

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

Login to Home Access Center

1. Go to the main Killeen Independent School District home page (<https://www.killeenisd.org>).
2. Click on **Students and Parents** link.
3. Click on **Home Access Center**.

Account Credentials

Home Access Center accounts were created for guardians that have an email address 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 letter or by campus personnel.

2. Click **Login**

Note: When you log in for the first time you will be directed to the 'My Account' screen to create 2 challenge questions and answers in case you forget your username and password.

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 and create a new password. **Your password must be at least 8 characters.** You will then be directed to the Home screen.

Reset password:

Note: You must be logged in to Home Access Center.

1. Go to the guardian name in the top right of screen (hover over the name). Select **My Account**.
2. Enter your Old Password and the New Password twice under the **Change Password** section.
3. Click **Change Password**.

Reset challenge questions and answers:

Note: You must be logged in to Home Access Center.

1. Go to the guardian name. Select **My Account**.
2. Type your questions and answers in the appropriate fields in the **Challenge Questions** section.
3. Click **Update Challenge Questions**.

Enable/Disable Alerts:

Note: You must be logged in to Home Access Center. (Alerts are currently not available.)

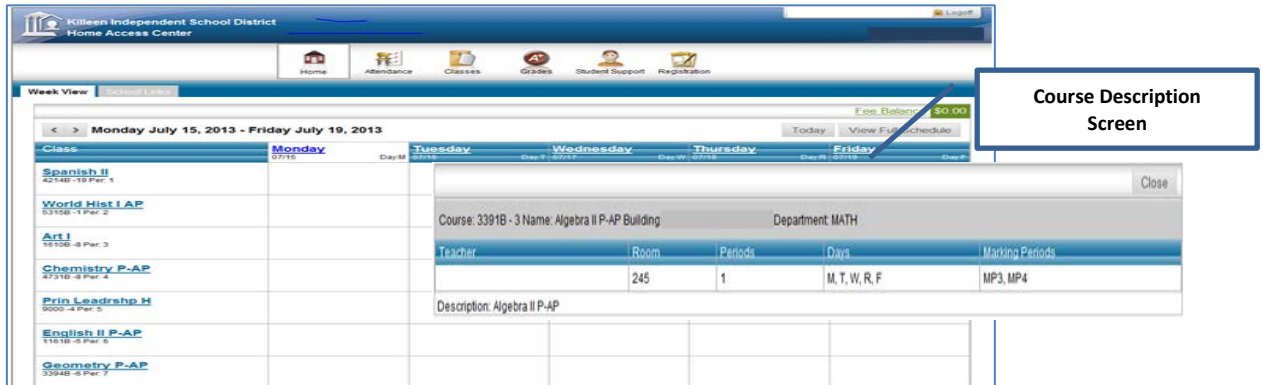
1. Go to the guardian name. Select **My Alerts**.
2. Select to receive or disable alerts by checking or unchecking the **Receive Alert** box for the appropriate Alert type.

Menu List



Home

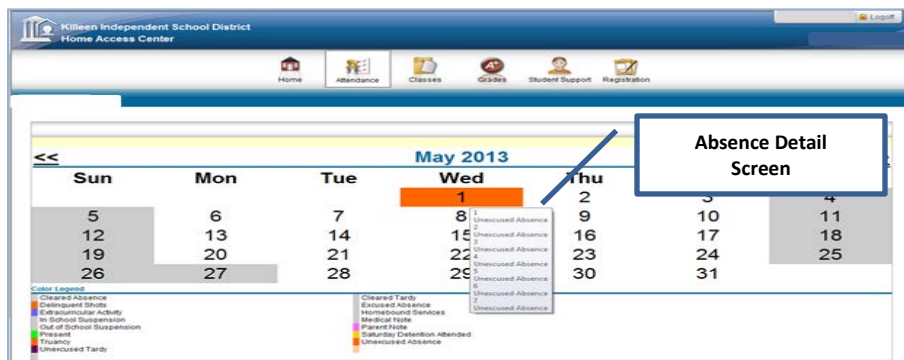
The **Home** screen will be the first screen available upon logging in. The Home screen will provide a quick glance of your child's schedule at a 'Week View'. To view a daily schedule, click the day of the week. You will also be able to view your child's full schedule by clicking, **View Full Schedule**. To view the course description, click the hyperlinked course name under *Description* and the course description will display.



To view the prior and future week schedule, click the arrow icons .

