

Humble Independent School District

Home Access Center

User Guide

Data Quality Department

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Home Access Center

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BEFORE YOU GET STARTED...


The Home Access Center (HAC) is a browser based student information system that allows students and guardians to view student registration, current coursework and grades, attendance, scheduling, progress reports and report cards.

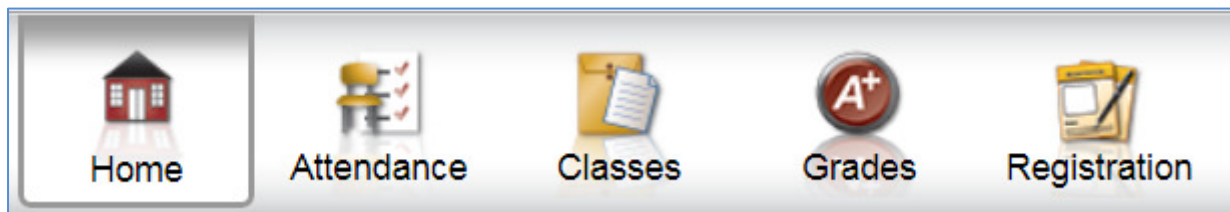
HAC Banner

The HAC banner located in the top portion of the HAC page lists both the username and student name.



HAC Menu

The menu options found just under the 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 for the student. For example, the  Grades option displays a page with tabs on IPRs and Report Cards. Clicking a tab displays the page indicated. Many HAC pages also include links that when clicked, display a window with additional details.



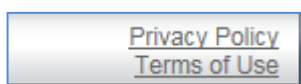
Log Out Link

Click the **Logoff** link to exit the HAC web site.



Privacy Statement and Terms of Use

The Privacy and Terms of Use statements are accessible on the bottom right corner of the HAC web site.



The Privacy Statement reads as follows:

“Information contained herein is released only in accordance with the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA). It is the policy of Humble ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technology programs, nor in its employment practices.”

The Terms of Use statement reads as follows:

“Home Access Center is intended for the use of a parent/legal guardian of the student(s). The username and password used to access the information contained herein should not be shared with unauthorized individuals. Access to this information is limited under the Federal Education Right to Privacy Act (FERPA). Failure to abide by these Terms of Use may result in denial of access to the system.”

NOTE: In order to protect the confidentiality of your student’s information, it is critical that you keep your login and password confidential and do not share it with any unauthorized individuals.

HOW TO CREATE A HOME ACCESS CENTER ACCOUNT

Registering Your Account

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 to make these adjustments before proceeding to create a HAC account.

1. Navigate to <https://eshac.humble.k12.tx.us/homeaccess/> or click on the Home Access Center icon found at the top of the district website.

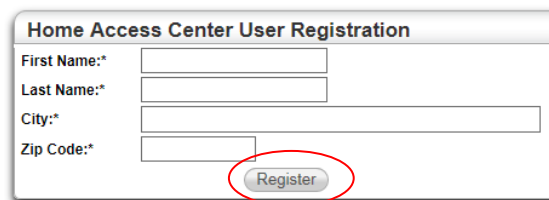


-
2. If you have not yet set up your username and password, click on the hyperlink to register.



The image shows the Humble ISD Login page. At the top left is the Humble ISD logo. To its right is the text "Humble ISD" in a large, stylized font. Below the logo and text is a "Login" window. Inside the window, it says "Please enter your account information for Home Access Center." There are two input fields: "User Name:" and "Password:". Below the "Password:" field is a link that says "Forgot My Username or Password". Below that link is a link that says "Click Here to Register for HAC", which is circled in red. To the right of the input fields is a "Login" button. At the bottom of the login window is a copyright notice: "© 1990-2014 SunGard Public Sector Inc. All Rights Reserved. This program is PROPRIETARY and CONFIDENTIAL information of SunGard Public Sector Inc., and may not be disclosed or used except as expressly authorized in a license agreement controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution."

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



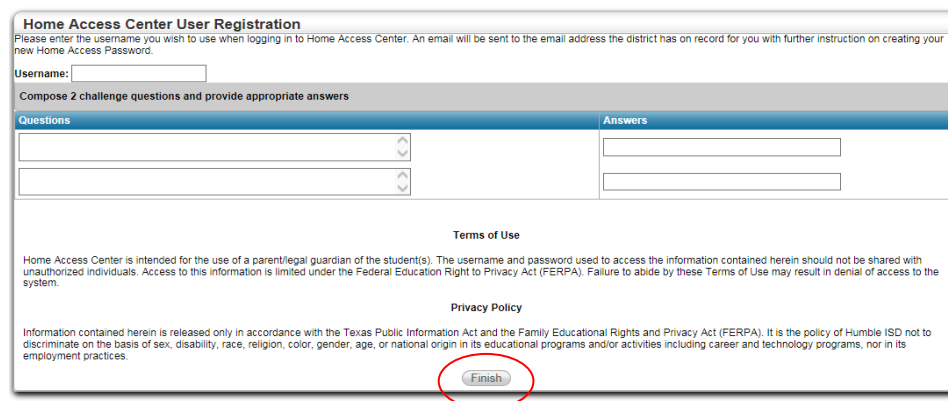
The image shows the "Home Access Center User Registration" form. It has four input fields: "First Name:*", "Last Name:*", "City:*", and "Zip Code:*". Below the "Zip Code:*" field is a "Register" button, which is circled in red.

