



Parkland School District Home Access Center

How to Login & Introduction

For Technical & Password help – contact hac@parklandsd.org

Home Access Center Account Information

- A user name and password from Parkland School District is required to login to HAC.
- Instructions on creating accounts in HAC are emailed once per year for current Parkland families or at registration for new families.
- Both guardians will receive separate logon information for HAC. The guardian account has more functionality than a student account as it allows the guardian to update the guardian email addresses and phone information. Guardians with valid email addresses can also sign up for class work and attendance alerts. The guardian account also allows access to all your students with one login.
- Secondary students have individual student accounts with less functionality.

The site can be accessed from
<http://www.parklandsd.org/HAC> or
from PSD Homepage



HAC

You can also type the URL directly in your browser: <http://pldhomeaccess.spihost.com>

Register for HAC

- IF YOU CURRENTLY HAVE A HAC ACCOUNT, PLEASE CONTINUE TO THE NEXT PAGE.
- IF YOU NEED TO CREATE A HAC ACCOUNT PLEASE FOLLOW THE INSTRUCTIONS BELOW

1. Click the link called **Click Here to Register for HAC**
2. Enter your first and last name, city, and zip code
3. An email will be sent which contains a registration link, an access code and further instructions.

User Name

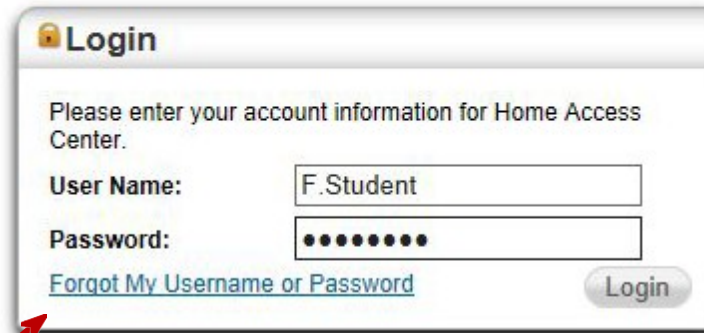
Password

[Forgot My User Name or Password](#)

[Click Here to Register for HAC](#)

The Login Screen

This is the login screen.
Enter the User Name and Password
HAC access is assigned to each Guardian
The username and password are case-sensitive.



- Use the *Forgot My Username or Password* link, if necessary. This option is only available after an initial login has been performed and a Challenge question created. You will receive an email at a later time with information and a link which will redirect you to a new screen.
- You will be required to enter the answer to your challenge question and then will be able to update your password and continue in Home Access Center. If you have not previously defined challenge questions for Home Access Center, you need to contact your school district to reset your password.

The Challenge Question

After you login, you will be required to create one challenge question. This will be used as a security measure in the event you forget your login or password.

Compose 1 challenge questions and provide appropriate answers

Questions	Answers
<input type="text"/>	<input type="text"/>

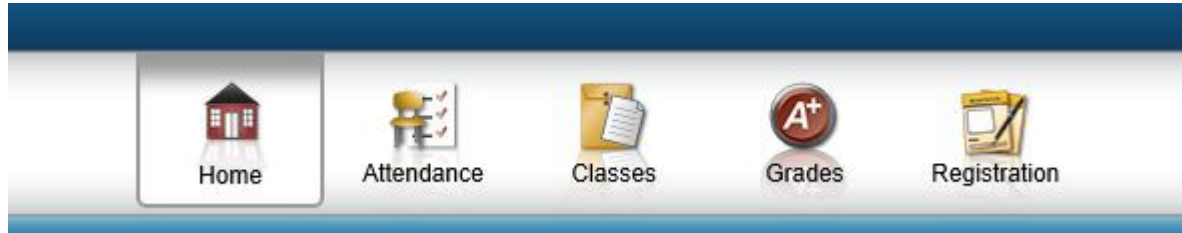
Continue

For security purposes, enter a question and response for items only you would know. An example of a security question is “What was my father’s middle name?” or “What was the name of my first pet?”.

