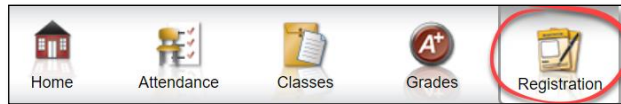


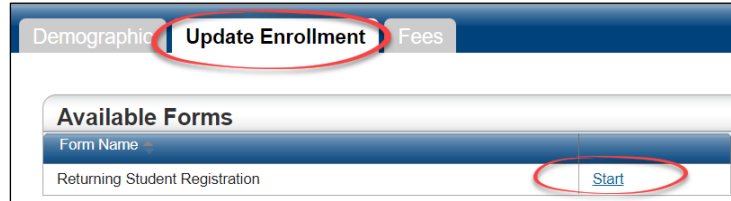
UPDATING ENROLLMENT FORMS IN HAC

1. Go to <https://hac.centerville.k12.oh.us> and log into the Home Access Center using your Parent account username and password.

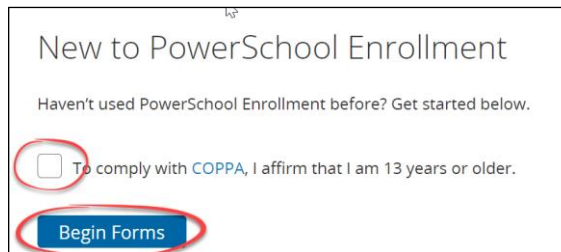
2. Select the **Registration** icon:



3. Select the **Update Enrollment** tab, then click **Start**:



4. To access the online forms, **click the box to comply with COPPA regulations**, then click **Begin Forms**:



5. You will be taken through a series of forms, some of which will be populated with your student's data:

- Fields in grey are display only and cannot be changed.
- Fields in RED are required and must be entered/answered.
- Fields that are not required only need to be updated if the information is incorrect or missing.
- REMINDER: Address changes to students will require proof of residency documentation, which can be uploaded on the Document Upload page.

6. After you've completed all of the pages, a Summary page will display.

7. The status for all pages must be a **GREEN** checkmark before you can submit. If any status flags are **RED**, you can click on the status flag for the specific page or click **Find Invalid Fields** to correct the missing/invalid data. After correcting the data, return to the Summary page.

| PAGE | STATUS |
|-----------------|--------|
| Student | RED |
| Family | RED |
| Emergency | RED |
| Priority | RED |
| Health | RED |
| Transportation | RED |
| Agreements | RED |
| Document Upload | GREEN |
| Signature | RED |

Find Invalid Fields (with red arrow pointing to the button)

Previous Submit

8. When all flags are **GREEN**, click **Submit**. A confirmation screen will display.

WARNING: DON'T FORGET TO CLICK THE "SAVE & SIGN OUT" BUTTON WHEN FINISHED, ESPECIALLY WHEN USING A PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.

Save & Sign Out can be found by clicking the circular button with your initials on the top right of the screen.