



## **Home Access Center Parent's Manual**

*August 16, 2007*

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## Introduction

### What is the Home Access Center?

Welcome to the Home Access Center or HAC, for short. We hope you will find this training manual useful both during your education and afterwards as a reference to specific functions.

The Home Access Center is tightly integrated with the Teacher Access Center and the Electronic Gradebook system used by the teachers. It is designed to be easy to use and equally as easy in sharing information between teachers, school officials and parents.

The Home Access Center website is provided for the express use of the parents of Red Clay Consolidated School District students to assist in the communication of important educational information.

We have broken this training manual up into a "Step" based approach that will assist in using the module. We have provided a glossary of terms, FAQ's and many screen shots so you have both a procedural guideline and a useful manual beyond the education process.

We hope this document will assist you in effectively communicating with the teachers, staff, and more importantly, your children.

### What Will I Be Able to do In the Home Access Center?

You are able to view your child's Schedule, Class Work, Teacher/Staff Comments, Attendance History, Interim Progress Reports, Report Cards, Registration (Demographic) and Transportation information.

You are also able to email your child's teachers, in addition to viewing and printing your child's data. However, you will not be able to update or edit the information within the Home Access Center (HAC). **If you find incorrect or incomplete data, please contact the school to have the information entered or corrected.**

**NOTE: On some occasions, the information you are viewing will pop up in small windows. If you have pop-up blocking software installed or use Google or Yahoo! Toolbar please disable or allow pop-ups to be viewed for this site.**

Please be advised that the Home Access Center automatically logs you off after approximately 20 minutes.

## Will Other People Be Able to See My Child's Information?

Your child's information is secure and only those individuals who have a username and password can access the HAC and your child's information. Your username and password allow you access to your child's data. We urge you to keep your username and password in a secure, safe place.

## What is my Username and Password?

The school supplies a letter stating your username and password for the Home Access Center and the will contact you when to pick it up. Red Clay Consolidated School District is requesting that you personally pick up your letter due to security and privacy issues. If you should lose or forget your username and password, please contact the school secretary and she will be able to change or reset either one.

Your username will be in the following format:

Firstname.Lastname  
i.e. Scott.Finn or Michael.Fitzpatrick

The password is set for you initially, but you have the ability change it to something easier for you to remember.

If you believe your password has been compromised or simply wish to change it, click the "My Profile" link [My Profile | Exit](#) in the top right hand corner of the page. A pop-up box will open, as shown in Figure 1. You will be prompted to put in your old password, to select a new password and then to confirm your new password.

**NOTE:** Please make sure that your pop up blocking software or toolbars have been disabled or allowed for this site.

Figure 1

My Profile - Microsoft Internet Explorer provided by Brandywine School Di...

Name: Josephine Test  
Address: 1 WINDSOR RD  
WILMINGTON, DE 19809

Logged in as: joetest  
Last successful login: 4/18/2005 9:36:49 AM

**Change Password**

Old Password:\*

New Password:\*

Confirm New Password:\*

Change Close

## What are the Minimum Software & Hardware Requirements for the Home Access Center?

The minimum requirements for a home PC to connect to the Home Access Center (HAC) are:

Pentium II 400 processor or higher

Windows 2000, XP or ME

Internet Explorer 6.0 Web Browser

128 MB RAM or higher

Internet Access – preferably DSL or Cable but Dial-up Access will work

- Viewing the HAC on a Dial-up connection will be slow so please be patient

Printer – if you wish to print the information displayed on the screen

## How Do I Print The Information That Is Displayed in the Home Access Center?

By clicking the printer icon at the top of the Internet Explorer browser window, as shown in Figure 2, you are able to print the information on the screen.

Figure 2



You also have the option of clicking File and then Print, as shown below in Figure 3. If you wish to print more than one copy, change the Number of copies and click the Print button, as shown in Figure 4.

Either of these methods works for printing the different views displayed in the Home Access Center.

