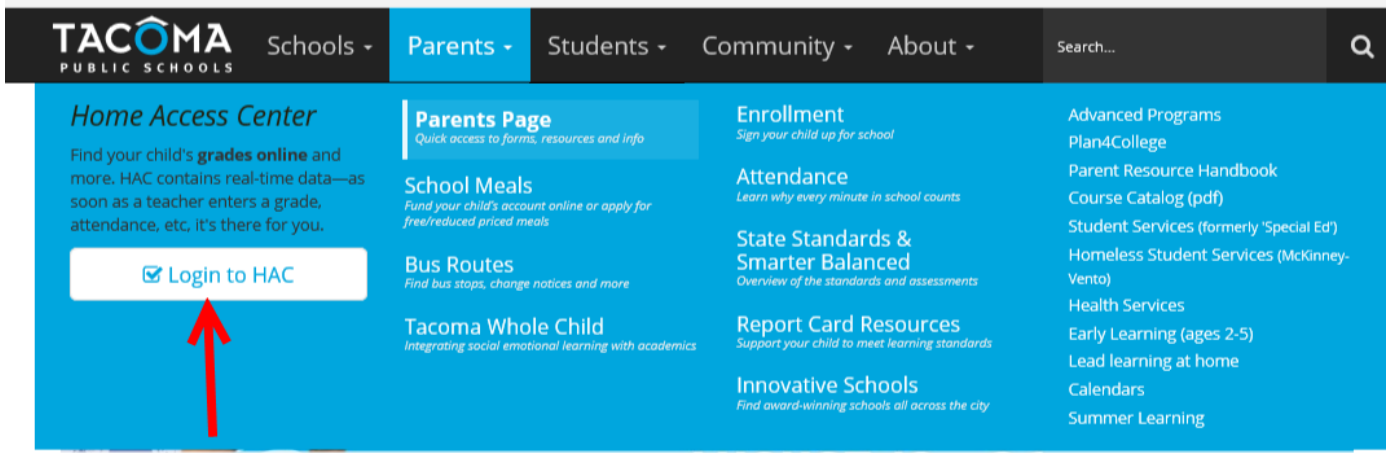
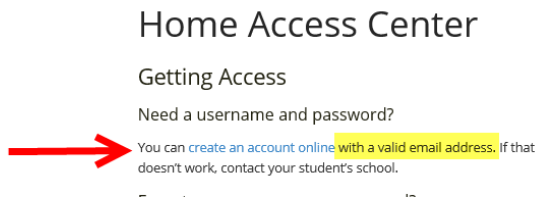


In order for parents and students to self-register for a Home Access Center account, the school must have a current email and home address on file in the district’s student information system. If you have questions about self-registration, please contact your school.

1. Go to the Tacoma Public Schools website: <http://www.tacomaschools.org>
2. Click Parents or Students, then click Login to HAC



3. Select “Create an account online” hyperlink. (Please note: you must have a valid email on file. Please contact your school if you have not provided this. Students auto populate with the school email.)



4. Enter your information in the fields and click Register

**Home Access Center User Registration**

First Name:\*

Last Name:\*

City:\*

Zip Code:\*

5. Enter a User Name, and two Challenge Questions. Click Finish

**Home Access Center User Registration**

Please enter the username you wish to use when logging in to Home Access Center. A password will be automatically generated for you and sent to the email address the district has on record.

Username:  ←

Compose 2 challenge questions and provide appropriate answers

Questions	Answers
Favorite Color	Blue ←
Favorite Animal	Duck ←

**Terms of Use**

All users of Home Access Center are responsible for ensuring that the username and password are secure at all times. We encourage you to periodically change your password; and change it immediately if you feel your password has been compromised. This can be done online in Home Access Center by clicking on the "My Profile" link in the left side menu.

**Privacy Policy**

The Tacoma School District is committed to protecting the privacy of students and guardians. All web transactions are automatically protected by Secure Sockets Layer (SSL) encryption. We collect, store and use the guardian and/or the student data that is accessed through the Home Access Center in a manner that is compliant with FERPA and Board Policy 3231 and 3231R.

6. You will receive a Confirmation Message, directing you to check your email.

**Home Access Center User Registration**

You have registered Home Access Center with Tacoma Public Schools, providing grades online and other real-time information. Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

7. Open the email from: [hacadmin@tacoma.k12.wa.us](mailto:hacadmin@tacoma.k12.wa.us) with a Subject of: Home Access Center Registration. Click: Create your Home Access Center password

From: hacadmin@tacoma.k12.wa.us Sent: Tue 8/13/2013 12:39 PM

To:

Cc:

Subject: Home Access Center Registration

Dear Mary Mouse,

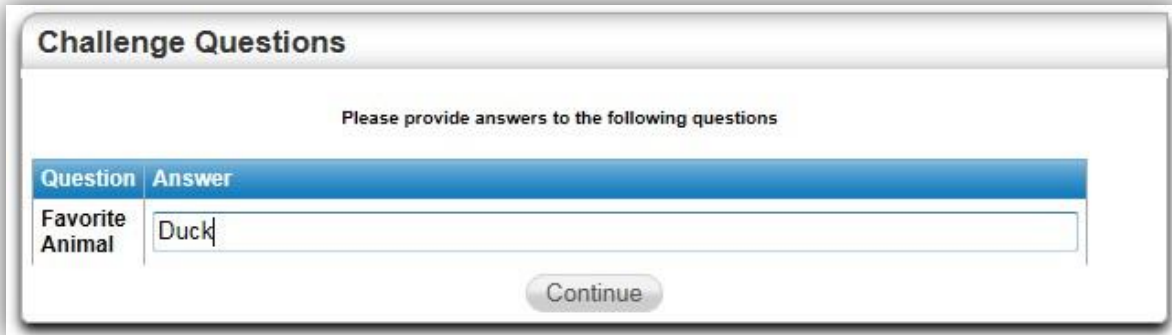
You have registered Home Access Center with Tacoma Public Schools, providing grades online and other real-time information.

