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## Using Home Access Center



Home Access Center (HAC) is a browser-based student information system that allows you to view student registration, report card, attendance, transcript, classwork, and scheduling information as it is entered in the school district's database.



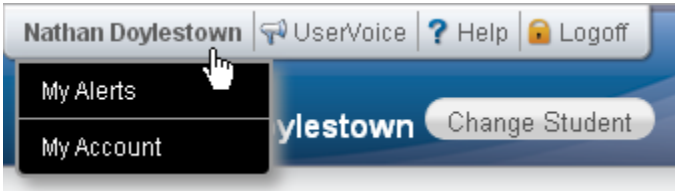
Accessing Home Access Center (HAC) from a computer can be done through the MISD website using the following link <https://hac.mckinneyisd.net/HomeAccess>. If you are using a mobile device, you must access Home Access Center (HAC) through the MISDGO application.

### Home Access Center Menu

The menu options in the Home Access Center 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 on your student. For example, the  Grades option displays a page with tabs on IPRs, Report Cards, and other subjects associated with grading. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.

The following pages can be accessed using the menu options in the HAC banner.

	
<b>Home</b>	
Week View	Displays a student's attendance, scheduling, and assignment information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing scores and other details on individual courses and assignments, and emailing teachers.
Calendar	Displays a month-view of the student's attendance, scheduling, and assignments, as well as activities and events. Checkboxes are provided for configuring the type of information that displays, while buttons are included for changing the calendar to a daily or week view. Previous and future months can also be displayed.
	
<b>Attendance</b>	
Month View	Displays a month-view of the student's attendance that can be toggled to access all months within the current school year. A color legend identifies the type of attendance displayed. Place the mouse pointer over a day to view more detailed information on absences and tardies.

 <p><b>Grades</b></p>	
Report Cards	<p>Displays information from the student's most recent report card run. The page lists marks, comments, and absences related to the student's courses or competencies.</p> <p>In addition, you can select to view any previous report card run for the current year for which the data warehouse is available.</p>
Test Scores	<p>Displays all standardized test scores stored for the student in the eSchoolPLUS Test Center.</p>
 <p><b>Registration</b></p>	
Demographic	<p>Displays the student's basic demographic information, including date of birth, gender, grade, building, house/team, and counselor. Additional information may also display, such as contact information, student and guardian addresses and phone numbers, medical emergency information, and sensitive information from the Personal page.</p>
 <p><b>User Options</b></p>	
My Account	<p>Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.</p>
Logoff	<p>Closes the current HAC session, and returns you to the Log On page.</p>
Change Student	<p>Allows guardians who have two or more students to display a pop-up window for selecting another student.</p>

### 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**.

## Attendance Month View Page

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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.

## Calendar Page




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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**.

## Demographic Page

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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.

### Update emergency information

- To update the Emergency section, click **Edit**. Add to or change the information displayed in the Update Emergency Information window, then click **Save**.

### Update contact information

- To update the Contacts section, click **Edit**. Add to or change the email and phone information displayed in the Update Contact Information window, then click **Save**.

## Report Card Page

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The Report Card page displays your student's most recent report card. A grading scale and comments are provided at the bottom of the page.

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

### 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**.

## Test Scores Page

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The Test Scores page displays your student's standardized test scores. For each test, the listing includes the test, test date, subtests, and scores, as well as the grade and age of your student at the time the test was taken.

To display the Test Scores page, click  **Grades** on the HAC menu, then click the **Test Scores** tab.




## Week View Page

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

- Attendance

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 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**.

## • **Update Registration Page**

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- You can use this page to access Enrollment Online to update your student's registration information. The page can display the following links for displaying a form:
- **New** - Clicking the link displays a new form for updating your student's information. Use this link if you have never submitted an Enrollment Online form for the current school year or the last form you submitted has been processed by the school's Registrar.
- **Edit** - Clicking the link displays a 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 a 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.

### **Start a new update form**

- To start a new form, click the link in the Update Registration page relative to the school year you are updating data for. For example, **Update Student Registration 2015-16** for the 2015-16 school year.

### • **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.

## My Account

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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**. If you are still having issues please contact the campus registrar as your students may need to be merged before you are able to create an account.
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 account information if you need to reset your password. The Log On page has a Forgot My Username or Password link. When you click the link, an email including a link to reset your password will be sent to the email address provided to the school district. When you click the link in the email, you will be prompted to answer your challenge questions.

## Create challenge questions

The first time you log into HAC, you will be asked to enter challenge questions and answers. You may also be asked to create challenge questions the first time you log in if your school district has just 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 entered all questions and answers.
4. Click **Continue to Home Access Center**.

## 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, make changes to 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 campus registrar 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 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.