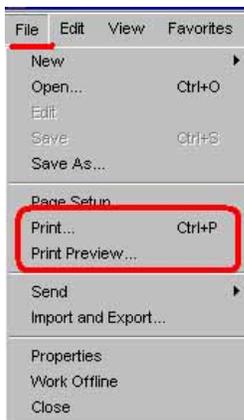


Figure 3

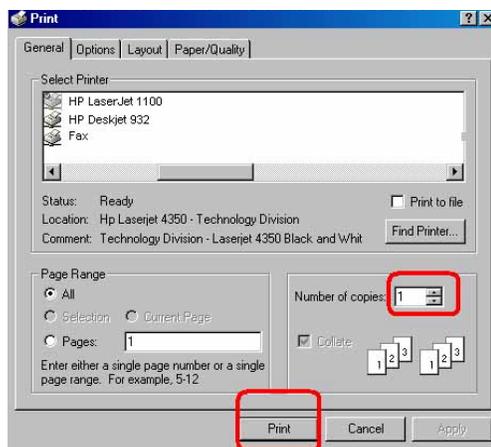


Figure 4

## Accessing the Home Access Center

The Red Clay Consolidated School District Technology Department has completed the district and school set-up for usage of the Home Access Center. You will be able to immediately access the Home Access Center (HAC) to view your child's information once you receive your username and password.

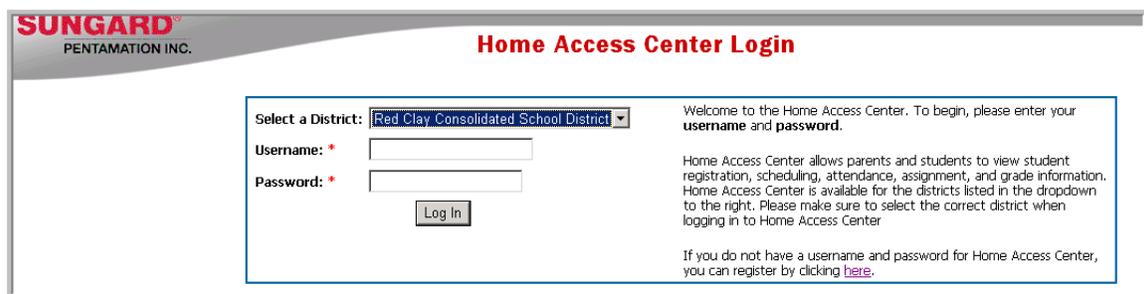
**NOTE:** District-wide usage of the Home Access Center will be forth coming.

## Logging Into the System

Open an Internet Explorer web browser window and type in the following URL: <https://hac.doe.k12.de.us/HomeAccess/> as seen in Figure 5. The "s" after http refers to this site as a secure site.

**NOTE:** When typing this address, there is no WWW.

Figure 5



Select the Red Clay District. Enter the Username and Password as stated in your letter into the appropriate fields and click the Log In button.

If you have forgotten your username or password or need to change your email account, please contact the school secretary.

If you have two or more children in Skyline School, when you log into the Home Access Center you will see both of their names. This allows you to log in only once and access all of your children's information at once.

## Home Access Center Views

### Registration

The first screen after you log into the system will be the **Registration** Screen. A student's Demographic, Emergency, Transportation and Contact Information are displayed under the Registration tab.

If the information displayed is incorrect, please contact the school secretary and she can update or enter the data.

Figure 6

**Registration Information**

Student Name: AB      Building: Skyline Middle School      Grade: 06  
 Birth Date: 11/4/1994      Gender: Male      Language:  
 House/Team: Skyline 6A      Calendar: Regular      Residency:  
 Counselor:      Homeroom: 10      Homeroom Teacher: [Thomas, Euthymia](#)

**School Transportation**

**To School**

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Eligible	131		3	07:05 AM	N VAN BUREN ST @ W 28TH ST	

**From School**

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Eligible	131		3	03:10 PM	N VAN BUREN ST @ W 28TH ST	

**Contact Information**

Student Mailing Address	Student Address	Guardian	Emergency Contact
CC 71 Wilmington, DE 19802	Col 71 Wilmington, DE 19802	A Wilmington, DE 19802	An

To see another screen, click on one of the tabs at the top as shown in Figure 7.

Figure 7

**SUNGARD**  
PENTAMATION INC.

Student Name

Skyline Middle School - Red Clay Consolidated School District

Daily Summary    Schedule    Attendance    Classwork    Interim Progress    Report Cards    Test Scores    Registration

### Daily Summary

The first tab is the **Daily Summary** page, shown in Figure 8. The Daily Summary page shows you a representation of the different types of information that you may view in the Home Access Center.

