2019-2020
TASD
Home Access Center (HAC) Instructions

url: https://hac40.esp.k12.ar.us/HomeAccess40/
Change Students

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**.
### 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.
Calendar Page

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 **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.
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.

Courses

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

Competencies

To display competencies on the Classwork page, see the procedure View Competency Information.
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 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.

View competency information

Changing the settings at the top of the Classwork tab re-orders the display to show the assignments associated with each course's competency requirements.

1. Select the Competency Groups option in the Classwork page's View Classwork for field.
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 course average details for a competency

- Click the Grade link to display the Average Details window for the assignments associated with a competency. The window lists the assignments and their due dates, scores, points, weights, weighted scores, and weighted points, as well as the competency's score totals, average score, and grade.
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.
- **Emergency** - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data.
- **Personal** - Sensitive information, including Social Security number, ethnicity, meal status, and classification.
- **Transportation** - Information on the student's transportation arrangements to and from school.
- **Contacts** - Student and guardian information, including addresses and phone numbers.
- **FERPA** - A list showing the student's settings regarding the release of information under the Family Educational Rights and Privacy Act (FERPA).

To display the Demographic page, click Registration on the HAC menu.
**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.
**Interim Progress Report Page**

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.

To display the Interim Progress Report page, click Grades on the HAC menu.

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**View IPR details**
- To view additional details on a course, click its description link 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. This field displays only if another IPR is available.

**Subscribe to IPR alerts**
- To subscribe to IPR email alerts, check the "Alert me..." box above the course listing. The emails include courses, interim progress marks, teachers' names and comments, and other information from the student's IPR.
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**

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

**Subscribe to report card alerts**

• 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.
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.
**Week View Page**

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

- Scheduling
- Assignments
- Course Averages
- Attendance
- Discipline Incidents
- Today's News

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. Besides the schedule of all courses in the current school year, the page lists requests for the next school year. For more information, refer to the Schedule Page topic.
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.

View news on school events and courses

- Today's News section at the top of the page displays a list of news items on school events and classroom courses. Each item includes the date, brief headline, and information on the event or course.

Display course work for the current average

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

Display course details

- To view additional details on a course, click its description link in the Class column to display the Course window. The window lists the course, building, department, teacher, room, class periods, days, and marking periods.

Display detail for assignments

- To view additional details on an assignment, click its description link to display the Assignment (untitled) window. The window lists the course, assignment, category, dates assigned and due, 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. For more information, refer to the Fees Page topic.

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.
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**.

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 identity when you have forgotten your user name or password. The questions display after you click the link in the email sent to you in response to your a forgotten login information request. You also can change your challenge questions when needed using your My Account page in HAC.

**Create challenge questions**

If your building is configured to allow you to change your password, when you log into HAC for the first time, you may be asked to set up challenge questions and their answers in My Account page's Challenge Questions section. You also may be asked to create the questions the first time you log in after your school district has 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 completed all Question and Answer fields.
4. Click Continue to access HAC.

Change your challenge questions
1. Log in 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, change 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.
   
   **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.

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.
   - 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.
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, 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.

- **Interim Progress** - Allows you to receive alerts when Interim Progress Reports become available.

- **Immunization** - Allows you to receive alerts when immunizations for your student are required.

- **Report Card** - Allows you to receive alerts when Report Cards become available.

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