



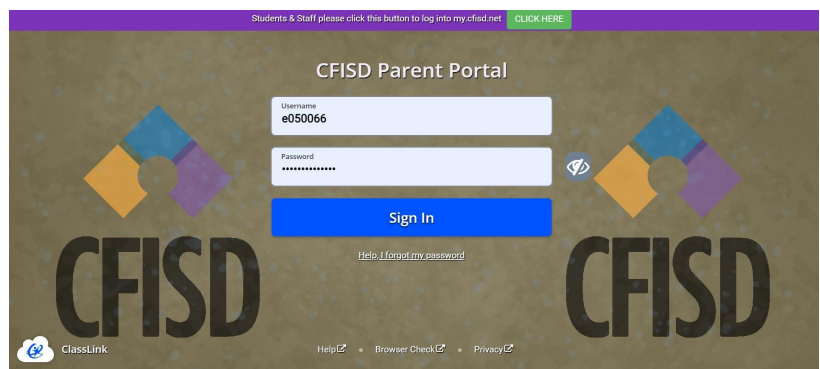
Sprague Middle School Parent Help Guide to Home Access Center (HAC)

<p>CFISD Help Desk 281-897-4357 Hours: Monday - Friday 7 AM - 5 PM</p>	<p>CFISD Home Access Center Help Resources https://www.cfid.net/Page/1850</p> 	<p>How to Use HAC Help Guide Scan the QR code below <i>*Includes instructions for setting grade alerts in Home Access Center*</i></p> 
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HAC Basics - Logging In

1. Start in the Parent Portal. You can access the parent portal at:

<https://launchpad.classlink.com/cfidparents>



2. **If it is your first time logging in:** If you provided an email upon registering your child in CFISD, you received an email from homeaccess@cfisd.net with your login information. Check your junk mail if you do not see it. The first time you sign in, you will be prompted to change the password, set up two-factor authentication, and set up password recovery. **If you cannot find the email, call the CFISD Help Desk at 281-897-4357 to regain access to your login credentials.**

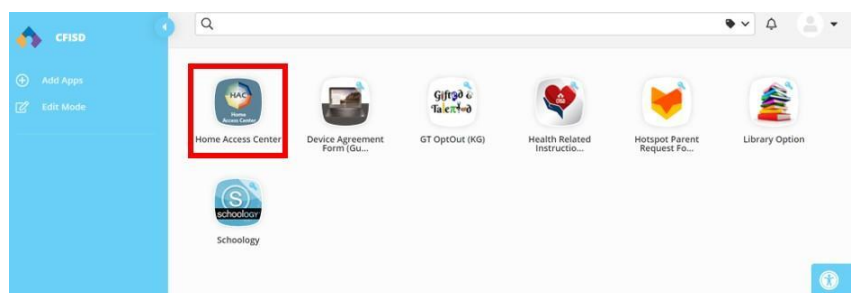
If you did NOT provide an email when registering your child in CFISD schools OR your email address has changed, call your school's Registrar's office to update that information.

3. **If you forgot your password:**

Click on the "Help, I forgot my password" link and follow the prompts to reset your password.



4. Once you have logged into the Parent Portal, you will see a dashboard. Click on the Home Access Center icon to open HAC.



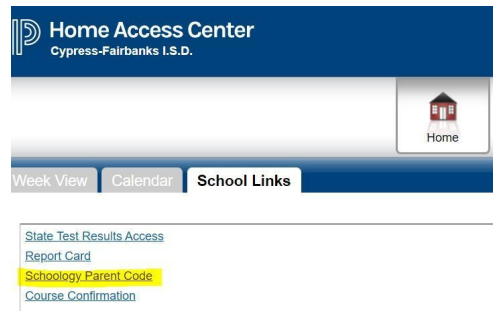
HAC Basics - Navigation

Once you login to HAC, you will see a variety of icons at the top of the home page. Each icon is described below.

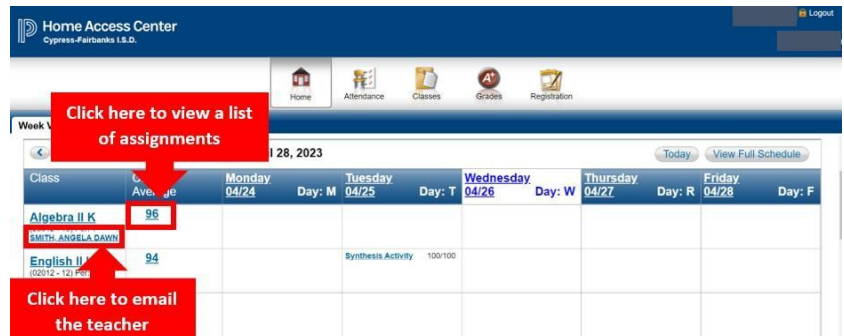


Main page of Home Access Center. Includes:

- Access to calendar and school links in the tabs at the top left
 - You will find your student's **Schoology Parent Codes** under the School Links tab



- A list of your student's classes and their current averages - **click on the numerical average** to see a list of all assignments for the class
- The names of your student's teachers - you can **click on the names to email teachers**



Attendance

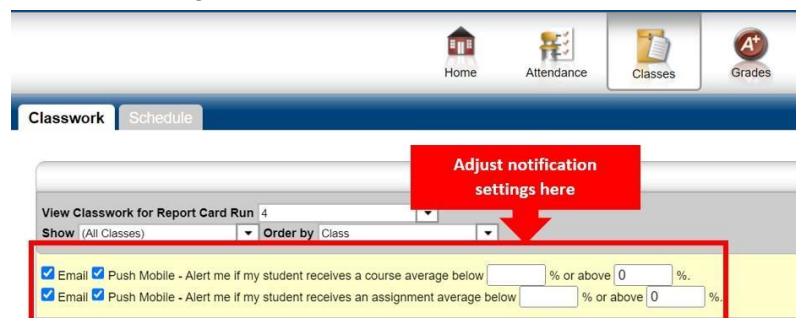
Displays student's attendance by month

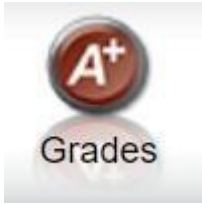


Classes

Allows you to:

- View detailed class averages and assignments
- Set alerts by adjusting the notification settings under the Classwork tab - you can set a grade range for a course and/or assignments





Click on this tab to access:

- Progress Reports (IPR)
- Report Cards
- Transcripts



This tab contains important student information. **Please update enrollment information each year by:**

- Clicking on the Registration icon
- Click on "Update Enrollment" tab (next to Demographics)
- Click "Start"
- Complete each page and upload any necessary documents, if you have moved

Home Access Center
Cypress-Fairbanks I.S.D.

Home Attendance Classes Grades Registration

Demographic **Update Enrollment**

Available Forms
No forms are available at this time.

In Progress/Submitted Forms

Form Name	Status	Started Date	Submitted Date	Edit/View
Annual Student Update	Submitted	8/1/2022 11:26 AM	8/1/2022 11:30 AM	View

Thank you for keeping this enrollment information up-to-date! Accurate student information allows us to ensure your student's safety and expedite the process of contacting parents/guardians, if needed.