Using Home Access Center

Home Access Center (HAC) is a browser-based student information system that allows you to view student registration, report card, attendance, discipline, transcript, next year course requests, classwork, and scheduling information as it is entered in the school district's database.

Home Access Center Menu

The menu options in the Home Access Center banner provide access to HAC's main pages. Clicking an icon displays a page with related tabs, each of which is a self-contained page of information on your student. For example, the  Grades option displays a page with tabs on Report Cards and other information associated with grading. Clicking a tab displays the page indicated. Most HAC pages also include links that when selected, display a window with additional details.

The following pages can be accessed using the menu options in the HAC banner.

 **Home**	
Week View	Displays a student's attendance, scheduling, assignment, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing scores and other details on individual courses and assignments, accessing student fee information, and emailing teachers.
Calendar	Displays a month-view of the student's attendance, scheduling, assignment, and discipline information. Checkboxes are provided for configuring the type of information that displays, while buttons are included for changing the calendar to a daily or week view. Previous and future months can also be displayed.
 **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. 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. You are able to sign up for email alerts when attendance is entered for your student.
 **Classes**	
Classwork	Displays course assignments, including dates, categories, possible points, and scores for the Gradebook assignments available in a class. When assignments are ordered by class, class average information is shown below the student's list of assignments. Teachers can select whether an assignment and its score should be published for HAC. However, scores for unpublished assignments are included in the student's averages for a course.

Schedule	Displays the student's schedule for the entire year. The list of requests for the next school year are displayed in a separate section at the bottom of the page once next year scheduling begins. Links are provided to view detailed course information and to send emails to teachers.
Requests	At the beginning of registration, students and parents may enter course requests for the next school year. At the bottom of the REQUESTS page, GRADUATION SUBJECT AREA REQUIREMENT information is available by clicking the plus sign. To assist you in choosing next year courses, you can view required courses, completed courses, scheduled credits and needed credits.

 **Grades**	
Report Cards	Displays information from the student's most recent report card run. The page lists marks and comments related to the student's courses or competencies. Additional information can include the sum of earned credits for the report card run, honor roll messages, etc. If comments were entered for the student, a comment legend appears below the report card information. The PRINT icon in the upper right hand corner of this page displays the traditional view of the student report card. Marking period and exam marks, GPA, and attendance information is found here also.
Transcript	Displays high school transcript information including sum of credits for each year, GPA for each year, and the overall GPA and class rank.
Test Scores	All assessment scores are available here (for example: OAT, AIR, KRAL, PARCC)
 **Student Support**	
Discipline	Displays all discipline incidents involving the student. The information includes the type of incident, category, location, date and time, and the student's role, such as offender, victim, or witness. Additional information on the incident can be viewed by clicking a link to display a popup window.
Success Plan	If your student is on a Success Plan for attendance, Success Plan information is available here.

Registration

Demographic	Displays the student's basic demographic information, including date of birth, gender, grade, building, house/team, and counselor. Additional information may also display, such as contact information, student and guardian addresses and phone numbers, etc.
Fees	Allows view of student fees and balances. The payment information shown is generated in eSchoolPLUS.

User Options



View another student

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

1. In the Home Access Center banner, click **Change Student**.
2. On the Choose Your Student pop-up, select the student to d
3. Click **Submit**.

My Alerts	Allows guardians and students to subscribe to alerts for sending emails on attendance, discipline, course averages, classwork, etc.
My Account	Allows guardians and students to change their HAC passwords and manage the challenge questions that are asked when users forget their passwords.
Logoff	Closes the current HAC session, and returns you to the Log On page.
Change Student	Allows guardians who have two or more students to display a pop-up window for selecting another student.

Home – Week View Page

The Week View page displays the following information for your student:

- Scheduling
- Assignments
- Course Averages
- Attendance
- Discipline Incidents

You can view information for the current week, as well as previous and future weeks in the current school year. In addition, you can use the page's links to access detailed information on these records.

To display the Week View page, click **Home** on the HAC menu.

View class schedules

- To view your student's class schedule for a specific day of the week, click the day's link above its column. For example, to display Monday's classes on the Schedule window, click Monday. The window lists periods, times, courses, teachers, and rooms.
- To view your student's complete schedule, click **View Full Schedule** to display the Schedule page..