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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 **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.



The image shows the "Home Access Center User Registration" page. At the top, it says "Please enter the username you wish to use when logging in to Home Access Center. An email will be sent to the email address the district has on record for you with further instruction on creating your new Home Access Password." Below this is a "Username:" input field. Below the input field is a section titled "Compose 2 challenge questions and provide appropriate answers". This section has two columns: "Questions" and "Answers". Each column has two input fields. Below the input fields is a "Terms of Use" section. Below the "Terms of Use" section is a "Privacy Policy" section. At the bottom of the page is a "Finish" button, which is circled in red.

- Once this step is complete, you will receive the following confirmation screen, 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.

Home Access Center User Registration

Thank you for registering with Humble ISD Home Access Center. An email containing your password will be sent to the email address on file with the district. Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

- Click on the link in the email.

Thank you for registering with Humble ISD Home Access Center. An email containing your password will be sent to the email address on file with the district.

To create your password, click the link below:

[Create your Home Access Center password](#)

This request was made on 12/19/2014 12:15:26 PM.

- Respond to your challenge question with the answer then click the "Continue" button.

Challenge Questions	
Please provide answers to the following questions	
Question	Answer
What is your favorite color?	<input type="text"/>
<input type="button" value="Continue"/>	

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

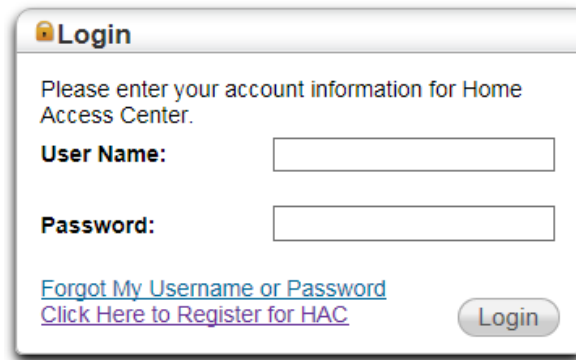
Change Password	
New Password:*	<input type="password"/>
Confirm New Password:*	<input type="password"/>
<input type="button" value="Continue"/> <input type="button" value="Close"/>	

- You will be automatically logged into the Home Access Center and will be able to view your Student's schedule, attendance, and classwork.
- ERROR MESSAGE:** If you receive an error message that will not allow you to set up your account, please contact your student's campus support contact. You can find the contact information for your student's campus in Appendix Campus Contacts.

HOW TO LOGIN TO THE HOME ACCESS CENTER

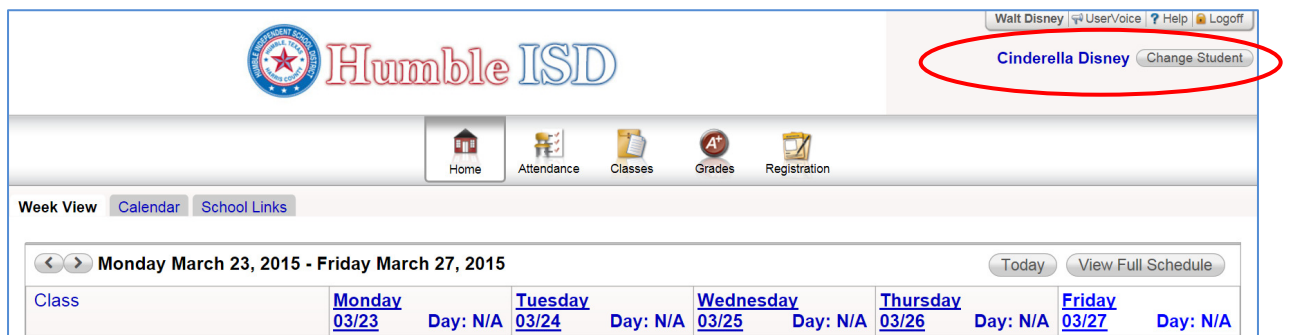
Account Login

To log in, input your username in the **Username** field and your password in the **Password** field. Passwords are case sensitive.



A login dialog box titled "Login" with a lock icon. It contains the text "Please enter your account information for Home Access Center." Below this are two input fields: "User Name:" and "Password:". At the bottom left are two links: "Forgot My Username or Password" and "Click Here to Register for HAC". At the bottom right is a "Login" button.

