# Home Access Center (HAC\_Guardian)

**Home Access Center** is a web-based student information system that allows parents and guardians to view student demographics, report card, attendance, discipline, scheduling, classwork, and progress report information as it is entered in the teacher's Gradebook system (Teacher Access Center).

# Login to Home Access Center Go to the main Killeen Independent School District home page (https://www.killeenisd.org). 1. Click on Parents and Students link. 2. Click Home Access Center icon 2 > Log in to Home Access Center. 3. Account Credentials Home Access Accounts are created for guardians that have an email address or Login ID listed in the student management system. Note: As a first-time user you will need to contact your child's campus to have a username and password created. 1. Enter the **Username** and **Password** provided to you by email/letter or by campus personnel. Welcome to **Home Access Center** Home Access Center (HAC 4.0) provides parent/guardian access to view student assignments, grades, and attendance. To use HAC to participate in your child's educational experience, contact your child's campus registration office to request an account and password. A valid email address is required for account creation. User Name Password Forgot My User Name or Password Sign In 2. Click Sign In

Note: First time users will be directed to create two challenge questions and answers.

If you forget your Username and Password:

- 1. Click 'Forgot My Username or Password' on the main login screen.
- 2. Enter either your Username or Email Address.
- 3. Click Submit. You will receive an email with instructions on how to reset your password.
- 4. Click the, '**Reset your Home Access Center Password'** hyperlink attached to the email received. You will then be instructed to answer one challenge question. You will then be directed to the '**My Account**' screen, where you will create a new password. Once you have created your new password, **click** 'Continue to Home Access Center'. You will be logged in to your Home Access Center Account.

#### Reset password or challenge questions and answers:

Note: You must be logged in to Home Access Center. Hover over your name in the top right-hand corner, then click 'My Account'.

#### **Reset Password**:

- 1. Enter your Old Password and the New Password twice.
- 2. Click 'Change Password'.
  - a. You will receive a message confirming the password change.

# Challenge questions and answers:

Type your questions and answers in the appropriate fields.

- 1. Click 'Update Challenge Questions'.
  - a. You will receive a message confirming the change.

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#### Menu List

Home Access Center								🖬 Logout
	Home	Attendance	Classes	Grades	Student Support	Registration		

#### Home Menu

The **Home Screen** will be the first screen available upon logging in. The Home screen gives you access to the 'Week View', Calendar, and School Links (KISD District Links) tabs.

Week View Colendar School Links					Course Descriptio	n Scroon	
Today's News					Course Descriptio		
There is no current news.			-	L			Close
Control Monday May 30, 2016 - Friday June	Course:	1103B - 6					
Class	Name: Building:	English II					
English II	Department:	ENGLISH					
(11038 - 6) Per: 1	Teacher		Room	Periods	Days	Marking Periods	
			151	1	M, T, W, R, F	MP3, MP4	
	Description:	English II					

- Week View: Displays the student's schedule, attendance, and discipline information for the week. Previous and future weeks can also be displayed by clicking the arrow icons Links are provided for viewing details on individual courses. To view your child's full schedule, click 'View Full Schedule'. To view the course description, click the hyperlinked course name under *Description* and the course description will display.
- **Calendar**: Displays a month-view of the student's attendance, scheduling, assignment and discipline information. Activities and special events are also available. Filters are provided for you to configure the type of information that displays. You may also change the calendar view (daily, weekly, monthly).
- School Links: Additional links available within or outside the district.
  - **Student Lunch Account (SchoolCafe** link is a secure portal for parents to pay for their child's school meals online. Parents may setup Automatic Payment Plans, View Account Balances and History, and Receive Automatic Notification on balance status.
    - **First-Time Users**: When using SchoolCafe for the first time, you must register and create a SchoolCafe username and password.
  - **Bus Routes** link is provided to give parents the access to locate their child's school and bus information for the student's home address for the current school year.
    - Transportation for Special Needs will need to contact the Transportation Department at 254-336-0138.
  - **Library Online** link is a library resource through Killeen Independent School District to link parents and students to the district campus libraries.
  - KISD Home link will direct you back to the main Killeen Independent School District website.
  - Android Family App Tip Sheet link will direct you to the Family App tip sheet.
  - **iPhone and iPad Family App Tip Sheet** link will direct you to the tip sheet on how to use the Family App on an iPhone or iPad.
  - o Parent Quick Sheet link will direct you to the Parent Home Access Center tip sheet.

# Attendance Menu

• Month View: Displays a month-view of the attendance. A color legend identifies the type of attendance displayed. To identify the type of absence, place the curser over the colored day to view more detailed information on the absences and tardies. To view attendance information for a different month in the school year, click the *<<* or *>>* links to move back and forward a month at a time.



