

# Set-Up Instructions: (If you have used OnTrack previously you will not be required to go through set-up.)

Use this link to access OnTrack <https://usoe.truenorthlogic.com>

Be prepared to login with:

- Your first name(dot) last name (no caps) as it is found in Cactus. (format example: patti.godfrey)
- Your Cactus ID number. (this will be your password, if you did not change it from a previous set-up)

The following screens will appear during your initial set-up. This will be the only time you will be required to provide this information.

## Login Verifier

### Clue Question

**Create your own question and answer to assist in verifying your identity if you forget your password. Press the “SAVE” button bottom right corner.**

Choose “Continue”

## User Account

### Staff Position

**Select an appropriate staff position from the drop down menu. We suggest that most counselors should use the title “Support Services – School” or “Support Services – District.” Press the “SAVE” button bottom right corner.**

Choose “Continue”

## User Account

### Demographics

**You must select at least one demographic identifier. More than one is allowed. Press the “SAVE” button bottom right corner.**

Choose “Continue”

## Login Verifier

### Email Address

**Please provide a current email address. Press the “SAVE” button bottom right corner.**

When you choose “Continue” you will have successfully completed the set-up procedures and will then enter the OnTrack system.

Please notice that there are two buttons at the top of your screen. The “my profile” button allows you to edit or change any of the information you have provided during the set-up procedure, including your password.