If the student has not been reported absent or tardy then under the Attendance column on the Daily Summary page it will state, "No attendance information has been entered for this student." Please be advised that Teachers only mark students absent or tardy they do not mark them present. Therefore, "no information entered" means that your child was in class and not marked as absent.

In addition, if teachers have not published Classwork for the HAC, then the Classwork column of the Daily Summary page will state "There is No Classwork Due." This does not mean that the student does not have homework – only that the teacher has not published it for the HAC view. You also have the option of view details about a published assignment by clicking on the assignment link in the Daily Summary. However, if a teacher has not entered any details the link will go nowhere.

Thirdly, your child's schedule will be listed. On the Daily Summary page the class times are given in the Schedule column beside the Course Name. The classes are listed by Period in numeric order but the times beside the Period number reflect when the class meets for that day.

Figure 8

**Daily Summary for Thursday, January 19, 2006**

**Today's Attendance**

Attendance Period	Attendance Code	Dismiss Time	Arrive Time
1	Absent Unexcused		
10	Absent Unexcused		
11	Absent Unexcused		
12	Absent Unexcused		
13	Absent Unexcused		
14	Absent Unexcused		
17	Absent Unexcused		

**Today's Schedule**

Period	Course	Description	Teacher	Room
1 (09:41 AM - 10:04 AM)	6321 - 1	Basic Math 6	Leah Conner	15
1 (08:20 AM - 08:40 AM)	6321 - 1	Basic Math 6	Leah Conner	15
1 (10:23 AM - 10:44 AM)	6321 - 1	Basic Math 6	Leah Conner	15
2 (10:04 AM - 10:24 AM)	6321 - 1	Basic Math 6	Leah Conner	15
2 (08:40 AM - 09:00 AM)	6321 - 1	Basic Math 6	Leah Conner	15
2 (10:44 AM - 11:05 AM)	6321 - 1	Basic Math 6	Leah Conner	15
3 (10:24 AM - 10:44 AM)	6321 - 1	Basic Math 6	Leah Conner	15

**Classwork For This Week**

Course	Description	Teacher	Date Assigned	Date Due	Assignment
6222 - 1	Social Studies 6	Sharon Richardson	11/14/2005	01/17/2006	<a href="#">Egypt Binder</a>
6222 - 1	Social Studies 6	Sharon Richardson	12/07/2005	01/18/2006	<a href="#">Extra Credit</a>
6222 - 1	Social Studies 6	Sharon Richardson	01/19/2006	01/19/2006	<a href="#">Chinese Landscape</a>
6222 - 1	Social Studies 6	Sharon Richardson	01/19/2006	01/19/2006	<a href="#">China Geography Video</a>
6222 - 1	Social Studies 6	Sharon Richardson	01/19/2006	01/20/2006	<a href="#">China Map</a>
6222 - 1	Social Studies 6	Sharon Richardson	01/19/2006	01/20/2006	<a href="#">China Internet Search</a>
6321 - 1	Basic Math 6	Leah Conner	01/17/2006	01/18/2006	<a href="#">p. 58, #s 7-8</a>

**Incidents During This Week**

This student was not involved in any discipline incidents this week.

The Daily Summary page takes a snapshot of the vital information included in the Home Access Center and makes it readily available on one page.

When you click on the link in the Assignment column under Classwork For This Week the details of the assignment are displayed, as shown in Figure 9. Please be advised if the teacher did not enter any details then the link will not be active.

