

Home Access Center

Administration

Software Version: 3.0

Home Access Center Features

With version 3.0, Home Access Center's graphic interface has been completely revised to enhance the ability of guardians and students to access and update student information. In addition, several new features have been introduced, while many existing features have been improved.

This topic lists the general features of Home Access Center, as well as a list of the features added in the eSchoolPLUS 3.0 Service Pack 1 release.

Home Access Center Features for Students and Guardians

Home Access Center provides the following functionality to guardians and students based on how your building has configured Home Access Center.

- View demographic information for the student, such as student name, birth date, gender, building, grade, counselor, homeroom number, and residency status.
- View personal information for the student, such as social security number, ethnicity, and meal status.
- View emergency contact information for the student.
- View student and guardian address information.
- View discipline records for the student.
- View the student's attendance information in calendar format, with color-coded absence types.
- View the student's current schedule.
- View the student's classwork information from Gradebook.
- Click on the name of a teacher, counselor, or school building to send an e-mail.
- Subscribe to email alerts for Attendance, Classwork, Interim Progress, and Report Cards.
- Register for Home Access Center online. An email will be sent allowing a password to be set.
- Reset a password if forgotten.

Features Added in 3.0 Service Pack 1

- Introduced a new graphic user interface to improve navigation, making Home Access Center easier for guardians and students to learn and use.

SunGard School District Home Access Center

Nathan Doylestown UserVoice ? Help Logoff

Derek Doylestown Change Student

Home Attendance Classes Grades Student Support Registration

Week View Calendar School Links

! Discipline has been entered. Click for the details Fee Balance (\$65.00)

< > Monday June 17, 2013 - Friday June 21, 2013 Today View Full Schedule


Class	Current Average	Monday 06/17 Day:M	Tuesday 06/18 Day:T	Wednesday 06/19 Day:W	Thursday 06/20 Day:R	Friday 06/21 Day:F
Glob St 1 8244-1 Per: 1 Chalfont C	89.00		Unexcused Absence Family Vacation	Unexcused Absence Unexcused Absence	Unexcused Absence Unexcused Absence	

- Improved the ability of guardians of multiple students to change the student being viewed.
- Added the ability to define coordinating color and text for headings and title bars, thereby improving district or building branding of Home Access Center.
- Added a Calendar view for assignments and events. Events are defined by class and activity teachers in Teacher Access Center.
- Included the ability to filter the calendar view to allow students/guardians to select the information they want to see.
- Added a weekly summary to provide an at-a-glance view of the classes, assignments, attendance, and discipline for the week.
- Enabled students/guardians to navigate the weekly summary to display previous and upcoming weeks.
- Provided the ability to see student fee balances on the weekly summary.
- Added the ability for a building to select the discipline incident codes to display on the Discipline option in Home Access Center.
- Provided the ability to limit Discipline to show only incidents that occurred in the current school year.
- Included access to IEP invitation and evaluation letters, as well as plans for districts that have IEPPLUS integrated with eSchoolPLUS.
- Provided an option allowing buildings to limit access to IEPPLUS letters and plans to the guardians living with students.
- Provided the ability to specify the user assistance content to display when Help is clicked for a student in a building.
- Included support for LDAP authentication for logins.
- Allowed the district to select the login authentication method to use. Supports both standard eSchoolPLUS authentication and LDAP.
- Added the ability to print a PDF of a student's report card.




- Included a Quick View for classwork to simplify the view of basic assignment information.
- Provided the ability to hide alternate request fields on the Course Request and Career Planner pages.
- Removed Residency field from student demographic information.
- Added the email address for students and contacts to the student demographic information.
- Improved access to PerformancePLUS by implementing single sign-on access from Home Access Center to PerformancePLUS. To use this feature, your district needs to use the single sign-on feature of the PLUS360 integration between eSchoolPLUS and PerformancePLUS. Students and Guardians also need to have accounts in PerformancePLUS.




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.

