rules meeting each year. The online meeting will be available for credit from August 31 until November 1. Schools with directors failing to complete the online meeting by November 1 will be subject to a \$100 fine and their school will be listed in the *Activities Journal*.

TO ACCESS THE ONLINE RULES MEETINGS AND ONLINE EXAMS:

Every coach has his/her own unique password (the same password is used for the KSHSAA website and Oncore). If you do not know your unique password, please check with your athletic director or use the *Forgot Your Password* link on the school login page of the KSHSAA website. You can change your password at any time.

When logging into the KSHSAA website or Oncore:

User Name: School KSS number (KSS####)

Password: Unique KSHSAA password

DESKTOP (PC & MAC) USERS:

OPTION #1:

1. Go directly to <http://oncore.kshsaa.org>.
2. Login to the site with your User Name and Password (see above):
3. Once logged in you will see a list of sports/activities you currently belong to. Select the activity.
4. Select the requirement you are wanting to complete.

OPTION #2:

1. Go to www.kshsaa.org and under the Schools tab, **login with your User ID (KSS####) and your individual unique Coach/Sponsor Password.**
 2. Click on the Exams & Online Meetings link at the top of the page.
 3. Click **Take Exam** (online exam) or **Open** (online rules meeting).
 4. Select the desktop user option (if using a mobile device follow the instructions below).
 5. When the OnCore website opens, login with your User Name and Password (see above).
 6. Once logged in you will see a list of sports/activities you currently belong to. Select the activity.
 7. Select the requirement you are wanting to work on.
- * Mac desktop users running version 10.7 or higher: You may choose to use the <http://oncore.kshsaa.org> website OR you may use the app found in the App Store by searching for and installing the OnCore application.
- * Windows 10 users: You may choose to use the <http://oncore.kshsaa.org> website OR you may use the app found in the Microsoft Store by searching for and installing the OnCore application.
- * Windows Surface Pro tablet or Chrome Book users should follow the desktop instructions above.

MOBILE DEVICE USERS:

- **The OnCore app is free to install on any mobile device.**
- To install the OnCore app, follow these instructions:
 1. For Android device users, go to the Google Play Store and search for **OnCore By Century** and install the application on your mobile device.
 2. For iPad or iPhone users go to the App Store and search for **OnCore Mobile** and install the application on your mobile device.
 3. For Windows mobile device users, go to the Microsoft Store and search for **OnCore** and install the application on your mobile device.
 4. Once loaded on your device, open the OnCore application and login with your User Name and Password (see above).
 5. Once OnCore is open you will see a list of activities you coach/sponsor. Select the appropriate activity and the requirement you are wanting to complete.