Attendance

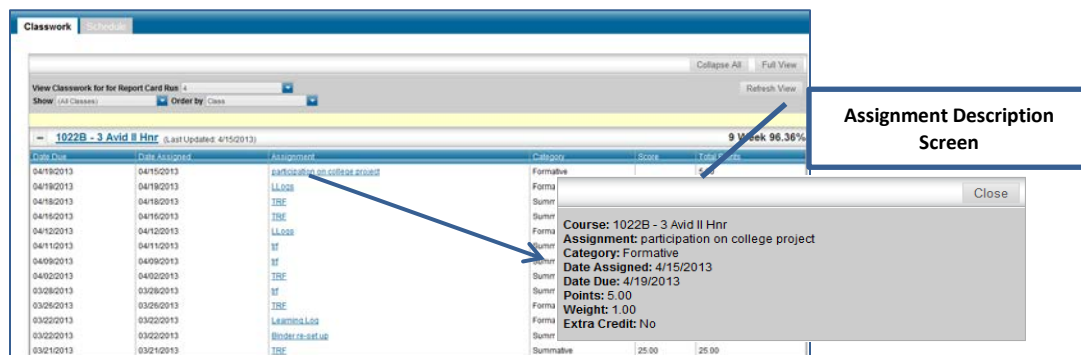
The **Attendance** tab provides a calendar view of absences. To view attendance information for a different month in the school year, click the **<<** or **>>** links to move back and forward a month at a time. Hover over a colored absence to view the details and absence description (Period, and Attendance Code).



Classes

The **Classes** tab provides detailed information about classwork in each class. You may sort the classes by **Report Card Run**, **Course** 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**.



Grades

The **Grades** tab provides current and prior view grade information.

Interim Progress reports will be viewable on this tab once the campus runs the process. The process typically is run during windows of time throughout the school year. You may select the IPR period (Date) by clicking the drop-down listing.

Report Cards will be displayed on the report card tabs after the grades calculations have been completed at the end of the 9 weeks grading cycle. You may select prior Report Card reporting periods by clicking the drop-down listing.

Transcript page will display your child's transcript to include the course code, name, mark(s), and credit for each course, the GPA and total credit for each group of courses, and the student's overall GPA and rank information.

Test Scores page displays your child's standardized test scores. For each test, it lists the test, test date, subtests, and scores.

Student Support

The **Student Support** tab provides Discipline and Student Success Plan information.

Discipline tab provides current year discipline incidents.

- By clicking on the *Incident* description and the *Incident Role* description you will receive a brief incident detail for the actual incident.

School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2013	Tardy		C E Ellison High School	At School	2/28/2013 12:00:00 AM	Offender
2013	Tardy		C E Ellison High School	At School	12/5/2012 12:00:00 AM	Offender

Success Plan tab provides AtRisk information and supportive data.

Registration

The **Registration** tab provides Demographic information.

Demographic tab includes student, emergency, and contact information. *To change the information provided, contact your child's campus.*

School Links

Additional school links are provided for further assistance if needed.

PayPAMS 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 PayPAMS for the first time, you must register and create a PayPAMS username and password.
- There will be a one-time 24-hour delay before you will be able to see your child's account information. After that time, account payments will be posted twice a day.
- There is no cost to register, browse the website and check account balances. However, a service fee per student will be applied when you make online payments on PayPAMS.

- Contact School Nutrition if you have any questions at 254-336-0775.

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.

Bridges link is an informational link for students and parents to explore career and education options.

Helpful Notes:

- If you have more than one child in the district and your guardian contact information and HAC account in the student management system is identical for each child, then all of your children will display after logging in and selecting **Change Student**.
 - **Note:** If all of your children do not display on the **Change Student** screen after logging in, contact your child's campus for further assistance with linking all your children to one HAC account.
- If you have only one child in KISD, or each child's contact record has a different guardian information and HAC account address for the parent/guardian, then you will be directed to the **Home** screen once you log in to HAC.
- For questions related to account sign up, adding students, linking all your children to one HAC account, navigation issues, 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).
- Make sure that your pop-up blocking software or toolbars have been disabled or allowed for this site.
- You have the option to send the teacher an email from any screen that stores the teacher's information by clicking the teacher's name to open an email window.
- To ensure you receive email from our automated system, please add this email address to your email contacts: **espMail@killeenisd.org**
- Click the **Log Out** button located at the top right of page to log out of Home Access Center