 Home	
Week View	Displays a student's attendance, scheduling, assignment, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing details on individual courses, accessing student fee information, and emailing teachers.
Calendar	Displays a month-view of the student's attendance, scheduling, assignment, and discipline information, 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.
School Links	Displays links that can be created in the HAC building configuration to enable access to other resources within or outside the district.
 Attendance	
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.
 Classes	
Classwork	<p>Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for the Gradebook assignments available in a class. When assignments are ordered by class, class average information is shown below the student's list of assignments.</p> <p>Teachers can select whether an assignment and its score should be published for HAC. However, unpublished assignments may be included in the student's averages for a course.</p>
Schedule	Displays the student's schedule for the entire year. Dropped courses may also be displayed. You can also select to display the list of requests for the next school year in a separate section at the bottom of the page. Links are provided for viewing detailed course information and sending emails to teachers.

 Grades	
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>Additional information can include the sum of earned credits for the report card run, class rank, and current, semester, and cumulative credits and GPAs. If comments were entered for the student, a comment legend appears below the report card information. In addition, you can select to view any previous report card run for the current year for which the data warehouse is available.</p> <p>The page's information is defined in the report card run's Report Card View Setup. However, not all report card information from the view displays. To display report card information in HAC, you must generate the data warehouse for the report card run.</p>



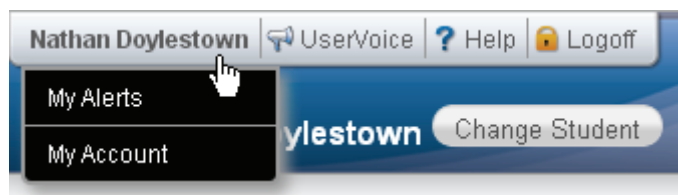
Student Support

Discipline	<p>Displays 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 a link to display a popup window.</p> <p>If you store incidents for prior years, HAC can display these incidents as well. However, users cannot view any information about other students who were involved.</p>



Registration

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, transportation to and from school, and sensitive information from the Personal page.</p> <p>If desired, you can allow guardians and students to update emergency information, phone number, email addresses, and the student's FERPA settings.</p>



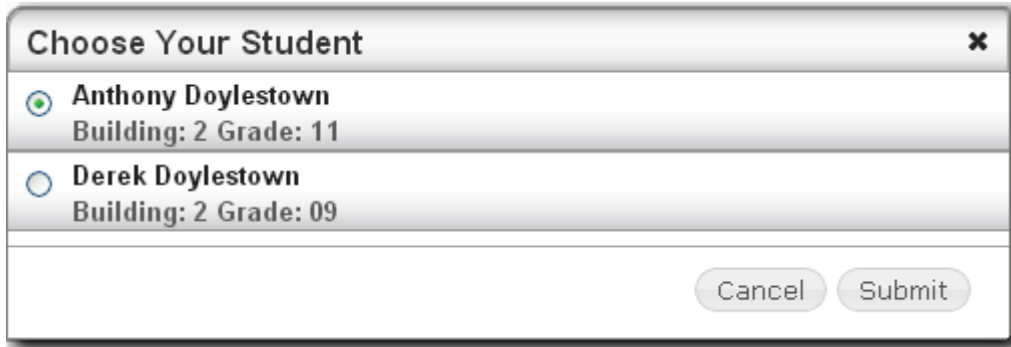
User Options

My Alerts	<p>Allows guardians and students to subscribe to alerts for sending emails on attendance, discipline, course averages, classwork, interim progress reports, and report cards.</p> <p>The alerts are selected, scheduled, and defined in the HAC building configuration. For example, an attendance alert could be set up to send emails when students are absent on the current date. To receive the emails, guardians and students would have to subscribe to attendance alerts in HAC and their email addresses would have to be stored in eSchoolPLUS.</p>
My Account	Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.
Logoff	Closes the current HAC session, and returns you to the Log On page.
Change Student	Allows guardians who have two or more students to display a pop-up window for selecting another student.

Change Students

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.

A screenshot of a "Choose Your Student" pop-up dialog box. The dialog has a title bar with the text "Choose Your Student" and a close button (X) in the top right corner. Below the title bar, there are two radio button options. The first option is selected, indicated by a green dot in the radio button, and shows the text "Anthony Doylestown" followed by "Building: 2 Grade: 11". The second option is unselected, indicated by a blue dot in the radio button, and shows the text "Derek Doylestown" followed by "Building: 2 Grade: 09". At the bottom right of the dialog, there are two buttons: "Cancel" and "Submit".