View other weeks

- To display the week view for other weeks, use the  arrows to navigate forward or backward a week at a time. To return to the current week, click **Today**.

Display course work for the current average

- To display assignments and scores associated with an average, click the average's link.

Display detail for assignments

- To view additional details on an assignment, click its description link to display the window. The window lists the course, assignment, category, dates, total points, weight, extra credit, and description. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information.

Display detail for discipline alerts

- If a discipline incident involving your student is recorded during the current week, an alert link displays at the top left of the page. To view details on the incident, click the link to display the Discipline page. Look for incidents that occurred in the current week, then click the appropriate Incident link to display the Discipline Incident Detail window.

Display fee balances

- To display HAC's Fees page, click the Fee Balance link at the top right of the page. The Fees page lists transaction dates, fee descriptions and amounts, payments/refunds/credits, fee balances, and the student's total balance due.

Send an email to a course's teacher

- To send an email to a teacher, click the teacher's name in the class column, if the name appears as a link. Your email window displays with the teacher's address inserted in the To box. If you use web email, you can right-click the teacher’s name link to view the teacher’s email address. Enter or copy and paste the address to a new email.

Home – Calendar Page

The Calendar page provides a month view of the following information on your student:

- Class Assignments
- Class Events

To display the Calendar page, click **Home** on the HAC menu, then click the **Calendar** tab.

Customize calendar information

- To hide or display the Filter pane, click the Filter icon.
- To include or exclude information on the calendar, check or uncheck the appropriate boxes in the Filter pane on the left.
- To collapse the pane's Filters, Calendars, or Values section, click the section's down symbol. To expand a collapsed section, click the section's up symbol.

Change calendar views

- To display other months, use the arrows to navigate forward or backward a month at a time.
- To display the week view for the current week, click **Week**. To display other weeks in the calendar's week view, use the arrows to navigate forward or backward a week at a time.
- To display the day view for the current day, click **Day**. To display other days, use the arrows to navigate forward or backward a day at a time
- To return to the current month, week, or day in the above views, click **Today**.

Attendance Month View Page

The Attendance Month View page enables you to view your student's attendance during any month in the current school year. If your student was absent or tardy on a date, the day will display with a colored background. The Color Legend below the month indicates the type of attendance each color represents.

To display the Month View page, click **Attendance** on the HAC menu.

Change months

- To navigate from month to month in the current school year, use the << >> arrows at the top left and right of the calendar.

View attendance details

- To view details for a date when your student was absent or tardy, move your pointer over the day. A tooltip displays the type of attendance entered by the office or teacher for the periods affected.

Subscribe to attendance email alerts

- To subscribe to email alerts on attendance, check the "Alert me..." box above the month.
- 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**.
  If you do not select the types of attendance, you will receive alerts for all attendance regarding your student.

Classes – Schedule Page

The Schedule page displays your student's schedule for the current school year. Classes that your student has dropped display at the bottom of the list with a Dropped status. This page also displays a list

of the course requests for the next school year. To display the Schedule page, click **Classes** on the HAC menu, then click the **Schedule** tab.

Display a list of next year requests

Use the Schedule page to display and print a list of the courses requested for the next year. To access this page from the Career Plan page, click the Schedule tab. The student's next year requests display below the student's schedule for this year.

Classes - Classwork Page

Use the Classwork page to view your student's assignments as they relate to either courses or competencies, depending on your display settings. This page only includes assignments and scores that teachers have selected to publish.

To display the Classwork page for courses (default view), click **Classes** on the HAC menu.

Quick View versus Full View

Two views have been provided for assignments. You can switch your view by clicking the appropriate button:

- **Quick View** - Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.
- **Full View** - Displays additional fields related to averaging assignment scores so you can see more detail about your student's average for the class.

View assignments by class

1. If you have an option to select Course or Competency Groups, select Course.
2. Enter selections in the following fields: Report Card Run, Show, and Order by.
3. Click **Refresh View**.
4. If needed, select a Marking Period, then click **Continue**.

View assignments by due date

1. In the Order by field, select Date Due.
2. Click **Refresh View**.

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 score detail

- Click the assignment link for the assignment you want to view. A window displays the course, assignment description, category, date assigned, due date, points, weight, and extra credit information

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for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information, including the rubric used to grade the assignment. In addition, you can access any attachments the teacher may have added for the assignment.