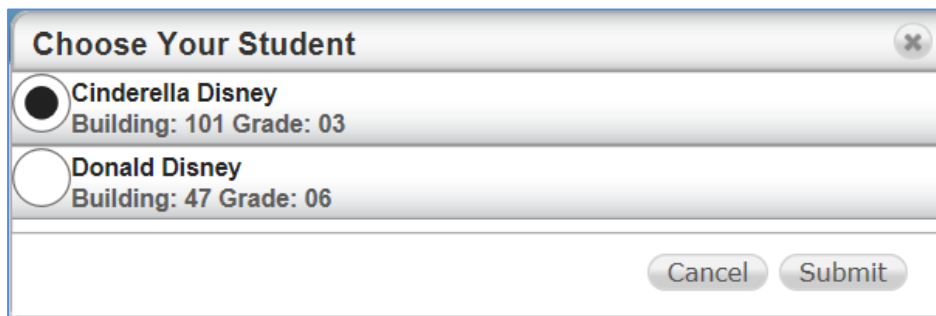
The Home Page will display the **Week View** for the student listed in the banner.



The Home Access Center Home Page for Humble ISD. The header includes the Humble ISD logo and a user banner for "Cinderella Disney" with a "Change Student" button circled in red. Below the header is a navigation bar with icons for Home, Attendance, Classes, Grades, and Registration. The main content area shows the "Week View" for the week of Monday, March 23, 2015, to Friday, March 27, 2015. A table displays the schedule for the selected student, with columns for each day and the day of the week. The "Class" column is currently empty.

Class	Monday 03/23	Tuesday 03/24	Wednesday 03/25	Thursday 03/26	Friday 03/27
	Day: N/A	Day: N/A	Day: N/A	Day: N/A	Day: N/A

If you have you have multiple students enrolled, click on the **Change Student** button next to the student name to choose a different student.

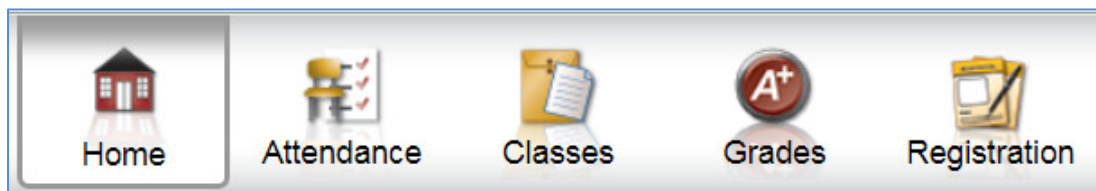


A "Choose Your Student" dialog box with a close button (X) in the top right corner. It lists two students: "Cinderella Disney" (Building: 101 Grade: 03) and "Donald Disney" (Building: 47 Grade: 06). Each student name is preceded by a radio button. At the bottom right are "Cancel" and "Submit" buttons.


HOW TO NAVIGATE THE HOME ACCESS CENTER

HAC Menu

The menu options found just under the 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 for the student. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.



Home Page

The following pages can be accessed using the  **Home** menu option.

Week View

The Week View is the default display for the Home Page. It displays a student's attendance, schedule, and assignment information for the current week.

- **Classwork for this Week:** This displays classwork assigned by your student's teachers FOR THE CURRENT WEEK. Classwork will only display here if your student's teacher publishes the classwork.

Week View Calendar							
< > Monday November 17, 2014 - Friday November 21, 2014							
		Today		View Full Schedule			
Class	Current Average	Monday 11/17 Day: M	Tuesday 11/18 Day: T	Wednesday 11/19 Day: W	Thursday 11/20 Day: R	Friday 11/21 Day: F	
9 B Basketball A (55111A - 11) Per: 1	100.00					Parent Contacted/Notified	
Geometry PreAP A (2213A - 22) Per: 2	94.53		TEST 2.2 (4.1-4.3) Geometrical Town Project 94/100 96/100		Savory Sandwich Activity 100/100	Parent Contacted/Notified	

Change Week view

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

Detail view

- Click on an assignment link to view details.




Calendar

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







- Class Assignments
- Class Events
- Activity Events

To display the Calendar page, 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**.

Detail View

- Click on an assignment to view details.

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.

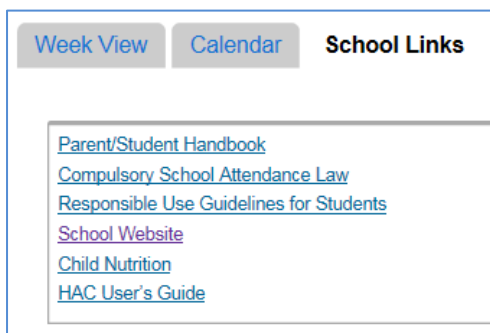
School Links

The School Links page displays links to other resources offered by your student's building.

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

Access a linked resource

- To access a resource listed on the page, click its link.