Figure 9

**Daily Summary for Monday, April 18, 2005**

**Today's Attendance**

Attendance Period	Attendance Code	Dismiss Time	Arrive Time
1	Principal Approved Parental Field Trip		
2	Principal Approved Parental Field Trip		
3	Principal Approved Parental Field Trip		
4	Principal Approved Parental Field Trip		
5	Principal Approved Parental Field Trip		
6	Principal Approved Parental Field Trip		
7	Principal Approved Parental Field Trip		

**Today's Schedule**

Period	Course	Description	Teacher	Room
1 (11:04 AM - 12:42 PM)	8212 - 1	Language Arts	Kathleen A Gilbert	201
2 (12:46 PM - 01:26 PM)	8622 - 2	DSTP Enrichment	Rosenblatt, Faith	110
3 (01:30 PM - 02:10 PM)	8222 - 2	US History	Brian P McGuire	200
4 (07:35 AM - 08:46 AM)	8232 - 1	Earth Science	Jonathan W Synher	204
5 (08:50 AM - 09:32 AM)	8413 - 3	Language Arts Enrichment	Daniel Patric Bradley	216
6 (09:36 AM - 10:18 AM)	8242 - 3	Pre-Algebra 8	Kay W Hossler	203
7 (10:22 AM - 11:04 AM)	8480 - 10	Technology Systems	Robert W Blson	161

**Classwork For This Week**

Course	Description	Teacher	Date Assigned	Date Due	Assignment
8212 - 1	Language Arts	Kathleen A Gilbert		04/20/2005	<a href="#">Chapter 7 - Shakespeare</a> covers Midsummers Night Dream Acts 1-2

**Incidents During This Week**

Incident	Category	Building	Location	Incident Date/Time	Incident Role
Dress code violation	School Violation Code	Springer Middle School	Administrative Office	4/18/2005 7:45:00 AM	Offender

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## Schedule

The next tab is the **Schedule** tab. This page displays your child's class schedule for the year. This page shows you the Course number, Course Description, Period the class is held, Teacher, Room Number, Days the class meets and Marking Periods the class is offered, along with the Building Name and class Status.

The Status column indicates whether your child has dropped the course or whether he/she is currently enrolled. Teacher names are links to sending them email messages.

Figure 10

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
8212 - 1	Language Arts	1	<a href="#">Kathleen A. Gilbert</a>	201	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Active
0440 - 3	Physical Education	2	<a href="#">Margaret F. Nartz</a>	120	1, 2, 3, 4, 5, 6, 7	M1, M2	S	Middle School Active
8622 - 2	DSTP Enrichment	2	<a href="#">Rosenblatt, Faith</a>	110	1, 2, 3, 4, 5, 6, 7	M3, M4	S	Middle School Active
8222 - 2	US History	3	<a href="#">Brian P. McGuire</a>	200	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Active
8232 - 1	Earth Science	4	<a href="#">Jonathan W. Sypher</a>	204	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Active
8413 - 3	Language Arts Enrichment	5	<a href="#">Daniel Patric Bradley</a>	216	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Active
8242 - 3	Pre-Algebra 8	6	<a href="#">Kay W. Hossler</a>	203	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Active
0470 - 9	Family & Consumer Science	7	<a href="#">Francine K. Wilson</a>	114	1, 2, 3, 4, 5, 6, 7	M1, M2	S	Middle School Active
8480 - 10	Technology Systems	7	<a href="#">Robert W. Wilson</a>	161	1, 2, 3, 4, 5, 6, 7	M3, M4	S	Middle School Active
8223 - 1	US History	1	<a href="#">Brian P. McGuire</a>	200	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Dropped
8233 - 1	Earth Science	3	<a href="#">Jonathan W. Sypher</a>	204	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Dropped
8213 - 1	Language Arts	4	<a href="#">Kathleen A. Gilbert</a>	201	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Dropped
8410 - 3	Reading	5	<a href="#">Daniel Patric Bradley</a>	216	1, 2, 3, 4, 5, 6, 7	M1, M2, M3, M4	S	Middle School Dropped

The “sticky note” beside the Course number  indicates that the teacher has written a note. Click once on the Notes “sticky note” to read the teachers comments (see figure 11). A pop-up window will open displaying all the notes that the teacher has written.

**Please make sure all pop-up blockers are disabled in order to view the window.**

Figure 11

Date	Note
11/01/2004	Mr. and Mrs. Test: Please contact me at 555-1212. I'd like to discuss an incident that occurred today with Joe. Regards - Mrs. Gilbert
10/25/2004	If Joe continues in his current performance, he will likely complete the marking period with an A.
10/20/2004	Joe continues to make good progress in English
10/15/2004	Joe shows an astounding capability in English this quarter. His writing skills are excellent
10/01/2004	Super Job Joe. Keep up the good work!