## **Classes Menu**

- Classwork: Displays course assignments, to include date assigned, due date, categories, potential points and scores for the assignment. You may sort the classes by **Report Card Run**, **Class**, or **Assignment Due Date**. Once you select your sort preference, click **Refresh View**.
- To view the assignment description, click the hyperlinked assignment name under Assignment.

- <u>1103A - 2 English</u>	(Last Updated: 9/6/2016)		Course:	4214A-15 Spanish II	
Date Due	Date Assigned	Assignment	Category:	Formative	Assignment Description
08/30/2016	08/25/2016	"Anger" SAR	Date Assigned:	09/15/2015	/ asignment bescription
08/26/2016	08/25/2016	DQ's & WarmUps	Points:	100.00	Scroon
			Weight:	1.00	Scieen
			Score: Extra Credit:	No	

• To view assignment score comments, click the comment <sup>we</sup> icon next to the score.

Date Due	Date Assigned	Assignment	Category	Score	Total Points
04/18/2019	04/11/2019	WWII Assessment	Formative	95.00	100.00

• **Classwork Alerts**: To set up to receive Email or Mobile alerts when your child's course average falls below or above a certain percentage, select your preferred alert type.



- **Career Plan (High School ONLY)**: Displays the student's progress toward fulfilling course and credit requirements for graduation and supplemental plans, based on the student's career plan.
- Schedule: Displays the student's schedule for the year and next year's course requests.

Note: You may email the teacher by clicking the teacher name from the 'Schedule' tab.

2020 - 202	2020 - 2021 Schedule							
Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
2642A - 2	Soccer 11th Boys	1		gym	M, T, W, R, F	MP1, MP2		Active
2642B - 2	Soccer 11th Boys	1		gym	M, T, W, R, F	MP3, MP4		Active
3352A - 13	Algebra II	2		2201	M, T, W, R, F	MP1, MP2		Active

#### Grades Menu

- IPR: Displays the student's most recent interim progress report, including courses, marks, and comments.
- **Report Card**: Displays report card information after the grade's calculations have been completed at the end of the 9 weeks grading cycle.
- **Transcript** (**High School**): Displays the student's transcript information.
- **Test Scores**: Displays all standardized test scores.

## Student Support Menu

• **Discipline**: Provides all discipline incidents involving the student. The information includes the type of incident, category, location, date and time, and the student's role, such as offender, victim, or witness. Additional information on the incident can be viewed by clicking the incident or incident role link.

School Year	Indent	Calegory	Building	Location	Incident Date/Time	Incident Role
2016	Persistent Minor Offenses (Spec: #4+)			At School	11/24/2015 12:00:00 AM	Offender
2016	Insubordination			Classroom	11/23/2015 2:32:00 PM	Offender

# **Registration Menu**

• **Demographic:** Displays student demographic data, emergency information, and contact information entered in the system for your student.

# Log Out

Click the 📕 (Logoff) button located in the top right corner of the Home Access Center screen.

#### **Helpful Notes:**

• If you are a guardian who may access multiple students in HAC, click the dropdown icon next to your student's name (*under Logout*). The **Choose Your Student** box will display.



- **Note**: If all your children do not display from the dropdown, contact your child's campus for further assistance with linking all your children to one HAC account.
- If you do not have more than one child in KISD, or each child's record has different guardian information and HAC account address for the parent/guardian, you will be directed to the **'Home Menu'** page when you log in.
- For questions related to account setup, linking all your children to one HAC account, etc., please contact your child's campus registration office. For questions related to your child's grades, attendance or assignments, please contact your child's teacher(s).
- You may email the teacher by clicking the teacher name (under the course name/description) from the Home page

Home, 'Week View' tab.

- **My Alerts**: Allows guardians and students to subscribe to alerts to receive emails or phone messages on your student's course averages.
  - To subscribe to HAC Alerts:
    - Hover over your name at the top of the screen next to the UserVoice button.



Click My Alerts

My Alerts			
Alert Type	Email	Mobile Push	Alert Details
Course Average			If my student receives a course average below % or above %

- Select your Alert preference(s): Email or Mobile Push.
- Enter your Alert average range.
- Once you leave the My Alert page, your entries are saved automatically.
- You will receive an alert message at any time your child's average meets the alert criteria you entered.
- Make sure that your pop-up blocking software or toolbars have been disabled or allowed for this site.
- To ensure you receive emails from our automated system, please add this email address to your email contacts: <a href="mailto:espMail@killeenisd.org">espMail@killeenisd.org</a>