To create your password, click the link below:

[Create your Home Access Center password](#) ←

This request was made on 8/13/2013 12:38:50 PM.

9. For verification, answer the Challenge Question and click Continue.



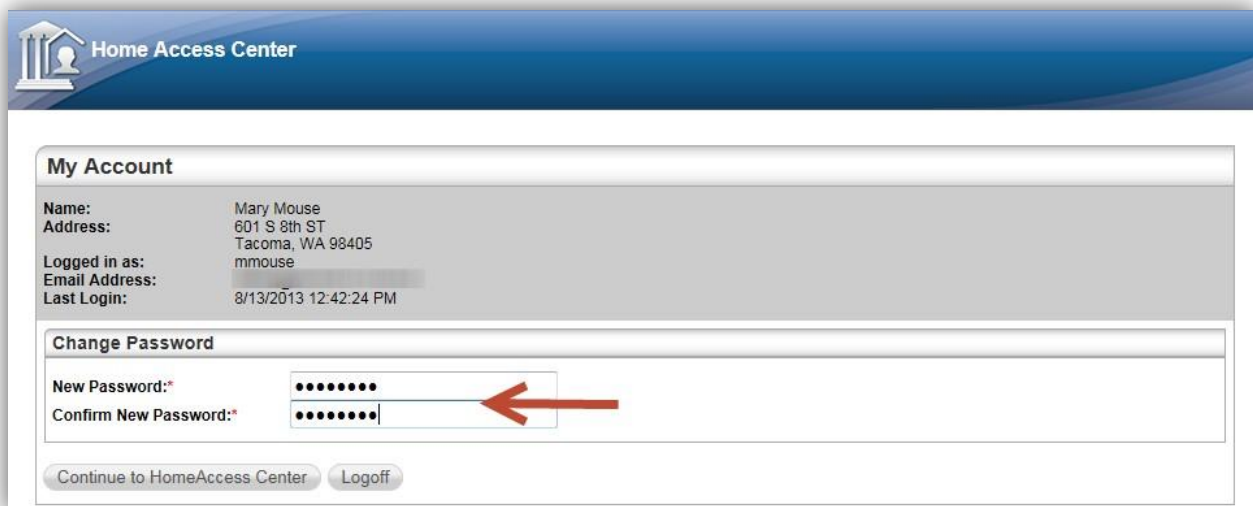
**Challenge Questions**

Please provide answers to the following questions

Question	Answer
Favorite Animal	Duck

Continue

10. Enter your New Password and Confirm New Password. Click Continue to Home Access Center.



**Home Access Center**

**My Account**

Name: Mary Mouse  
Address: 601 S 8th ST  
Tacoma, WA 98405  
Logged in as: mmouse  
Email Address: [redacted]  
Last Login: 8/13/2013 12:42:24 PM

**Change Password**

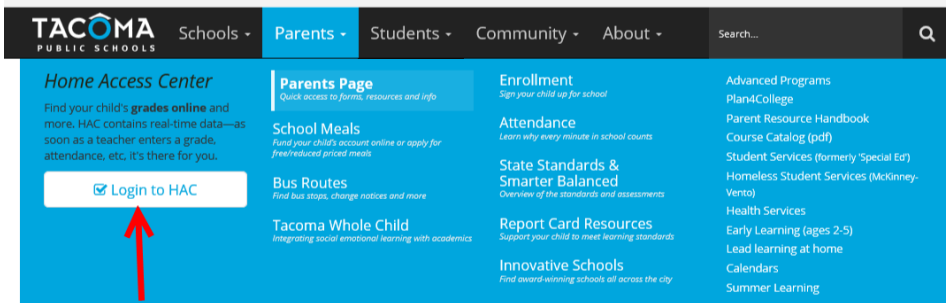
New Password:\* [password field] ←

Confirm New Password:\* [password field] ←

Continue to HomeAccess Center Logoff

**Forgot Password:** If you have registered for HAC previously, but forgot your password go to <http://www.tacomaschools.org>

1. Click on Parents or Students.



2. Select "Login recovery page".

## Home Access Center

### Getting Access

#### Need a username and password?

You can [create an account online](#) with a valid email address. If that doesn't work, contact your student's school.

#### Forgot your username or password?



If you have forgotten your username or password, follow the prompts and questions on the [login recovery page](#). If that doesn't work, contact your student's school.

3. Select email and enter your email address.
4. You will receive an email from [hacadmin@tacoma.k12.wa.us](mailto:hacadmin@tacoma.k12.wa.us)
5. Follow the link in the email to reset your password.
6. If you have any issues, please contact your school.