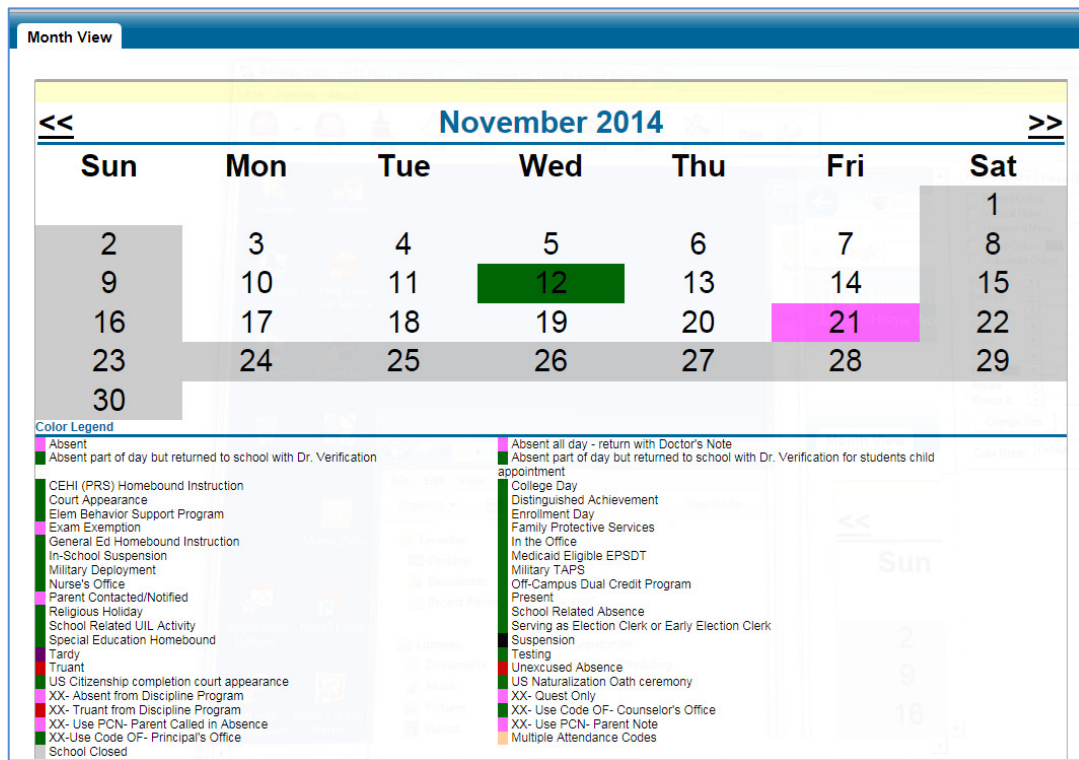
Attendance



The following pages can be accessed using the **Attendance** menu option.

Month View

The Attendance Month View page enables you to view your student's attendance during any month in the current school year.



Color Highlights

- Each absence is color-coded. This will help you see at a glance what types of absences and/or tardies have been recorded for your student.
- The Color Legend below the month indicates the type of attendance each color represents.
- Days that are grayed-out are days for which attendance/tardies are not recorded because school is not in session.
- NOTE: If your student is NOT ABSENT and does not have any tardies, none of the school days will be highlighted.

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.

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.

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.

Questions

- If you have questions regarding Attendance entries, please contact your student's campus attendance specialist.

Classes



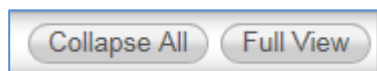
The following pages can be accessed using the **Classes** menu option.

Classwork

Click on the **Classwork** tab to view your student's assignments as they relate to courses. Teachers select whether an assignment and its score should be published in HAC. However, unpublished assignments may be included in the student's averages for a course. ***This page only includes assignments and scores that teachers have selected to publish.***

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.
- **Collapse All** – Displays only course name and classwork average
- **Expand All** – Displays assignment details

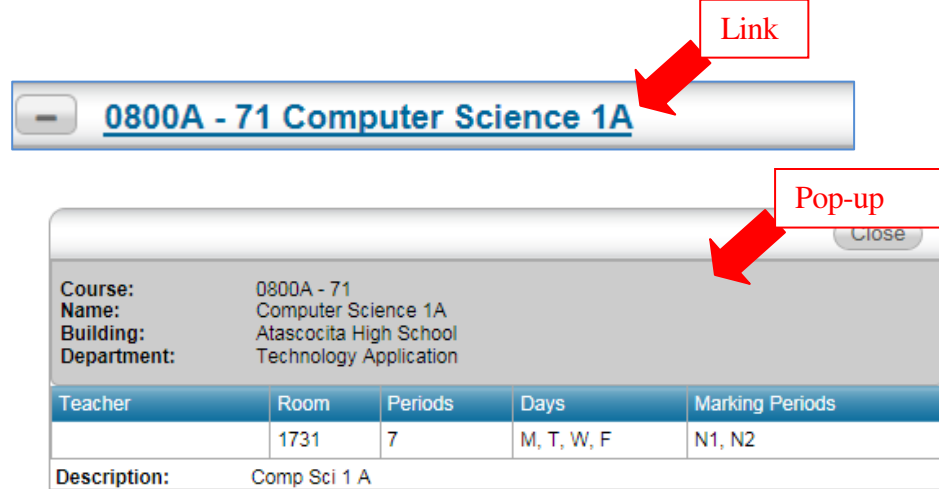
View assignments by class

1. Enter filter selections in the following fields:
 - a. Report Card Run (1-4),
 - b. Show (All Classes or a specific class in student's schedule),
 - c. Order by (Class).
2. Click **Refresh View** button.

