

ONLINE EXAM & RULES MEETING INSTRUCTIONS COACHES & SPONSORS

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE KSHSAA AT 785-273-5329.

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

TO ACCESS THE ONLINE RULES MEETINGS AND ONLINE EXAMS:

▪ DESKTOP (PC & MAC):

OPTION #1:

1. Go directly to <https://app.oncorebycentury.com/Default?kshsaa=1>
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 work on.

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.

▪ MOBILE DEVICE USERS:

1. Use your device's mobile browser and go to <https://app.oncorebycentury.com/Default?kshsaa=1> or install and use the OnCore app (free).
 - The app is available through the Apple App Store (OnCore Mobile), Google Play Store (Oncore By Century) or the Microsoft Store.
2. Once the app is open or you are on the OnCore site on your device's mobile browser, follow the instructions under Option #1 above.

PLEASE NOTE:

- You **ARE NOT** required to complete any of the online requirements in one session. You can leave the exam or rules meeting as many times as you like and return to continue. The requirement will pick up where you left off.
- You may print your certificate of attendance (online rules meeting) or exam answers by returning to the KSHSAA website.
- If you are a coach and an official in the same sport, you will need to contact the KSHSAA office to receive online exam and/or rules meeting credit as an official.
- If you are a high school AND middle/junior high school coach/sponsor in the same activity, you will need to contact the KSHSAA office to receive online exam and/or rules meeting credit for both schools.