**Attendance**

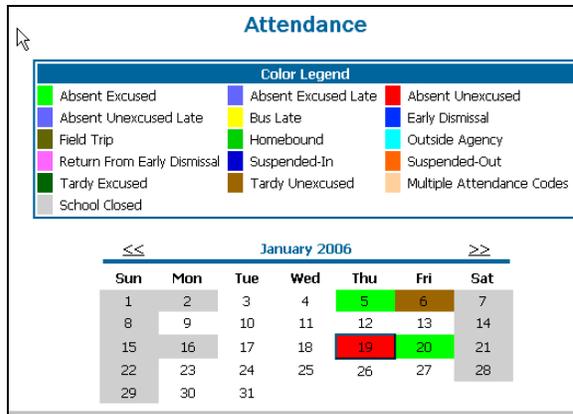
The next tab in the Home Access Center is the **Attendance** page. This page allows you to view your child's attendance for the year.

If your child has been absent, tardy or released from school through an early dismissal or field trip, then there will be a colored box for the date. If your child has been present in all classes then there will not be a colored box.

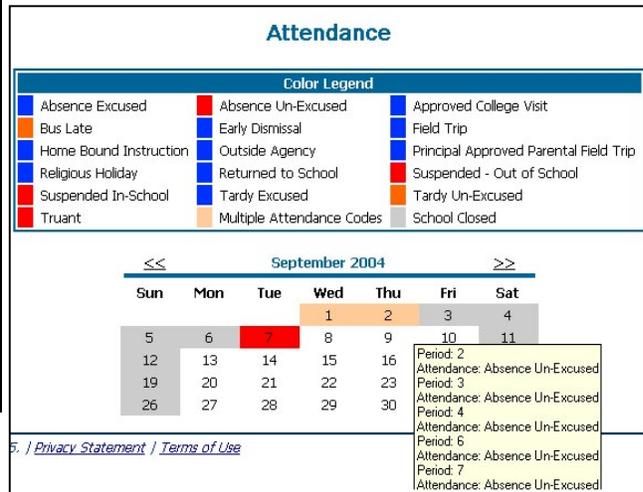
A grey colored box indicates that there is no school on that date, as seen in Figure 12 for January 16<sup>th</sup>.

Click on  or  to maneuver through the calendar months. The legend above the calendar indicates the description of your child's absence.

**Figure 12**



**Figure 13**



By hovering over a colored date you are able to view the absence description, as shown above in Figure 13. The information displayed indicates what periods your child was absent. Using the legend above the calendar, you can determine the reason for the absence. For example on September 7<sup>th</sup> (see next page), Joe was absent periods 2,3,4,6 and 7. The code given for these absences are: Absent-UnExcused. This reflects that Joe was out almost all day. If your child was absent for only one or two periods the box will indicate what period was missed and the explanation, for example Tardy, Absent-Unexcused, Early Dismissal etc.

