



Using Home Access Center

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My Account

 <p>Grades</p>	
Report Cards	<p>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.</p> <p>In addition, you can select to view any previous report card run for the current year for which the data warehouse is available.</p>
Test Scores	<p>Displays all standardized test scores stored for the student in the eSchoolPLUS Test Center.</p>
 <p>Registration</p>	
Demographic	<p>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, medical emergency information, and sensitive information from the Personal page.</p>
 <p>User Options</p>	
My Account	<p>Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.</p>
Logoff	<p>Closes the current HAC session, and returns you to the Log On page.</p>
Change Student	<p>Allows guardians who have two or more students to display a pop-up window for selecting another student.</p>

View another student

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

1. In the Home Access Center banner, click

Demographic Page

The Demographic page includes the following sections listing informat



Report Card Page

The Report Card page displays your student's most recent report card. A grading scale and comments are provided at the bottom of the page.

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

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

To print a copy of the student's report card, click **Print**.

Test Scores Page

The Test Scores page displays your student's standardized test scores. For each test, the listing includes the test, test date, subtests, and scores, as well as the grade and age of your student at the time the test was taken.


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

Week View Page

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

Attendance

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 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**.

Update Registration Page

You can use this page to access Enrollment Online to update your student's registration information. The page can display the following links for displaying a form:

New - Clicking the link displays a new form for updating your student's information. Use this link if you have never submitted an Enrollment Online form for the current school year or the last form you submitted has been processed by the school's Registrar.

Edit - Clicking the link displays a form that you previously started or submitted, but has not been processed by the school's Registrar. In this case, you can add to or change the form's information.

View - Clicking the link displays a form that you previously submitted and has been processed by the school's Registrar. In this case, you can only view the form's information.

Start a newate r  EMC& MCID #BC BF8ff10mGpETBF2ff10m]TETB0



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**.

Register online for a HAC Account

To use this option, the school district must have your email address.

1. Navigate to the Home Access Center Log On page for the school district.
2. Click the **Click Here to Register for HAC** link (located to the left of the **Login** button).
3. On the Home Access Center User Registration page, select a district if the Select a District field displays.
4. Enter your First Name, Last Name, City, and Zip Code from your mailing address.
5. Click **Register**.
6. If there are multiple students or contacts who have the same information as what you entered, you will be asked to enter your email address. Enter the email address and click **Register**. If you are still having issues please contact the campus registrar as your students may need to be merged before you are able to create an account.
7. If the system finds a matching record, the Home Access Center User Registration page displays. Enter a username and challenge questions and answers that can be used should you forget your login information, then click **Finish**.

If the username is not already taken, the system automatically sends an email containing a link for you to create a password to the email address that the district has on file for you.
8. In the email you receive from the district, click the Create your Home Access Center password link. The Challenge Questions page displays in your browser. Answer the challenge questions, then click **Continue**.
9. In the Change Password section of the My Account page, note the password requirements, if any, listed directly above the New Password field. Enter a password in the New Password and Confirm New Password fields, then click **Continue**.

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.



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.