OnTrack Login Method-Task Card

Instructions: Use this Task Card to log into OnTrack. If issues or errors are encountered in executing any of the performance tasks, please contact the Service Desk.

	Login Steps	Supporting Images
	Internet Access: This site works best when viewed with **Google Chrome**	Visit http://www.houstonisd.org/fa for more OnTrack task cards and resources
	Office365: Document is best viewed in **Reading View**. Select **View**, choose **Reading View**	
	Students logged into their device using HISD network account have two URL options **Option #1: HUB URL Option:** - Go to www.houstonisd.org/digitalresources - Select the **OnTrack** Icon	**Option #2: URL SSO Option:** - Go to www.houstonisd.org/ontrack
	SSO/Clever/Single Sign-on: **Students logged into a device using a HISD Campus Generic account:** - Go to www.houstonisd.org/ontrack - Select **Login with Active Directory** or use **Clever Badging** (requires laptops/iPads)	Houston Independent School District Log in with Active Directory / Clever
	Log in with HISD Active Directory Option: - Select ▣ **Log in with Active Directory** - If logged into PC, student/staff are logged into OnTrack **"Uh Oh!"** - If an account is not found, select **Log in with a different account** - **Student Access**: Enter domain\username (student\S1234567) - Enter student's password (8-digit birthdate) - **Never** save the student's password when Google Chrome requests - **Staff Access:** Staff can login with district username (**ex.** AD\P00012345 or jsmith22) and password is employee's id #	Log in with Active Directory **Uh oh!** We were unable to find a matching user in Clever. Only students and classroom teachers shared with Clever can access Instant Login. HISD Single Sign On Service student\s1234567 8-digit birthdate ex. 01012001 Password •••••••• Never
	Login with Clever Badging: *Only for PK-2 grades* - Select **Clever Badge Log in** - If the camera is turned on, you will view this screen - **Hold your badge up to the camera** - If your camera is **not** turned on, you will view this screen - Select **Allow** to use your camera - **Hold your badge up to the camera** PDF: Clever Badging Information	Clever / Clever Badges Adobe Flash Player Settings — Camera and Microphone Access — Allow / Deny

	Direct Login to OnTrack
	 When SSO/Clever gives an error or is unavailable, use the direct login method.
	 - Students: Go to www.houstonisd.org/sot
	 - Login with username and Student ID number
	   o **Username**: (S + ID) i.e. S1234567
	   o **Password**: (Student ID#) i.e. 1234567
	 - **Never** save the student's password when Google Chrome requests
	 - **Teacher/Staff:** Go to www.houstonisd.org/tot
	 - Use **network username** (ex. P0001234 or jsmith22) and your **Password** is your Employee ID#
		STUDENT ACCESS
		 s123456 / Password / Sign In
		 Show Password
		 Do you want Google Chrome to save your password for this site?
		 Username s1234567 / Password ••••••• / Never
		 STAFF ACCESS
		 P00012345 / Password / Sign In
		 Forgot Password?

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