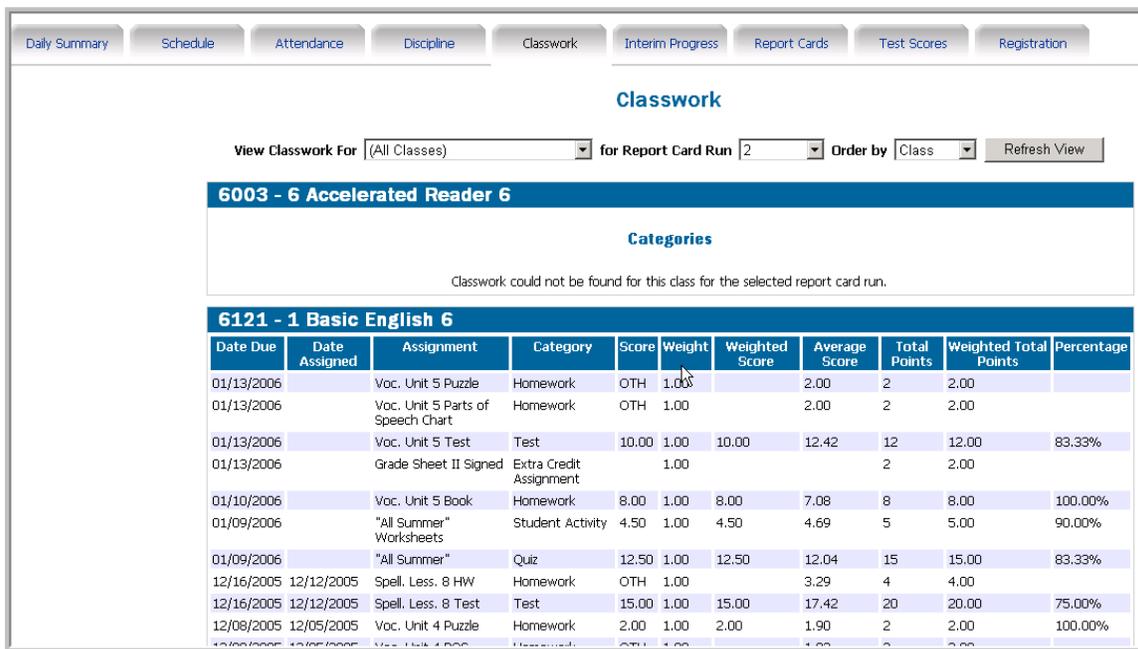
**Classwork**

Under the **Classwork** tab, the course assignments are listed chronologically in the Date Due column.

The date an assignment was given and the date due is shown on the Classwork page, along with the Category and Description of the assignment. The number of points the child received and the total number of points are shown in the Points and Scores columns, respectively.

The Classwork page displays the student's average for each class beneath the Course Name and Number. The page also shows the Class Average for each assignment in each class.

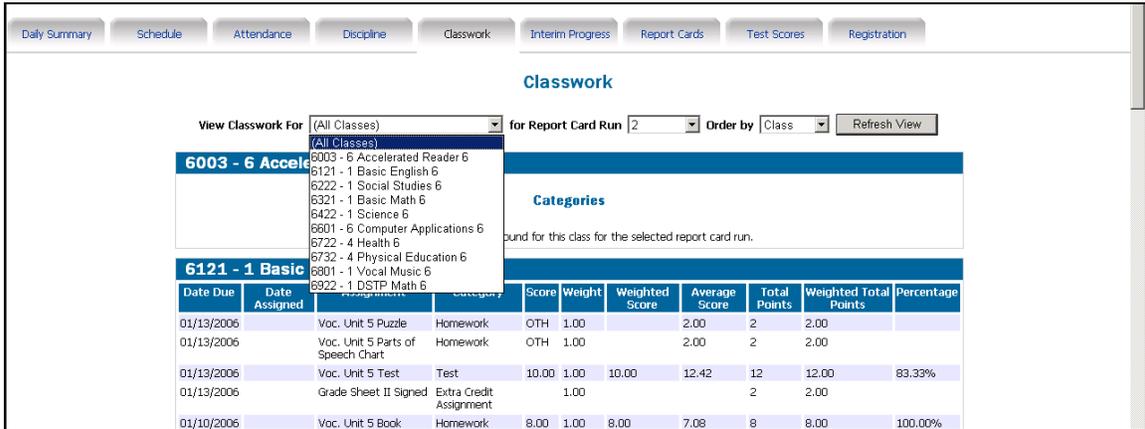
**Figure 14**



By using the drop-down boxes at the top of the Classwork page you can change how the information is displayed. The above screen shows All Classes for RC Run 2 (Report Card Run 2) Ordered by Class.

Figure 15 shows the drop-down boxes and the categories that you can select to change the criteria displayed.

Figure 15



For example of a different view, click in the “View Classwork For” (1) drop-down box choose “All Classes” and “All Runs” from the Report Card Run (2) drop-down and the select Class from the “Order by” (3) drop-down box. Click the “Refresh View” (4) button to refresh the page.