NOTE: The *Forgot My Username or Password* link on the login page will not work until the challenge question is created.

HOME ACCESS CENTER MENU

At the top of the screen there are 5 menu items, Home, Attendance, Classes, Grades and Registration.



- The first page that opens is the Registration Page
- If you have multiple students, the page of the oldest student opens first.
- To view the account(s) of your other students, click the Change Student button on the top right of your screen.



The Registration Page

REGISTRATION - This is the first screen that opens after you log in.



Displays a student's basic demographic information, homeroom, team, counselor, and **bus assignment**. Parent/Guardian and Emergency contact information displays. **Phone Numbers and emails may be edited on this screen.**



Home

Attendance

Registration

Demographic

Student Name: STUDENT, PARKLAND Birth Date: 1/1/2000 House/Team: Counselor:	Building: Ironton Elementary School Gender: Female Calendar: Regular Calendar Homeroom:	Grade: 09 Language: Homeroom Teacher:
--	--	---

Emergency

Doctor: Phone: Ext: Hospital:	Insurance: Group: ID: Subscriber:
-------------------------------------	--

Transportation

To School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Bus	100			08:30 AM	Main St	

From School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, W, F	Bus	40F			02:30 PM	Sunshine Daycare	
M, W, F	Bus	100			04:20 PM	Main ST	

Contacts

Student		Edit
Student Mailing Address PARKLAND STUDENT	Student Address PARKLAND STUDENT	
Email: parklandstu@parklandsd.net	Email: parklandstu@parklandsd.net	
Guardian		
Guardian PARENT STUDENT		
Email: myemail@google.com Home Phone: (555) 555-5555		

Click EDIT to change email or phone number

The Home Page

HOME - Information appears in a "Week View".

Week View



Displays a student's attendance, scheduling, and assignment information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing details on individual courses and emailing teachers.

Change Student

Week View Calendar

Monday June 09, 2014 - Friday June 13, 2014 Today View Full Schedule

Class	Current Average	Monday 06/09 Day: 4	Tuesday 06/10 Day: 5	Wednesday 06/11 Day: 6	Thursday 06/12 Day: 2
Env Science AP <small>455 - 2) Per: 1 Ashenfelter, Duane</small>	100.00				
Phys Ed 12 <small>043 - 13) Per: 1 Haines, Louise</small>					
Env Science AP <small>455 - 2) Per: 2 Ashenfelter, Duane</small>					
Phys Ed 12 <small>043 - 13) Per: 2 Haines, Louise</small>					
English 4 AP <small>110 - 1) Per: 3 Heidecker, Keri</small>					
Lunch Spring <small>15 - 1) Per: 4 STAFF</small>					
Calculus <small>342 - 4) Per: 5 Sanner, Melodie</small>	77.00				
Government AP <small>271 - 1) Per: 6 Himes, Jodi</small>	75.56				
Spanish 5 <small>855 - 1) Per: 7 Cohen, Paulina</small>					
Economics GHP <small>741 - 4) Per: 8 Stewart, Jill, Anne</small>	96.00				

Click the teacher's name to email the teacher.

Click the course name for details on individual courses.

Click "View Full Schedule" to view the schedule for the school year.

The Calendar Tab on the Home Page


The Calendar Tab shows a month-view of the student's attendance, scheduling, assignments at the secondary level, and class activities and events. Change to the calendar tab view by clicking on the *Calendar tab*.

Hovering over any calendar entry displays the details of that entry.

The screenshot displays a web-based calendar interface for February 2014. At the top, a navigation bar contains a 'View' button and a 'Calendar' button, with the latter circled in red. Below this is a filter sidebar on the left with sections for 'Filters', 'Calendars', and 'Values'. The main calendar grid shows days from Monday to Thursday. A tooltip is displayed over a quiz entry on Tuesday, February 4th, providing details such as 'Type: Assignment Course', 'Title: Quiz - Section 3.4', 'Category: Quizzes', 'Due Date: 02/04/2014', 'Max Points: 20', 'Can Be Dropped: Y', 'Extra Credit: N', and 'Has attachments: N'.