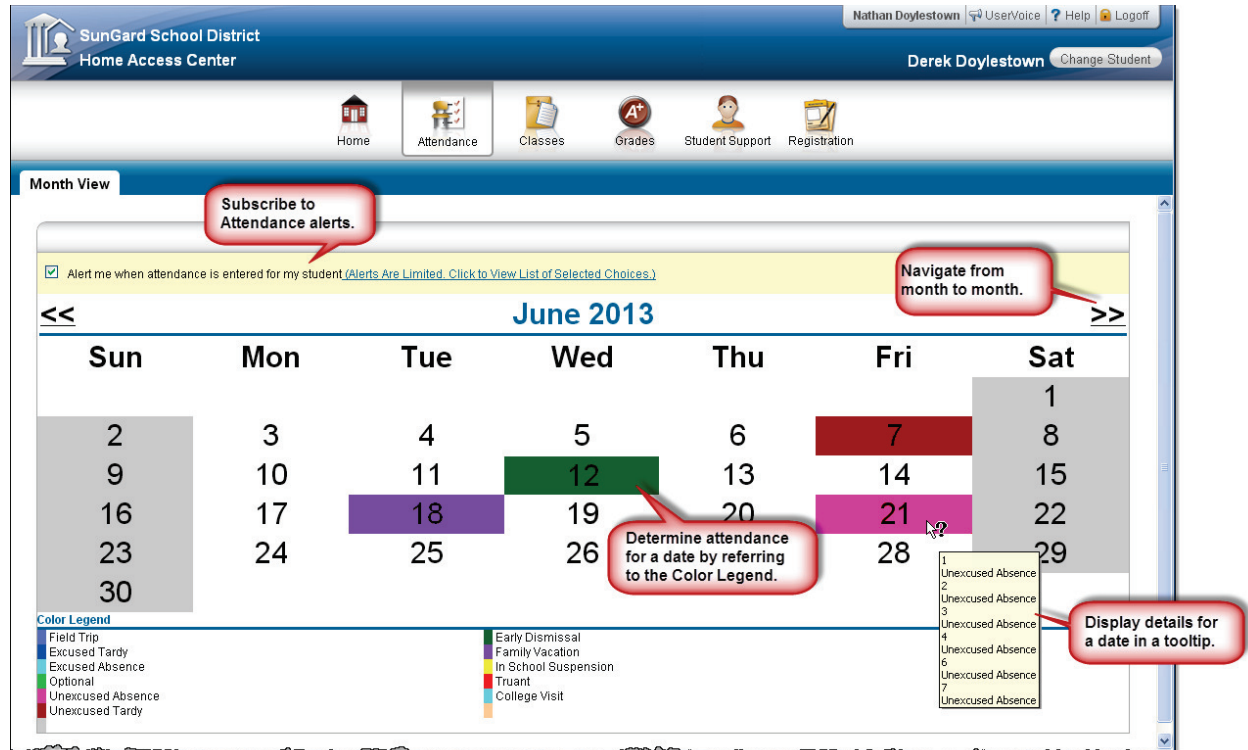
Choose Your Student	
<input checked="" type="radio"/>	Anthony Doylestown Building: 2 Grade: 11
<input type="radio"/>	Derek Doylestown Building: 2 Grade: 09
<div>Cancel Submit</div>	

3. Click **Submit**.

Attendance Month View Page

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.



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Nathan Doylestown UserVoice Help Logoff

Derek Doylestown Change Student

Home Attendance Classes Grades Student Support Registration

Month View

Subscribe to Attendance alerts.

☒ Alert me when attendance is entered for my student (Alerts Are Limited. Click to View List of Selected Choices.)

Navigate from month to month.

<< June 2013 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	1
9	10	11	12	13	14	8
16	17	18	19	20	21	15
23	24	25	26	27	28	22
30						29

Color Legend

Field Trip	Early Dismissal
Excused Tardy	Family Vacation
Excused Absence	In School Suspension
Optional	Truant
Unexcused Absence	College Visit
Unexcused Tardy	

Determine attendance for a date by referring to the Color Legend.