View Classwork for for Report Card Run
 Show Order By

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 for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. In addition, you can access any attachments the teacher may have added for the assignment.



View assignments by due date

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



Subscribe to classwork email alerts

This feature only applies to secondary schools which have the alert option activated.

- To subscribe to an email alert based on the course 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 75%, enter 75.
- 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.

☒ Alert me if my student receives a course average below % or above %.

Understanding Your Student's Classwork Screen

NOTE: This manual is a guide for utilizing the Home Access Center. Any questions you may have regarding grade calculations, grading scales or any other Humble ISD grade-related policies should be referred to your student's teacher(s).

The Classwork page displays the following "Full View" for each course that your student is taking.

1

2

5

6

4

3

0800A - 71 Computer Science 1A				Classwork Average 99.25%					
Date Due	Date Assigned	Assignment	Category	Score	Total Points	Weight	Weighted Score	Weighted Total Points	Percentage
12/15/2014	12/12/2014	Lab10	All Work		100.00	1.00		100.00	
12/10/2014	12/10/2014	Area of a Rectangle	All Work	100.0	100.00	1.00	100.00	100.00	100.00%
12/10/2014	12/04/2014	House Drawing	All Work	100.0	100.00	1.00	100.00	100.00	100.00%
11/14/2014	11/10/2014	Chapter 5 Test	All Work	97.00	100.00	1.00	97.00	100.00	97.00%
11/14/2014	11/14/2014	Lab07	All Work	100.0	100.00	1.00	100.00	100.00	100.00%
11/05/2014	11/05/2014	Problem 0509	All Work	100.0	100.00	1.00	100.00	100.00	100.00%
11/03/2014	11/03/2014	Chapter 4 Test	All Work	97.00	100.00	1.00	97.00	100.00	97.00%
10/30/2014	10/30/2014	Lab06	All Work	100.0	100.00	1.00	100.00	100.00	100.00%
10/30/2014	10/27/2014	Lab05	All Work	100.0	100.00	1.00	100.00	100.00	100.00%

Categories					
Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
All Work	794.00	800.00	99.25%	100.00	99.25000
Total Points:				100.00	99.25000

Course overall average is: 99.25000 / 100.00 = 99.25 %

Show All Averages

Refer to the example above for the following explanation:


1. **Course Number:** The course number is located on the top left of each Classwork table. A short description will accompany the course number. In the example above, 0800A is the course number (A is for a first semester course; B refers to second semester) and 71 is the class section. The course above, Computer Science 1A, meets during 7th period.
2. **Hide Button:** The hide/show button allows you to display or hide course assignments.
3. **Student's Overall Average:** Under the Categories box, the student's overall current average for the course is displayed as a decimal and a percentage.
4. **Categories:** The categories table shows the breakdown of weights for the assignments in the course. Campuses can use formative, summative, and all work categories.
 - a. Summative Assessments are those assignments which assess a student's learning and are weighted as major grades in the course. Summative grades may include exams, major projects, research papers, etc.
 - b. Formative Assessments are tasks that provide opportunities for learners to acquire, accumulate, and develop knowledge and skills and may include classroom assignments, homework, group study, components of research, etc.

- c. The All Work category is used when each assignment is weighted equally. This category is the only category currently used by the elementary campuses. At the secondary level, the All Work category is often used in fine arts, athletics, many elective courses, etc.
 - d. In the column entitled “Category Weight”, you can see the overall weight of each category.
5. **Date Due and Date Assigned:** The Date Due field is the date used by eSchool for the calculation of the grade. NOTE: Grades entered before this date will not yet be calculated into the student’s average. The Date Assigned is not a required field and may not always be entered by the teacher. However, it is often helpful information to students and parents if a student is absent on a particular date and can view the assignments missed.
6. **Assignment Details (Full View):** These columns give details about each individual assignment for the course.
- a. Assignment: This field gives the name or description of the particular assignment.
 - b. Category: This column shows the category of the particular assignment; i.e., whether it is a summative grade, formative grade, or is counted in the all work category.
 - c. Score: This value gives you the actual grade the student earned on that assignment.
 - d. Weight: The weight of the assignment is a value that says how many times the assignment is counted. Generally, assignments will have a weight of 1. However, there are times when a particular assignment should be weighted more heavily based on the type of assignment and the work involved. For example: A teacher may choose to weight a quiz to count twice in a formative category so it carries more weight than a homework assignment.
 - e. Weighted Score: The weighted score will reflect the weight of the assignment. In the above example, assignments with a weight of two had double the score in the weighted score column.
 - f. Total Points: This is the total point value of the assignment and would be the maximum number of points your student could earn on the assignment. An assignment of 20 points will have only one fifth the weight of a 100 point assignment.
 - g. Weighted Total Points: This reflects the total points multiplied by the weight. A 100 point assignment with a weight of 2 will have 200 weighted total points.
 - h. Percentage: The percentage shows the percent of the weighted total points the student will earn for the assignment.

