This letter provides important information about the eSchoolPLUS Home Access Center (HAC). Please store this information in a safe place for future reference. This is a guide to assist you in accessing the HAC. To view the complete manual, go to the district website and click the Students and Parents tab, then Home Access Center.

Start your internet browser (i.e. IE, FireFox etc.)
From the address bar type
• https://hac.doe.k12.de.us/HomeAccess/

From the Home Access Center Login
• Click the down arrow and select Red Clay Consolidated School District from the list
• Click in the Username field and type your username
• Click in the Password field and type your password
• Click the Log In button

View the following information for your Child by clicking on the respective tab:
• Daily Summary
• Schedule
• Attendance
• Class Work
• Interim Progress
• Report Cards
• Registration

Note: If you have more than one child in the district, you will first select the student’s name from a list.

<table>
<thead>
<tr>
<th>If you want ...</th>
<th>Then do this ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>To e-mail the Teacher</td>
<td>Click either the Daily Summary, Schedule, Interim Progress or Report Cards tab and click the Teacher’s Name which is a link to send an e-mail</td>
</tr>
<tr>
<td>To view a note from the Teacher</td>
<td>Click either the Daily Summary or Schedule tab and click the icon beside the Course</td>
</tr>
<tr>
<td>To view absence detail for a coded date</td>
<td>Click the Attendance tab and position your mouse over the date to view the absence codes for each period</td>
</tr>
<tr>
<td>To view the student’s work for a class</td>
<td>Click the Classwork tab, you may scroll down to view classwork for a specific course</td>
</tr>
</tbody>
</table>