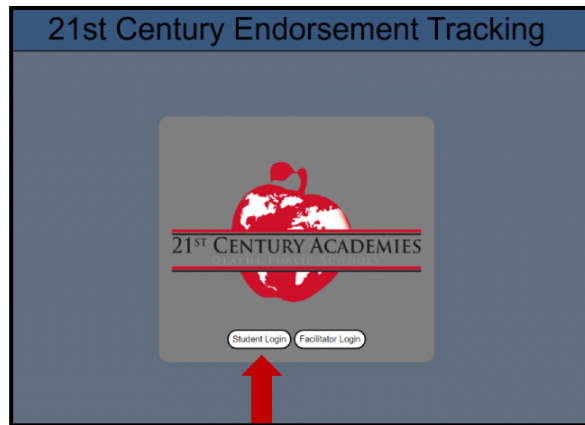
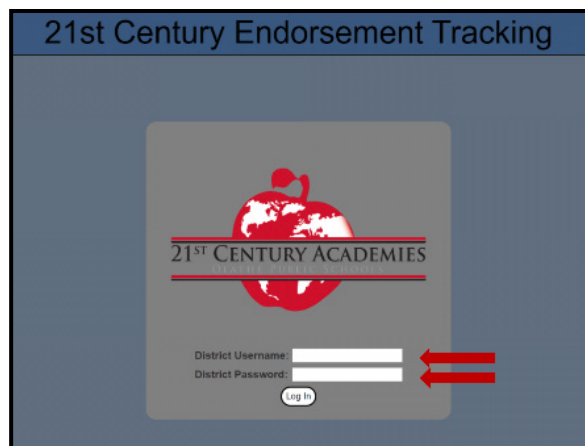




Instructions for Logging eHours



To log on to the 21st Century Endorsement Tracking application, where you will submit eHours requests, go to <https://AcademyEndorsement.olatheschools.com>. Click on the “Student Login” button.



Enter your Olathe District User ID and Password.
Click the “Log In” button.

NOTE: If you are not able to log on, there are two possible explanations.



1. Your name may not have been entered into the tracking system.

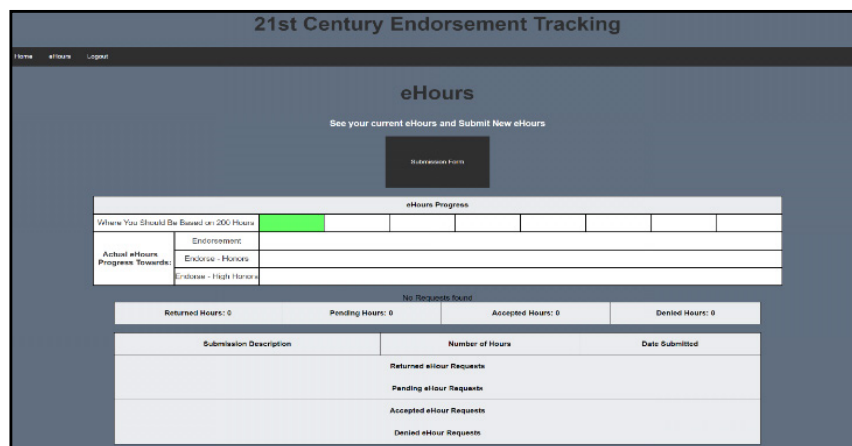
- Email your Academy Facilitator and ask to confirm that you are entered into the Track Endorsements system.

Once you are entered into the system, if you still are not able to log on to the application, the most likely reason is that;

2. Your password has expired. Even though you are able to use your password to log on to your school-issued device at home, your password can still be expired on the school’s network.

- Contact Technology at 913-780-7020.

Once logged on, you will see your name in the Welcome message and the Logo for your Academy. To submit an eHours request, click on the “eHours” link in the black bar at top left.



This is your eHours progress page. The row of eight boxes at the top represent the eight semesters you will be in high school. They will be highlighted in bright green to show which semester you are currently in. As you submit requests they will appear under the “Pending” heading. As your Facilitator Returns, Accepts, or Denies your requests, they will appear under the appropriate heading. Accepted eHours will also be represented in the top section by a bright green highlight that increases to the right as you add more eHours.