Schedule

The Schedule page displays your student's schedule for the current school year.

This page also displays a list of the next year course requests when next year course registration is underway.

To display the Schedule page, click  **Classes** on the HAC menu, then click the **Schedule** tab.

Classwork

Schedule

Requests

2014 - 2015 Schedule

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
55111A - 11	9 B Basketball A	1		1407	M, T, W, F	N1, N2	Atascocita High School	Active
55111B - 11	9 B Basketball B	1		1407	M, T, W, F	N3, N4	Atascocita High School	Active
2213A - 22	Geometry PreAP A	2		2407	M, T, R, F	N1, N2	Atascocita High School	Active
2213B - 22	Geometry PreAP B	2		2407	M, T, R, F	N3, N4	Atascocita High School	Active
5634A - 31	Spanish 2 PreAP A	3		1108	M, T, W, F	N1, N2	Atascocita High School	Active
5634B - 31	Spanish 2 PreAP B	3		1108	M, T, W, F	N3, N4	Atascocita High School	Active
4413A - 42	World Geography PreAP A	4		2008	M, T, R, F	N1, N2	Atascocita High School	Active
4413B - 42	World Geography PreAP B	4		2008	M, T, R, F	N3, N4	Atascocita High School	Active
3323A - 53	Biology PreAP A	5		1921	M, T, W, F	N1, N2	Atascocita High School	Active
3323B - 53	Biology PreAP B	5		1921	M, T, W, F	N3, N4	Atascocita High School	Active
1113A - 61	English 1 PreAP A	6		1909	M, T, R, F	N1, N2	Atascocita High School	Active
1113B - 61	English 1 PreAP B	6		1909	M, T, R, F	N3, N4	Atascocita High School	Active
0800A - 71	Computer Science 1A	7		1731	M, T, W, F	N1, N2	Atascocita High School	Active
0800B - 71	Computer Science 1B	7		1731	M, T, W, F	N3, N4	Atascocita High School	Active
90116 - 1	q1 9th Advisory	ADV		1904	F	N1, N2, N3, N4	Atascocita High School	Active

Requests

Use the Course Requests page to **VIEW** scheduling requests for the **CURRENT** or **NEXT** school year. *Humble ISD High Schools use BRIDGES to enter course requests.* The course requests are organized by subject areas.

To display the Course Requests page, click  **Classes** on the HAC menu, then click the **Requests** tab.

Classwork

Schedule


Requests

Course Status Key : Required Locked Incomplete Prerequisite Alternate Request

Course Requests - 2014-2015 School Year - Atascocita High School - Grade 09


Department	Course	Credits	Alternate Credits
Business Education (BE)			Edit
Career Technology (CT)			Edit
Economics (EC)			Edit
Fine Arts (FA)			Edit
Health (HL)			Edit
Language Arts (LA)			Edit
	English 1 PreAP (1113)	1.0000	
	Language Arts (LA) Total :	1.0000	0.0000
Local Credit (LC)			Edit
	9th Advisory (90116)	0.0000	
	Local Credit (LC) Total :	0.0000	0.0000
Mathematics (MA)			Edit
	Geometry PreAP (2213)	1.0000	
	Mathematics (MA) Total :	1.0000	0.0000

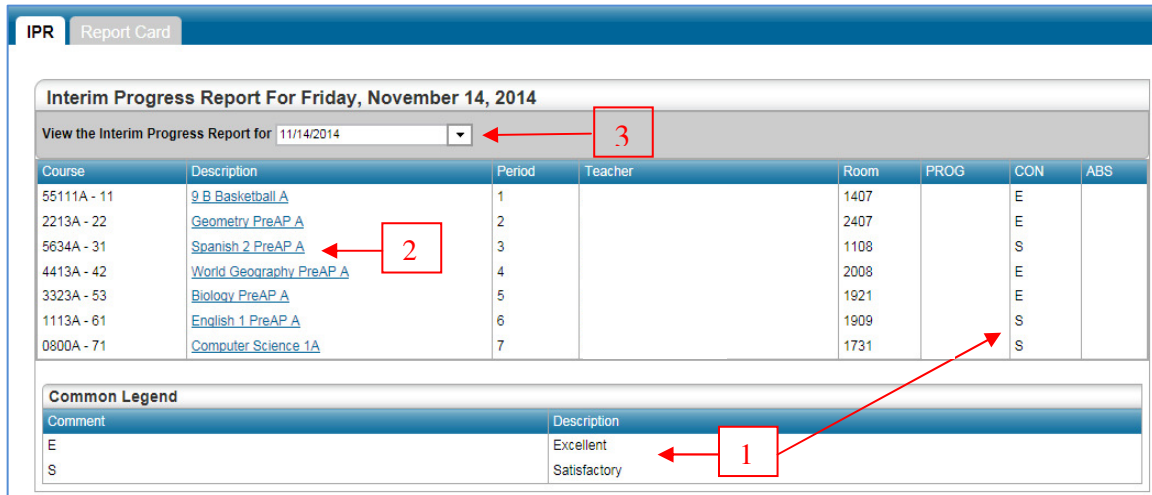
Grades

The following pages can be accessed using the  **Grades** menu option.