Please make sure you click the Refresh View button to reflect your changes. Your choices to view the Classwork page are:

View Classwork By	For Report Card Run	Order by
All Classes	All Runs	Date Due
All Classes	Run 1	Date Due
All Classes	Run 2	Date Due
All Classes	Run 3	Date Due
All Classes	Run 4	Date Due
All Classes	All Runs	Class
All Classes	Run 1	Class
All Classes	Run 2	Class
All Classes	Run 3	Class
All Classes	Run 4	Class
Select Specific Class	All Runs	Date Due *
Select Specific Class	Run 1	Date Due *
Select Specific Class	Run 2	Date Due *
Select Specific Class	Run 3	Date Due *
Select Specific Class	Run 4	Date Due *

Remember to click the Refresh View button to view your selections.

- Note: You will not be able to choose Order by Class due to the fact that you have already selected a class.

**Interim Progress**

You are also able to view your child's Interim Progress Report online by clicking the **Interim Progress** tab.

Simply click the black arrow beside the "View Interim Progress Report for" and choose the Interim date you wish to display, as shown in Figure 16. Interim data will be kept in the Home Access Center for the entire school year allowing you to access it anytime you need.

By clicking on the Teacher's name you are able to send emails to that teacher using the email program installed on your computer, such as Outlook Express or Outlook. If you access your mail online - for example: AOL Web Access or Yahoo! - You will be unable to use this feature.

The Comment Legend explains the two digit codes under the PROG (Progress) and CM (Comment) columns, as seen in Figure 16.

**Figure 16**

Interim Progress Report For **Thursday, December 08, 2005**

View the Interim Progress Report for

Course	Description	Period	Teacher	Room	PRG	BEH	CM1	CM2	CM3	IABS
6321 - 1	Basic Math 6	1 - 3	<a href="#">Leah Conner</a>	15	F	04	24	18	26	3
6121 - 1	Basic English 6	4 - 6	<a href="#">Catherine Smith</a>	13	F		24	25		3
6222 - 1	Social Studies 6	7 - 9	<a href="#">Sharon Richardson</a>	12	F	03	24	25		4
6422 - 1	Science 6	10 - 12	<a href="#">Whitney Gadsby</a>	14	DF	03	17	28		2
6922 - 1	DSTP Math 6	13 - 14	<a href="#">Miller, Phillip</a>	110	DF	03	28	17	19	5
6601 - 6	Computer Applications 6	15 - 16	<a href="#">Georsson, Sverri</a>	115		03	18			3
6003 - 6	Accelerated Reader 6	17 - 18	<a href="#">Catherine Smith</a>	13	F		20			4

**Comment Legend**

**Comment Description**

03 Approaching behavioral standards

04 Does not meet behavioral standards

17 Demonstrates insufficient effort

18 Demonstrates inconsistent effort

19 Needs to use time wisely

20 Needs to work independently

24 Does not make up/complete assigned work

25 Scores low on tests

26 Needs to follow rules

28 Working below potential

DF Danger of falling

F Falling

## Report Cards

Report Card data may also be viewed online by selecting the **Report Cards** Tab. By clicking in the drop-down box, you may select different Report Card Runs to view, as shown in Figure 17. Report card data is kept through out the school year in the Home Access Center.

By clicking on the Teacher's last name you are able to send an email to that teacher using the email program installed on your computer. If you access your email online then this feature will not work. Your email must be configured and set up on your computer with a program similar to Outlook Express or Microsoft Outlook.

**Figure 17**

Course	Description	Period	Teacher	Room	Att. Credit	Ern. Credit	MP1	MP2	EXM	MP3	MP4	FNL	ABS	BEH	CM1	CM2	CM3
6321 - 1	Basic Math 6	1 - 3	<a href="#">Leah Conner</a>	15	0	0	F						2	03	24	23	
6121 - 1	Basic English 6	4 - 6	<a href="#">Catherine Smith</a>	13	0	0	B						3	03			
6222 - 1	Social Studies 6	7 - 9	<a href="#">Sharon Richardson</a>	12	0	0	F						2	03	24	25	
6422 - 1	Science 6	10 - 12	<a href="#">Whitney Gadsby</a>	14	0	0	B						2	03	19		
6922 - 1	DSTP Math 6	13 - 14	<a href="#">Miller, Phillip</a>	110	0	0	A						4	02	13		
6801 - 1	Vocal Music 6	15 - 16	<a href="#">Patricia Harris</a>	505	0	0	B					B	3	02			
6003 - 6	Accelerated Reader 6	17 - 18	<a href="#">Catherine Smith</a>	13	0	0	U						3	02	18	19	

**Total Earned Credit:** 0

	Credit	GPA
Current	0	2.1670
Semester	0	
Cumulative	0	

The credits listed in the Att. (Attempted) Credit column refer to the credit assigned to that course. When the credit has been earned the number in the Att. Credit column will be reflected in the Ern. (Earned) Credit column.