Display details for a date in a tooltip.

1 Unexcused Absence
2 Unexcused Absence
3 Unexcused Absence
4 Unexcused Absence
5 Unexcused Absence
6 Unexcused Absence
7 Unexcused Absence

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.

Subscribe to attendance email alerts


- To subscribe to email alerts on attendance, check the "Alert me..." box above the month.
- To select the types of attendance to receive alerts for, click the "Limit Alerts..." link. In the Attendance Alerts window, check the boxes for the attendance of interest to you, then click **Save**.

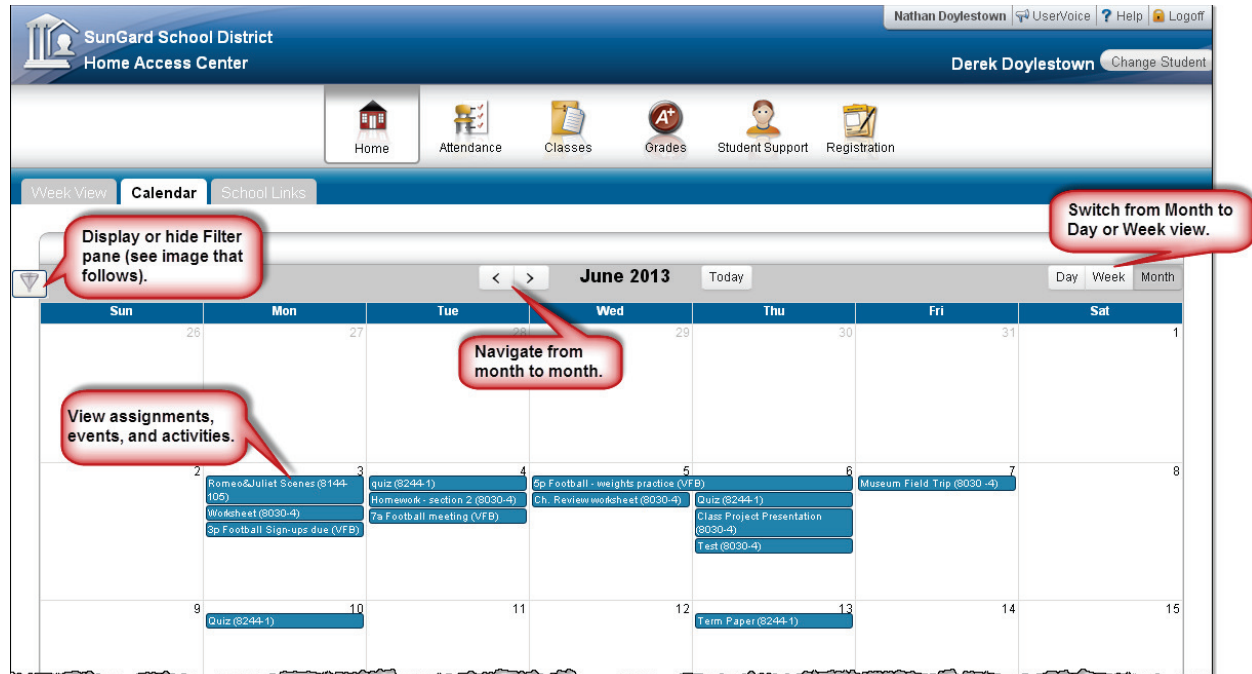
If you do not select the types of attendance, you will receive alerts for all attendance regarding your student.

Calendar Page

The Calendar page provides a month view of the following information on your student:

- Class Assignments
- Class Events
- Activity Events

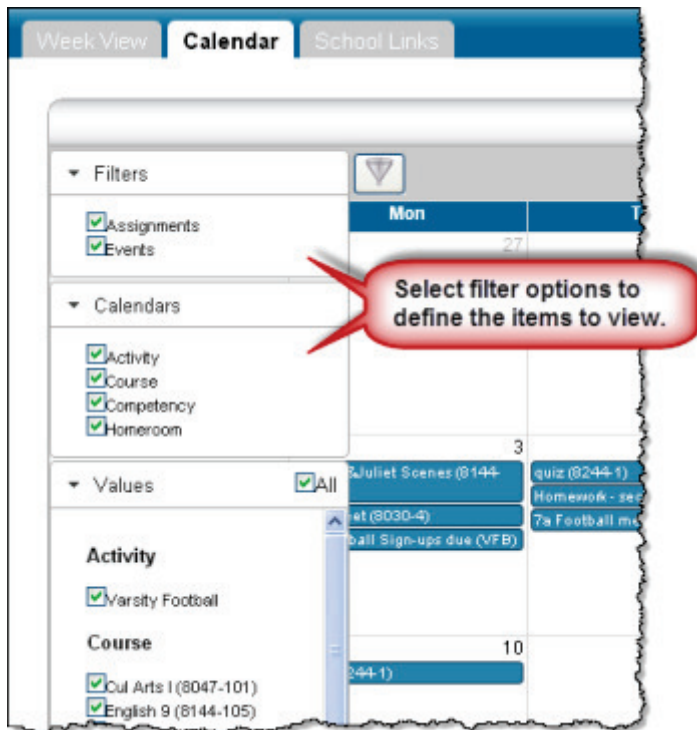
To display the Calendar page, click  **Home** on the HAC menu, then click the **Calendar** tab.



The screenshot shows the SunGard School District Home Access Center interface. The top navigation bar includes the district name, user information (Nathan Doylestown), and a Logoff button. Below this is a menu with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The main content area has tabs for Week View, Calendar, and School Links. The Calendar tab is active, displaying a monthly view for June 2013. A filter icon (a triangle with a downward arrow) is located on the left side of the calendar grid. Callouts provide instructions: 'Display or hide Filter pane (see image that follows)' points to the filter icon; 'View assignments, events, and activities.' points to the calendar grid; 'Navigate from month to month.' points to the navigation arrows at the top of the calendar; and 'Switch from Month to Day or Week view.' points to the view selection buttons (Day, Week, Month) at the top right of the calendar grid.

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.