Interim Progress Report

The Interim Progress Report page displays your student's most recent Interim Progress Report (IPR), if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, interim progress marks, and comment codes. The legend at the bottom of the page provides a key to the comments entered for your student (arrow 1).

To display the Interim Progress Report page, click  **Grades** on the HAC menu then click the **IPR** tab.



Interim Progress Report For Friday, November 14, 2014

View the Interim Progress Report for 11/14/2014

Course	Description	Period	Teacher	Room	PROG	CON	ABS
55111A - 11	9 B Basketball A	1		1407		E	
2213A - 22	Geometry PreAP A	2		2407		E	
5634A - 31	Spanish 2 PreAP A	3		1108		S	
4413A - 42	World Geography PreAP A	4		2008		E	
3323A - 53	Biology PreAP A	5		1921		E	
1113A - 61	English 1 PreAP A	6		1909		S	
0800A - 71	Computer Science 1A	7		1731		S	

Common Legend

Comment	Description
E	Excellent
S	Satisfactory

View IPR details


- To view additional details on a course, click its description link (arrow 2) to display the Home Access Course window.

View previous IPRs

- To display an IPR from an earlier period, select the period in the View the Interim Progress Report for Reporting Period field (arrow 3). This field displays only if another IPR is available.

Report Cards

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, room assignments, 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 (arrow 1).

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

IPR **Report Card**

Report Card For Reporting Period 1 ← 3

Course	Description	Periods	Teacher	Room	Att. Credit	Em. Credit	NP1	CON1	ABS1
55111A - 11	9 B Basketball A	1		1407	0.5000	0.0000		E	0
2213A - 22	Geometry PreAP A	2		2407	0.5000	0.0000		E	0
5634A - 31	Spanish 2 PreAP A	3		1108	0.5000	0.0000		E	0
4413A - 42	World Geography PreAP A	4		2008	0.5000	0.0000		E	0
3323A - 53	Biology PreAP A	5		1921	0.5000	0.0000		E	0
1113A - 61	English 1 PreAP A	6		1909	0.5000	0.0000		S	0
0800A - 71	Computer Science 1A	7		1731	0.5000	0.0000		E	0

Total Earned Credit: 0.0000
Rank in Class: /

Comment Legend

Comment	Description
E	Excellent
S	Satisfactory

← 1

View report card details

- To view additional details on a course, click its description link (arrow 2) 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 (arrow 3). 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** button.

IPR **Report Card** Transcript

Report Card For Reporting Period 2

Print

Registration



The following pages can be accessed using the **Registration** menu option.

Demographic

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.

Demographic		
Student Name: Disney, Cinderella Birth Date: 9/15/2005 House/Team: Counselor:	Building: Humble Elementary School Gender: Female Calendar: Full Day Calendar Homeroom:	Grade: 03 Language: ENGLISH Homeroom Teacher:
Contacts Edit		
Student		
Student Mailing Address Cinderella Disney 20200 Eastway Village DR H, TX 77338	Student Address Cinderella Disney 20200 Eastway Village DR H, TX 77338	
Guardian		
Guardian Walt Disney 20200 Eastway Village Dr H, TX 77338 Email: paula.peters@humble.k12.tx.us	Guardian Diane Disney Email: paula.peters@humble.k12.tx.us	
Other Contacts		
Emergency Contact Snow White		

Update contact information

- To update the Contacts section, click **Edit**.
- Add to or change your email and phone information displayed in the Update Contact Information window, then click **Save** button.
- To request a change to other guardian or emergency contact information click on “Click here” link to compose an email to the campus registrar.

Update Select Contact Information	Save	Cancel
Click here to contact the office in case there is other information to be updated.		

Update Registration

You can use this page to access ANNUAL UPDATE to update your student's registration information. **This option is only available in August. If any of the student's information needs to be updated or corrected during the school year, please contact your school's registrar as soon as possible.**

The page can display the following links for displaying a form:

New - Clicking the link displays a new Annual Update form for updating your student's information each school year.

Edit - Clicking the link displays an Annual Update 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 an Annual Update 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.

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

Start a new Annual Update form

- To start a new Annual Update form, click the **New** link in the Update Registration page.

Update an existing form

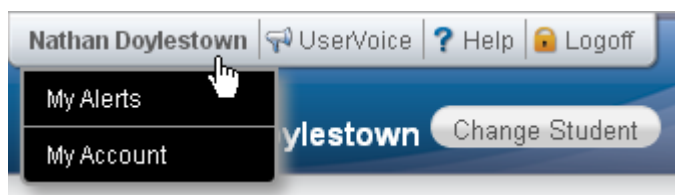
- To update a form that has not been submitted or processed, click Edit in the Update Registration page. If you are still working on a form, its status will be Saved, but not submitted, while a form you submitted that has not been processed will have a status of Submitted.