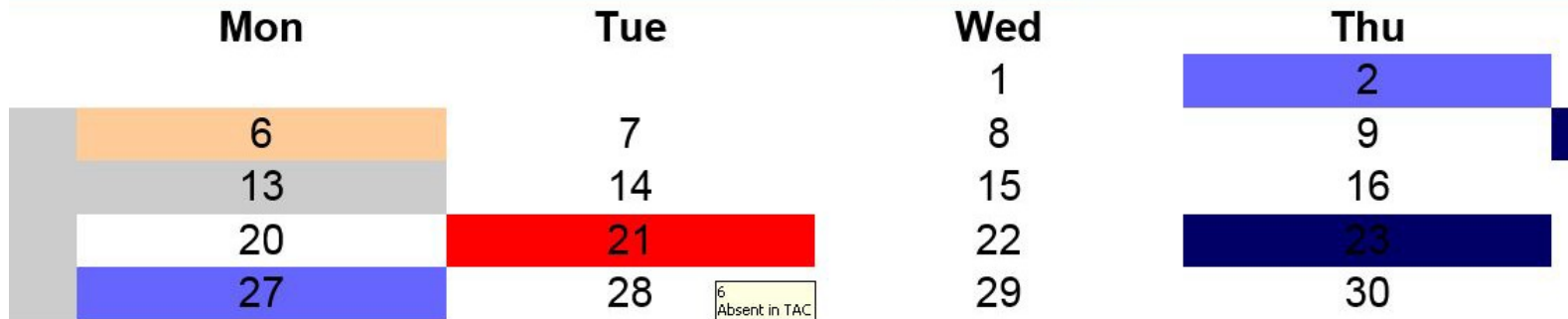
Filters	Mon	Tue	Wed	Thu
<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Events	26	27	28	29
<input checked="" type="checkbox"/> Activity <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Competency <input checked="" type="checkbox"/> Homeroom				
<input checked="" type="checkbox"/> All				
Course <input checked="" type="checkbox"/> Grad Project (9000-1) <input checked="" type="checkbox"/> Government AP (270-1) <input checked="" type="checkbox"/> Spanish 5 (555-1) <input checked="" type="checkbox"/> Study Hall (SH91-27) <input checked="" type="checkbox"/> Calculus (342-4) <input checked="" type="checkbox"/> Homeroom 12 (HR12-23) <input checked="" type="checkbox"/> Study Hall (SH93-40)	2	3 Quiz - Section 3.4 (342-4)	4	5 Interest Group Project (270-1) Derivatives Worksheet (342-4)

Attendance Screen

Attendance	
Month View 	Displays a month-view of the student's attendance that can be toggled to access all months within the current school year.

for my student

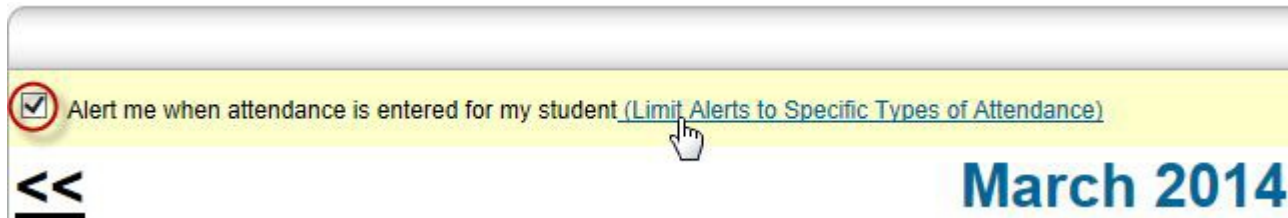
October 2014



- | | |
|---|--|
|  Alternate Learning Ctr |  Appointment Leave |
|  Educational Trip |  Emergency Permit |
|  Expulsion |  Family Activity |
|  Homebound |  In School Suspension |
|  Main Office |  Medical Absence |
|  Parkland Behavioral Strategies Program (PBSP) |  Permanent Pass |
|  Tardy Excused |  Tardy to Class |
|  Unlawful |  Visual/Performing Arts |