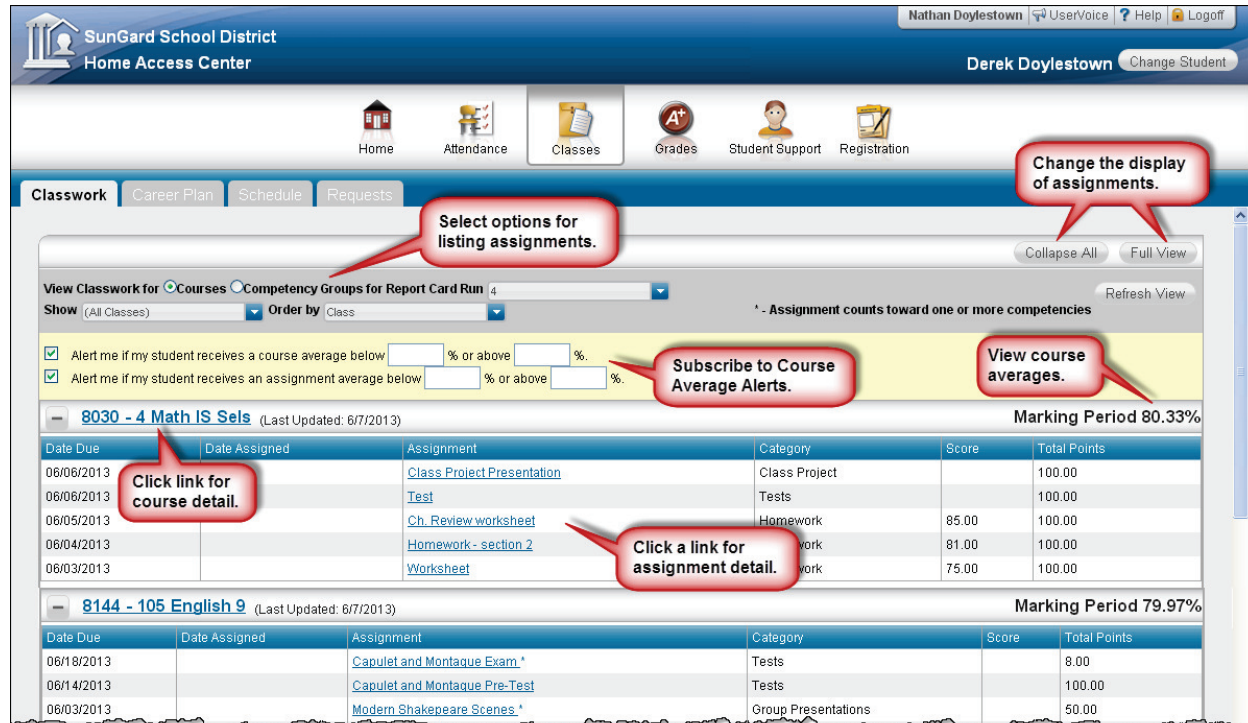
Change calendar views

- 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**.

Classwork Page

Use the Classwork page to view your student's assignments for classes. This page only includes assignments and scores that teachers have selected to publish.

To display the Classwork page, click  **Classes** on the HAC menu.



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Derek Doylestown Change Student

Home Attendance **Classes** Grades Student Support Registration

Classwork Career Plan Schedule Requests

Select options for listing assignments.

Change the display of assignments.

Collapse All Full View

View Classwork for ☒ Courses ☐ Competency Groups for Report Card Run 4

Show (All Classes) Order by Class * - Assignment counts toward one or more competencies Refresh View

☒ Alert me if my student receives a course average below % or above %.

☒ Alert me if my student receives an assignment average below % or above %.

Subscribe to Course Average Alerts.

View course averages.

8030 - 4 Math IS Sels (Last Updated: 6/7/2013) Marking Period 80.33%

Date Due	Date Assigned	Assignment	Category	Score	Total Points
06/06/2013		Class Project Presentation	Class Project		100.00
06/06/2013		Test	Tests		100.00
06/05/2013		Ch. Review worksheet	Homework	85.00	100.00
06/04/2013		Homework - section 2	work	81.00	100.00
06/03/2013		Worksheet	work	75.00	100.00

Click link for course detail.

Click a link for assignment detail.

8144 - 105 English 9 (Last Updated: 6/7/2013) Marking Period 79.97%

Date Due	Date Assigned	Assignment	Category	Score	Total Points
06/18/2013		Capulet and Montague Exam *	Tests		8.00
06/14/2013		Capulet and Montague Pre-Test	Tests		100.00
06/03/2013		Modern Shakespeare Scenes *	Group Presentations		50.00

Quick View versus Full View

Two views have been provided for assignments. You can switch your view by clicking the appropriate button:

- **Quick View** - Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.
- **Full View** - Displays additional fields related to averaging assignment scores so you can see more detail about your student's average for the class.

View assignments by class

1. If you have an option to select Course or Competency Groups, select Course.
2. In the Show field, select (All Classes) or a specific class.
3. In the Report Card Run field, select the report card run to display.
4. In the Order by field, select Class.
5. Click **Refresh View**.

View assignments for competencies

1. If you have an option to select Course or Competency Groups, select Competency Groups.
2. In the Show field, select (All Classes) or a specific competency group.
3. In the Report Card Run field, select the report card run to display.
4. In the Order by field, select Class.
5. Click **Refresh View**.

View assignments by due date

1. In the Order by field, select Date Due.
2. Click **Refresh View**.

View course detail

- Click the link in the course header for the course you want to view. The pop-up displays the course code, name, building, department, teacher, room, periods, days, and marking periods. The link only displays if you have selected to order assignments by Class.

View course attachments

- Click the link in the course header for the course you want to view. The pop-up includes a link to any attachments the teacher may have added for the course.

View assignment detail

- Click the assignment link for the assignment you want to view. The pop-up displays the course, assignment description, category, date assigned, date due, points, weight, and extra credit information for the assignment. In addition, this pop-up include any attachments the teacher may have added for the assignment and the rubric used to grade the assignment, if appropriate.