View a processed form

- To view a form that has been processed by the school's registrar, click View in the Update Registration page.
- A form you submitted that has been processed by the registrar will have a status of Pending, Accepted, or Denied.

User Options

The following user options can be accessed from buttons and pull-downs found in the banner.



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**.

Subscribe to HAC 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, 90 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.

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

My Account

Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.

To display this page, move your pointer over your user name in the Home Access Center banner. Then, select **My Account**.

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, select the text in one of the Questions fields. Type your new question.
4. Select the answer on the same row and input a new answer. Repeat if necessary for the other question and answer.
5. Click **Update Challenge Questions** button.

Questions	Answers
What city were you born in?	Houston
What is your mother's maiden name?	Sample x

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.
5. **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.
6. In the Confirm New Password field, enter your new password again. A black dot will display in place of each character you type.
7. 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 support person for assistance (Refer to Appendix Campus Contacts) 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 support person.
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 support person 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, and 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.

UserVoice

UserVoice enables you to submit ideas to the full community of Home Access Center (HAC) users for developing new software features. You can also vote for proposals submitted by other guardians and students, both in your district and elsewhere. Voting in UserVoice helps prioritize suggestions for improving HAC, which in turn enables SunGard to determine the enhancements users would most like to see.

The rules on voting are simple. Guardians and their students share a total of 10 votes. You may apply up to three votes in favor of any given proposal, or you may spread your support around by using just one vote per idea. The choice is yours.

Once an idea is accepted by SunGard's Product Management, all votes assigned to the proposal will be returned to users for voting on other ideas.

Besides being able to propose and vote for ideas in UserVoice, you can:

- Post comments in response to the ideas submitted.
- Change your votes, either to support new ideas or in response to feedback from other users.
- Update your profile to receive email notifications.
- Connect to the SunGard K-12 Education website to learn more about SunGard's K-12 solutions.

Prerequisite: You must have an email address stored in *eSchoolPLUS* to access UserVoice. If not, contact your student's campus support person or registrar for assistance (Refer to the Campus Contacts Appendix).

Click the **UserVoice** icon at the top of any HAC page.

1. In the UserVoice page, click the Take me to UserVoice link.
2. In UserVoice, use the links and buttons to post and vote on ideas, enter comments, update your profile, and perform other functions.
3. Click Sign out in the upper right-hand corner of any page to exit UserVoice, and then click **OK** to close the browser session.

Logoff

Closes the current HAC session, and returns you to the "Log On" page.

Change Student

If you have more than one student in the district, this button will display in the banner. This button will not display if you have only one student.

NOTE: If you have more than one student in the district but the **Change Student** button is not displaying, your children are not "linked". Contact your student's campus support person or registrar for assistance (Refer to Appendix Campus Contacts).

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 **Change Student**.
2. On the Choose Your Student pop-up, select the student to display.
3. Click **Submit**.

Appendix Campus Contacts

Each campus has a designated support person to answer calls and questions about Enrollment and Home Access Center. The following table lists the phone number for each campus.

Campus	Phone Number
Atascocita Middle School	281-641-4600
Atascocita Springs Elementary School	281-641-3600
Atascocita High School	281-641-7500
Bear Branch Elementary School	281-641-1600
Creekwood Middle School	281-641-4400
Deerwood Elementary School	281-641-2200
Eagle Springs Elementary School	281-641-3100
Elm Grove Elementary School	281-641-1700
Fall Creek Elementary School	281-641-3400
Foster Elementary School	281-641-1400
Greentree Elementary School	281-641-1900
Groves Elementary School	281-641-3100
Hidden Hollow Elementary School	281-641-2400
Humble Elementary School	281-641-1100
Humble High School	281-641-6300
Humble Middle School	281-641-4000
Jack Fields Elementary School	281-641-2700
Kingwood High School	281-641-6900
Kingwood Middle School	281-641-4200
Kingwood Park High School	281-641-6600
Lakeland Elementary School	281-641-1200
Lakeshore Elementary School	281-641-3500
Maplebrook Elementary School	281-641-2900
North Belt Elementary School	281-641-1300
Oak Forest Elementary School	281-641-2800
Oaks Elementary School	281-641-1890
Park Lakes Elementary School	281-641-3200
Pine Forest Elementary School	281-641-2100
Quest Early College High School	832-775-0866
Ridge Creek Elementary School	281-641-3700
River Pines Elementary School	281-641-3300
Riverwood Middle School	281-641-4800
Ross Sterling Middle School	281-641-6000
Shadow Forest Elementary School	281-641-2600
Summer Creek High School	281-641-5400
Summerwood Elementary School	281-641-3000
Timbers Elementary School	281-641-2000
Timberwood Middle School	281-641-3800
Whispering Pines Elementary School	281-641-2500
Willow Creek Elementary School	281-641-2300
Woodcreek Middle School	281-641-5200
Woodland Hills Elementary School	281-641-1500