- A color legend identifies the type of attendance displayed. Place the mouse pointer over a day to view more detailed information on absences and tardies.
- To navigate from month to month in the current school year, use the arrows at the top left and right of the calendar. << >>

Attendance Alerts



Click the checkbox for attendance Alerts to receive notifications of absences.

A guardian email address must be on file in order to receive Alerts!

To select the types of attendance to receive alerts for, click the "Limit Alerts..." link. In the Attendance Alerts window, check the boxes for the attendance of interest to you, then click Save.

Alerts are emailed to the address in the Guardian email field.

Attendance alerts will be sent on a **Friday** evening for the **preceding week**.

Classes

Classes – Two views are available, Classwork and Schedule. Click the tabs on the top left of the page to toggle between views.	
Classwork	Displays course assignments, including the dates assigned, due dates, categories, and scores for the Gradebook assignments available in a class. The scores only appear if they have been published by the teacher.
Schedule	Displays the student's schedule for the entire year. Links are provided for viewing detailed course information and sending emails to teachers.

****Two views are available: Quick View and Full View. Click the Full View toggle button to view all Information such as class assignments and student average.

The screenshot shows the 'Classwork' tab selected. At the top right, there are buttons for 'Collapse All', 'Full View', and 'Refresh View'. Below these are filters for 'View Classwork for Report Card Run 3' and 'Show (All Classes) Order by Class'. A yellow alert bar is present. The main content shows three class links: '043 - 13 Phys Ed 12', '140 - 1 English 4 AP', and '241 - 4 Economics GHP (Last Updated: 2/10/2014)'. Below the class link is a table of assignments:

Date Due	Date Assigned	Assignment	Category	Score	Total Points
02/07/2014		Chapter 1 Quiz	Quizzes	14.00	20.00
01/29/2014		Participation in Daily Class Discussions	Class Participation		50.00
01/29/2014		weekly homework assignments	Homework	100.0	100.00

The screen view can be changed to view by class or by assignment due dates. In the Order by field, select Date Due or Class. Click Refresh View.

This close-up shows the 'Order by' dropdown menu open, with 'Class' selected. The 'Date Due' option is also visible. A 'Show All Items' button is located to the right of the dropdown.

Classes

Classwork Schedule

View Classwork for Report Card Run 3 Refresh View

Show (All Classes) Order by Class

Alert me if my student receives an assignment average below % or above %.

[043 - 13 Phys Ed 12](#)

[140 - 1 English 4 AP](#)

[241 - 4 Economics GHP](#) (Last Updated: 2/10/2014)

Date Due	Date Assigned	Assignment	Category	Score	Total Points
02/07/2014		Chapter 1 Quiz	Quizzes	14.00	20.00
01/29/2014		Participation in Daily Class Discussions	Class Participation		50.00
01/29/2014		weekly homework assignments	Homework	100.0	100.00

[070 - 4 Computer AP](#)

View course detail

- Click the link in the course header for the course you want to view.
- The pop-up displays the course code, name, building, department, teacher, room, periods, days, and marking periods.
- The link only displays if you have selected to order assignments by Class.

View course attachments

- Click the link in the course header for the course you want to view.
- The pop-up includes a link to any attachments the teacher may have added for the course.

View assignment detail

- Click the assignment link for the assignment you want to view.
 - The pop-up displays the course, assignment description, category, date assigned, date due, points, weight, and extra credit information for the assignment.
- In addition, this pop-up includes any attachments the teacher may have added for the assignment and the rubric used to grade the assignment, if appropriate.

