

How to Create a Home Access Center Account

The Home Access Center (HAC) provides parents and guardians with an online portal to access their student's schedule, attendance, class work, progress reports, report cards, and course requests.

IMPORTANT NOTE: To create a HAC account:

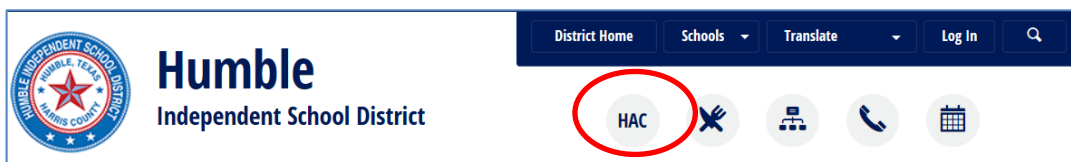
- You must be listed with the school as the student's guardian. (Each guardian of a student may have their own HAC account.)
- You must have a current email address on file with your child's school. If you have no email address listed or if the address listed is incorrect, the system will not be able to send you a link to create the password for your account.

For Spanish speakers, you are able to have your HAC account displayed in Spanish, if you designate Spanish as your language of correspondence during registration.

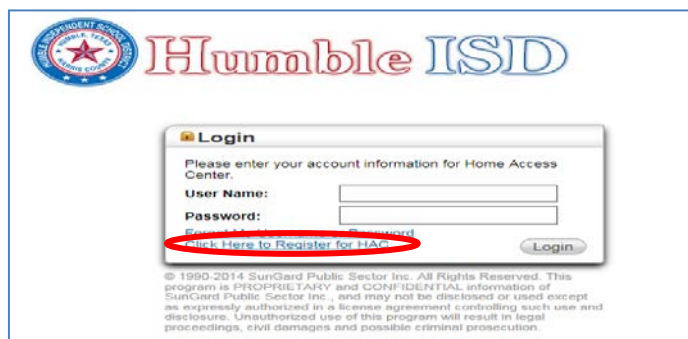
If you need to be designated as a guardian, change or update your email address, or change your language of correspondence, please contact the school registrar to make these adjustments before proceeding to create a HAC account.

To create your HAC account:

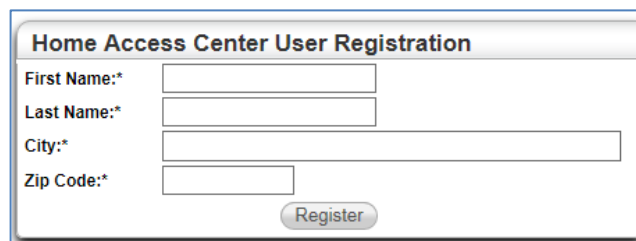
1. From the district web page, click on the HAC icon  to activate the Login Page.



2. If you have not yet set up your username and password, click the hyperlink to register.



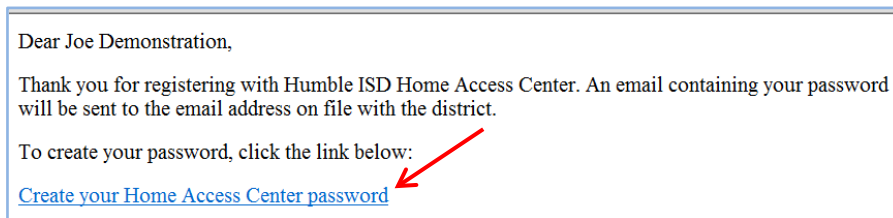
3. Enter your First Name, Last Name, City, and Zip Code then click the **Register** button. This information must match the guardian information in your student's enrollment application.

A screenshot of the 'Home Access Center User Registration' form. It contains four input fields: 'First Name:*', 'Last Name:*', 'City:*', and 'Zip Code:*'. A 'Register' button is located at the bottom center of the form.

4. 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** button.
5. If the system finds a matching record, the Home Access Center User Registration page displays.
 - Enter a username.
 - Enter 2 challenge questions and answers that can be used should you forget your login information.
 - Click the **Finish** button.

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.

6. Once this step is complete, a confirmation screen appears stating that an email containing your temporary password will be sent to the email address which is on file with the school. If you do not receive this email, contact the registration office to verify that the email address on your student's contacts page is your correct email address.
7. Click the link in the email.



8. Respond to your challenge question with the correct answer then click the **Continue** button.

9. Enter and confirm a password. **Passwords are case sensitive.** Click the **Continue** button.

You will be automatically logged into the HAC and will see the Home page Week View containing student's schedule, attendance, and classwork. The HAC user guide is available as a link on the School Links tab.