If a class has been completed and the credit has been earned there will be a value in the Ern. Credit column. This column is related to  $\frac{1}{4}$  and  $\frac{1}{2}$  credit courses that are finished within a specific marking period(s) and to the 4<sup>th</sup> Marking Period's final grades.

Since Report Card Run 1 has been selected you have the score for the 1<sup>st</sup> Marking Period. If you choose RC Run 2 you will be able to view two Marking Period grades for each course. The same view applies to RC Run 3 and 4.

The ABS column indicates how many absences that the student has in a specific class for the Marking Period.

The EXM column indicates the score given on the Marking Period Exam.

The final grade for the course is given in the FIN column.

## Logging Out Of the System

When you are finished viewing and/or printing your child's information; please log off the Home Access Center System.

To log off the system you must click Exit in the top right hand corner. Click OK when the next dialog box asks you if you are sure you wish to exit the Home Access Center.



Figure 18



Figure 19

The Home Access Center will automatically log you off after approximately 20 minutes of inactivity.

The next screenshot shows that you have successfully logged off of the HAC system.



## Frequently Asked Questions

### ***How do I get a username and password to the Home Access Center?***

Your child's school will generate a letter with your username and password to the Home Access Center.

### ***What is the address for the Home Access Center?***

Please type <https://hac.doe.k12.de.us/HomeAccess/> into the Address line of your web browser. Please remember there is no WWW and to add the "s" after http.

### ***Where can I access the Home Access Center?***

You may access the HAC on any computer that has an Internet connection.

### ***Do I have to have a high-speed Internet connection to use the Home Access Center?***

No, a Dial-Up connection will work fine but the pages will load slower. Please be patient and the information will be displayed.

### ***How do I contact the teacher if I have questions regarding grades or comments?***

Simply click on the teachers name and the email program installed on your computer will create a new message to the teacher.

***What if I access my email on the web and not through Outlook or Outlook Express can I still email my child's teachers?***

If you access your email through AOL Web Access or your Yahoo! Mail account online then you will not be able to send an email automatically by clicking on the teacher's name. You will need to copy the teacher's email and add the address to your online address book and send messages through your online account and not through the Home Access Center.

***The average on the Classwork page does not accurately reflect the information posted. Why does my child have an average of 80% when she received 100% in both of the assignments posted?***

The teacher has the option of not posting all assignments to the Home Access Center but the average displayed is for ALL assignments given.

***What if the demographic information regarding my child is incorrect or not available?***

If your child's information is not correct or is not entered, please feel free to call the school secretary and she can update the information to reflect your changes.

***What if the Home Access Center states, "No attendance data has been entered", does this mean my child was not at school?***

Attendance data is only entered if a child is absent, tardy or otherwise not in school/class. If no attendance data has been entered then your child WAS in school/class.

***What if the Home Access Center states, "No Classwork due this week"?***

This does not mean that your child does not have homework! This only means that the teacher has not published the assignments to the Home Access Center.

***Why did the Home Access Center "kick" me out?***

You are automatically logged out of the Home Access Center after 20 minutes of inactivity. After you are taken back to the logon screen, please log back in and continue reviewing your child's information.

***Is my child's information safe and who has access to it?***

Yes, your child's information is safe and only those individuals that have a username and password to the Home Access Center can view your child's information.

***What do I do if I cannot remember my username or password?***

Please contact the school if you cannot remember your username or password and she can reset them for you.

***Can I change my password or must I keep the one I was assigned?***

Yes, you may change your password at any time. Click the Profile button in the top right hand corner and a small window opens instructing you to enter your old password and to select and confirm your new password.

***Why can't I see the additional information when I click on the links? For example, when I click the notes link nothing happens.***

Please make sure that if you are using pop-up blocking software or utilities such as Google or Yahoo! Toolbar, that they allow pop-ups within the Home Access Center.