Classes – Classwork Alert (secondary schools only)

- Checkmark the box and enter the criteria for your classwork alerts.
- Classwork alerts are sent to the Guardian email address on file based on the threshold you assign (i.e. assignment average below an 80%).
- Alert emails will be sent out on a Sunday evening for the preceding week.

Home Attendance **Classes** Grades

Classwork Schedule

View Classwork for Report Card Run 2

Show (All Classes) Order by Class

Alert me if my student receives an assignment average below 80 % or above %.

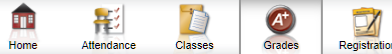
0305 - 10 English 9 Honors (Last Updated: 4/4/2014)

Grades

Report Cards



- Displays information from the student's most recent report card run. The page lists marks, comments, and absences related to the student's courses or competencies. If comments were entered for the student, a comment legend appears below the report card information. In addition, you can select to view any previous report card run for the current year.
- To view or print a copy of the student report card, click the print button



Report Card Test Scores

Report Card For Reporting Period 3

Print

View the Report Card for Reporting Period 3

Course	Description	Period	Teacher	Room	Alt. Credit	Em. Credit	MP1	MP2	MP3	MP4	MP5	MP6	FIN	COM1	COM2	COM3	COM4	COM5
408G - 5	Science GHP	1	Mr. Scott Bauer	D220	0.0000	0.0000	A	A-	A+					026	034	044		
718 - 2	Art	2	Ms. Griffin	A207	0.0000	0.0000	A+						A					
908 - 8	Technology Education	2	Mr. Dravuschak	C116	0.0000	0.0000		A+					A					
538 - 2	Spanish I	3	Miss Yonosh	D210	0.0000	0.0000	A+	A+	A					028	092			
208G - 4	Social Studies GHP	4B - 4C	Mr. Eakins	D217	0.0000	0.0000		A	A					026	018			
338 - 6	Algebra II	5	Mr. Hallman	D219	0.0000	0.0000	A+	A	A-					002	034			
108G - 7	Lang Arts GHP	7	Mrs. Yazulian-Wehr	D218	0.0000	0.0000	A	A+	A					004	026			

Total Earned Credit: 0.0000

Comment Legend

Comment	Description
002	Meets course expectations
004	Displays a strong understanding of course material
018	Performs well on quizzes
026	Completes all assignments
028	Completes assignments on time
034	Displays consistent effort
044	Demonstrates commendable work ethic
092	Works cooperatively in groups

Student Support

Student Support - The Special Needs page provides access to your student's IEP (Individualized Education Plan) documents.

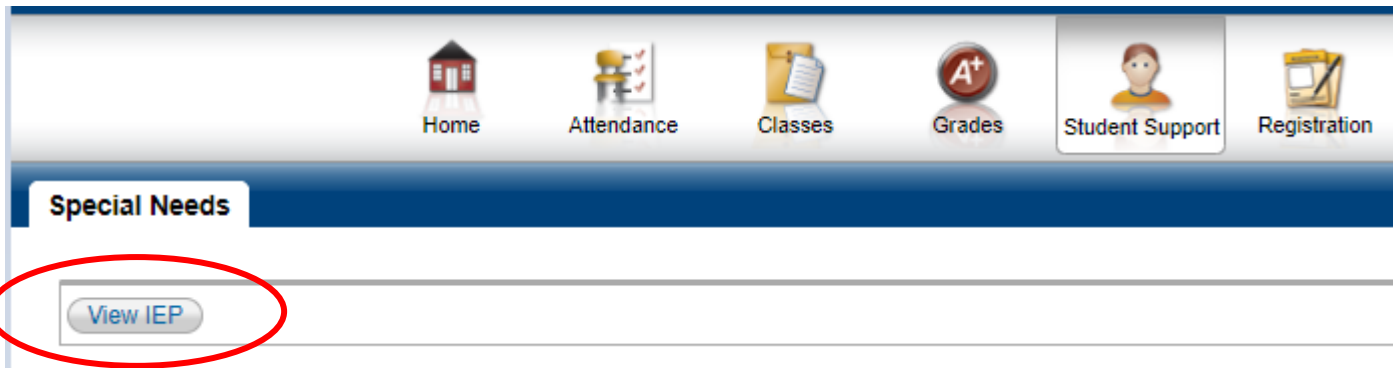
Special Needs



The Special Needs page displays the following buttons for accessing your student's IEP information.