Subscribe to classwork email alerts

- To subscribe to an email alert based on either the assignment average or class average, check the appropriate "Alert me..." box above the classwork detail.
- To receive alerts for averages below a certain percentage, enter the number (1-150) next to "below." For example, if you want alerts for averages below 70%, enter *70*.
- To receive alerts for averages above a certain percentage, enter the number (1-150) next to "above." For example, if you want alerts for averages above 90%, enter *90*.
  Leaving both fields blank allows you to receive alerts for all courses or assignments, regardless of their averages.

Grades – Report Card Page

The Report Card page displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, credits attempted and earned, rank information, attendance, grades, and comment codes. A grading scale is provided to explain certain marks, while the legend at the bottom of the page provides a key to the comments your student has received. To display the Report Card page, click **Grades** on the HAC menu, then click the **Report Card** tab.

View report card details

- To view additional details on a course, click its description link to display the Home Access Course window.
- If a mark displays as a link, click the link to display the Classwork window. The window lists assignment dates, scores, points for classwork, and classwork average information.

View previous report cards

- To display a report card from an earlier period, select the period in the View the Report Card for Reporting Period field. This field displays only if another report card is available.

Print report cards Subscribe to report card alerts

- To print a copy of the student's report card, click **Print**.
- To subscribe to report card email alerts, check the "Alert me..." box above the course listing. The alerts include courses, grades, credits, teachers' names and comments, and other information from the student's report card.

Grades – Transcript Page

The Transcript page displays your high school student's academic information from the current and previous years, such as courses, credits, grades, and GPAs. The page also displays personal information, including the student's address, phone number, and birth date. You can choose from several views for grouping a transcript's courses, including Year, Term, Subject Area, and Report Card Run.

To display the Transcript page, click **Grades** on the HAC menu, then click the **Transcript** tab.

Student Support – Discipline Page

The Discipline page lists discipline incidents involving your student as an offender, victim, or witness. Incidents are listed from newest to oldest. The Discipline page's Incident and Role columns display links you can click for additional details on an incident. To display the Discipline page, click  **Student Support** on the HAC menu.

Display discipline incidents

- In the View Discipline by Year field:
  To display all incidents from all years, select All Years
  or
  To limit the display of incidents to the current year, select Current Year Only.

View discipline incidents

- To view additional information on an incident, click its Incident link to display the Discipline Incident Detail window.

View discipline incident role details

- To view additional information on your student's role as an offender, victim, or witness, click the incident's Incident Role link to display the appropriate detail window.

Subscribe to discipline email alerts

- To subscribe to email alerts on discipline, check the "Alert me..." box above the list.
  To select the types of discipline incidents you would like to receive alerts for, click the "Limit Alerts..." link. In the Discipline Alerts window, check the boxes for the incidents of interest, then click **Save**. If you do not select any box, you will receive alerts for all incidents involving your student.

Registration – Demographic Page

The Demographic page includes the following sections listing information on your student:

- **Demographic** - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.
- **Contacts** - Student and guardian information, including addresses and phone numbers.

To display the Demographic page, click  **Registration** on the HAC menu.

Update contact information

- To update the Contacts section, click **Edit** at the far right of the Contacts bar**.** Add to or change the email (scroll down for Guardian email), then click **Save**. Please call the school office to make changes to phone numbers.

Registration – Fees Page

The Fees page displays billing and payment information on your student's school-related fees. The page lists individual line items showing each type of fee and its respective balance, as well as the total outstanding balance from all fees.

To display the Student Fees page, click  **Registration** on the HAC menu, then click the **Fees** tab.

Customize the fees display

- To limit or expand the list of fees, use the fields above the list. For example, to display all fees regardless of payments or dates, select --Any Date-- in the Date field, --View All-- in the Payment Status field, and --Any Year-- in the Issued Field.

View details on payments

- To view details on payments, click the **View Payments** button to display the Payment Information window. The window lists payment dates, types, reference numbers, comments, and amounts.

My Alerts

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student. To display this page, move your pointer over your user name in the Home Access Center banner, then select **My Alerts**.