- View IEP

Your student's progress report is included within the IEP.

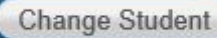


The screenshot shows a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. Below this is a 'Special Needs' section with a 'View IEP' button circled in red.

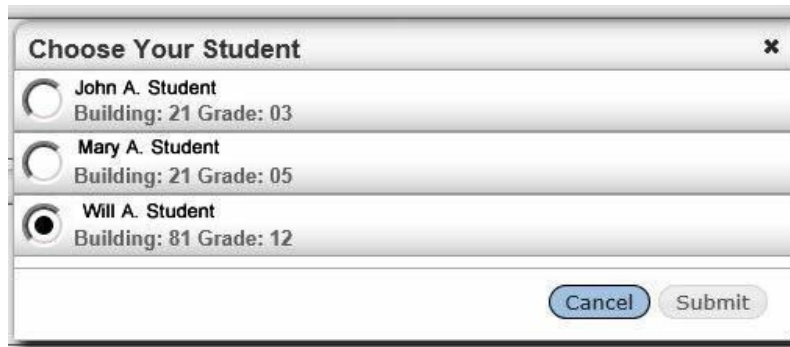
View Another Student

If you are a guardian for multiple students, you can quickly change the student you are viewing.

In the Home Access Center banner, click **Change Student**.

A blue button with rounded corners and a white border, containing the text "Change Student" in white.

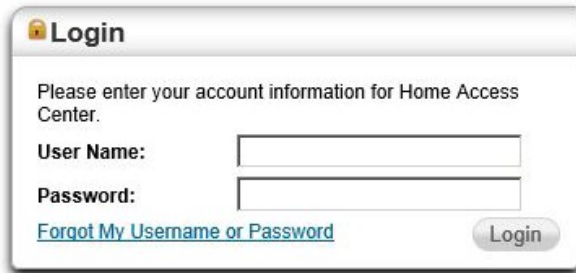
On the Choose Your Student pop-up, select the student to display.

A pop-up window titled "Choose Your Student" with a close button (x) in the top right corner. It contains three radio button options, each with a name and location/grade information. The first option is "John A. Student" with "Building: 21 Grade: 03". The second is "Mary A. Student" with "Building: 21 Grade: 05". The third is "Will A. Student" with "Building: 81 Grade: 12", and this option is selected. At the bottom right, there are two buttons: "Cancel" and "Submit".

Choose Your Student	
<input type="radio"/>	John A. Student Building: 21 Grade: 03
<input type="radio"/>	Mary A. Student Building: 21 Grade: 05
<input checked="" type="radio"/>	Will A. Student Building: 81 Grade: 12
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

- Click **Submit**.

If you **forget your username or password**, click the link on the login page and enter either your username or your email address then Submit.



The image shows a login form titled "Login" with a lock icon. Below the title, it says "Please enter your account information for Home Access Center." There are two input fields: "User Name:" and "Password:". Below the "User Name:" field is a blue link that says "Forgot My Username or Password". To the right of the "Password:" field is a "Login" button.

- You will receive an email at a later time with information and a link which will redirect you to a new screen.
- You will be required to enter the answer to your challenge question and then will be able to update your password and continue in Home Access Center. If you have not previously defined challenge questions for Home Access Center, you need to contact your school district to reset your password.

For questions and technical help, email hac@parklandsd.org

Browser Support

Home Access Center is supported in the following browser versions:

- Internet Explorer - 11 (not in compatibility view)
- Microsoft Edge
- Firefox - current release plus four prior versions
- Safari - current release plus one prior version
- Chrome - current release plus four prior versions