The My Alerts page includes checkboxes for the following types of alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated.

- **Attendance** - Allows email alerts to be sent when absence, tardy, and attendance codes are entered for your student. You can limit the alerts to certain codes. When the Attendance box is checked, its description becomes a link. Click the link to display a window listing the available codes. To receive all alerts, leave the Any box checked. To select individual codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- **Course Average** - Allows email alerts to be sent on your student's course averages. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To enable alerts for all averages regardless of their level, leave the two fields blank.
- **Discipline** - Allows email alerts to be sent when your student is involved in a discipline incident. You can limit the alerts to certain types of incidents. When the box is checked, its description becomes a link. Click the link to display a window listing the available discipline codes. To receive all alerts, leave the Any box checked. To select specific codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- **Classwork** - Allows email alerts to be sent on averages for class assignments. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To display averages for all assignments regardless of their level, leave the two fields blank.

Note: When you leave the My Alerts page, all of your entries are saved automatically.

My Account

Use the My Account option to view your account data. Your account data includes your user name, address, email address, and the last date and time that you accessed Home Access Center. Additionally, you may be able to change your password and enter challenge questions to be used if you forget your username or password. To display this page, move your pointer over your user name in the Home Access Center banner. Then, select **My Account**.

What are challenge questions?

Challenge questions are used to verify your account information if you need to reset your password. The Log On page has a Forgot My Username or Password link. When you click the link, an email including a link to reset your password will be sent to the email address provided to the school district. When you click the link in the email, you will be prompted to answer your challenge questions.

Create challenge questions

The first time you log into HAC, you will be asked to enter challenge questions and answers. You may also be asked to create challenge questions the first time you log in if your school district has just implemented challenge questions.

1. In a Question field, enter the text for the question you want to answer.
2. In the Answer field, enter the text for your answer. If you use any capital letters, they will not be required when you answer a question later, for example, with the name of a pet or school.
3. Repeat steps 1-2 until you have entered all questions and answers. 4. Click **Continue to Home Access Center**.

Change your challenge questions

1. Log on to Home Access Center.
2. Move the pointer over your user name in the banner. Then, click **My Account**.
3. In the Challenge Questions section of the My Account page, make changes to your questions and answers as needed. 4. Click **Update Challenge Questions**.

Change your password

The following procedure describes how to change your password in Home Access Center.

1. Log on to Home Access Center.
2. Move the pointer over your user name in the banner. Then, click **My Account**.
3. In the Change Password section of the My Account page, enter your current password in the Old Password field.
4. In the New Password field, enter your desired password. A black dot displays in place of each character you type. Use a mix of character types - upper and lower case letters, numbers, and symbols. To keep your password secure, do not use something easy to guess, such as your child's nickname or birth date.
5. In the Confirm New Password field, enter your new password again. A black dot will display in place of each character you type.
6. Click **Change Password**. Your password will be updated and the following message displays above the password fields: Your password has been changed successfully.

Forgot your user name or password

The Log On page includes a Forgot My Username or Password link that you can click if you need to reset your password. When you click this link, the Forgot Username or Password page displays, allowing you to request to reset your login information.

To reset your login information, you will be required to answer challenge questions. If you have not previously defined challenge questions for Home Access Center, you need to contact your school district to reset your password.

1. On the Forgot Username or Password page, enter either:
   - Your Home Access Center username, OR
   - The email address you supplied to your school district in your contact information.
2. Click **Submit**.
3. Check your email for a "Reset your Home Access Center password" message from the district. If you do not receive an email, contact your school district.
4. In the Reset your Home Access Center password email, click the Reset your Home Access Center password link.
5. On the Challenge Questions page, answer the challenge questions to restore access to Home Access Center.
6. Click **Continue**.
7. If you answered the challenge question(s) correctly, the My Account page displays. If you do not answer the challenge questions correctly, you may try again or contact your school district for assistance.
   If you also forgot your username, refer to the Logged in as field on the My Account page.
8. In the Change Passwords section of the My Account page, enter the new password for your Home Access Center account login, confirm the new password, then click **Continue to Home Access Center**.
   Recommendation: Use a mix of character types - upper and lower case letters, numbers, and symbols. To keep your password secure, do not use something easy to guess, such as your child's nickname or birth date.