Subscribe to classwork email alerts

- To subscribe to an email alert based on either the assignment average or class average, check the appropriate "Alert me..." box above the classwork detail.
- To receive alerts for averages below a certain percentage, enter the number (1-150) next to "below." For example, if you want alerts for averages below 70%, enter 70.
- To receive alerts for averages above a certain percentage, enter the number (1-150) next to "above." For example, if you want alerts for averages above 90%, enter 90.
- Leaving both fields blank allows you to receive alerts for all courses or assignments, regardless of their averages.



Demographic Page


The Demographic page includes the following sections listing information on your student:

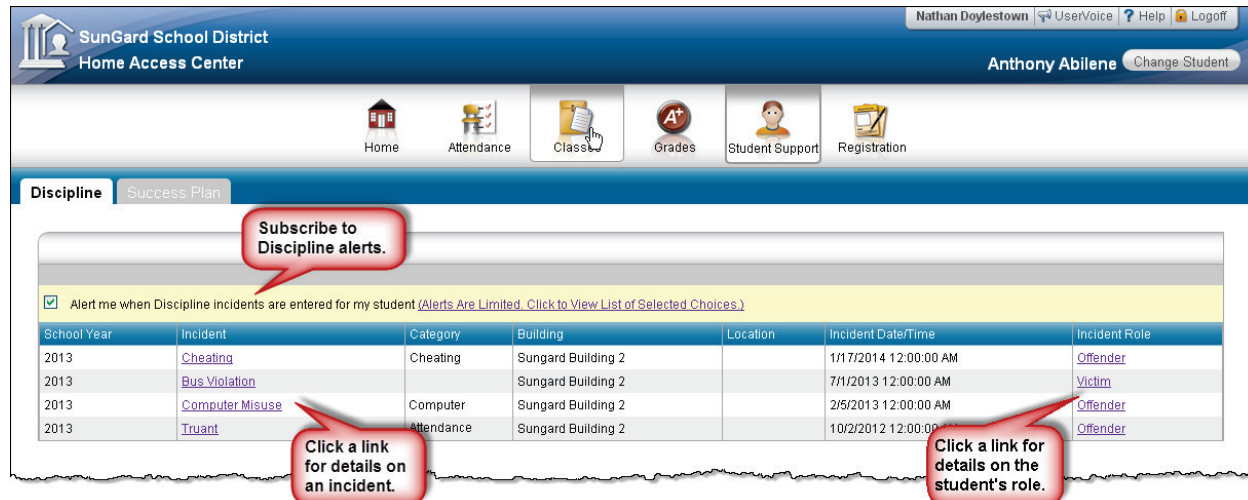
- **Demographic** - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.
- **Emergency** - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data.
- **Personal** - Sensitive information, including Social Security number, ethnicity, meal status, and classification.
- **Contacts** - Student and guardian information, including addresses and phone numbers.

To display the Demographic page, click  **Registration** on the HAC menu.

Discipline Page

The Discipline page lists discipline incidents involving your student as an offender, victim, or witness. Incidents are listed from newest to oldest. The Discipline page's Incident and Role columns display links you can click for additional details on an incident.

To display the Discipline page, click  **Student Support** on the HAC menu.



SunGard School District Home Access Center

Nathan Doylestown | UserVoice | Help | Logoff

Anthony Abilene | Change Student

Home Attendance **Classroom** Grades Student Support Registration

Discipline Success Plan

☒ Alert me when Discipline incidents are entered for my student ([Alerts Are Limited. Click to View List of Selected Choices.](#))

School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2013	Cheating	Cheating	Sungard Building 2		1/17/2014 12:00:00 AM	Offender
2013	Bus Violation		Sungard Building 2		7/1/2013 12:00:00 AM	Victim
2013	Computer Misuse	Computer	Sungard Building 2		2/5/2013 12:00:00 AM	Offender
2013	Truant	Attendance	Sungard Building 2		10/2/2012 12:00:00 AM	Offender

Display discipline incidents

- In the View Discipline by Year field:

To display all incidents from all years, select All Years

or

To limit the display of incidents to the current year, select Current Year Only.

View discipline incidents

- To view additional information on an incident, click its Incident link to display the Discipline Incident Detail window.

View discipline incident role details

- To view additional information on your student's role as an offender, victim, or witness, click the incident's Incident Role link to display the appropriate detail window.

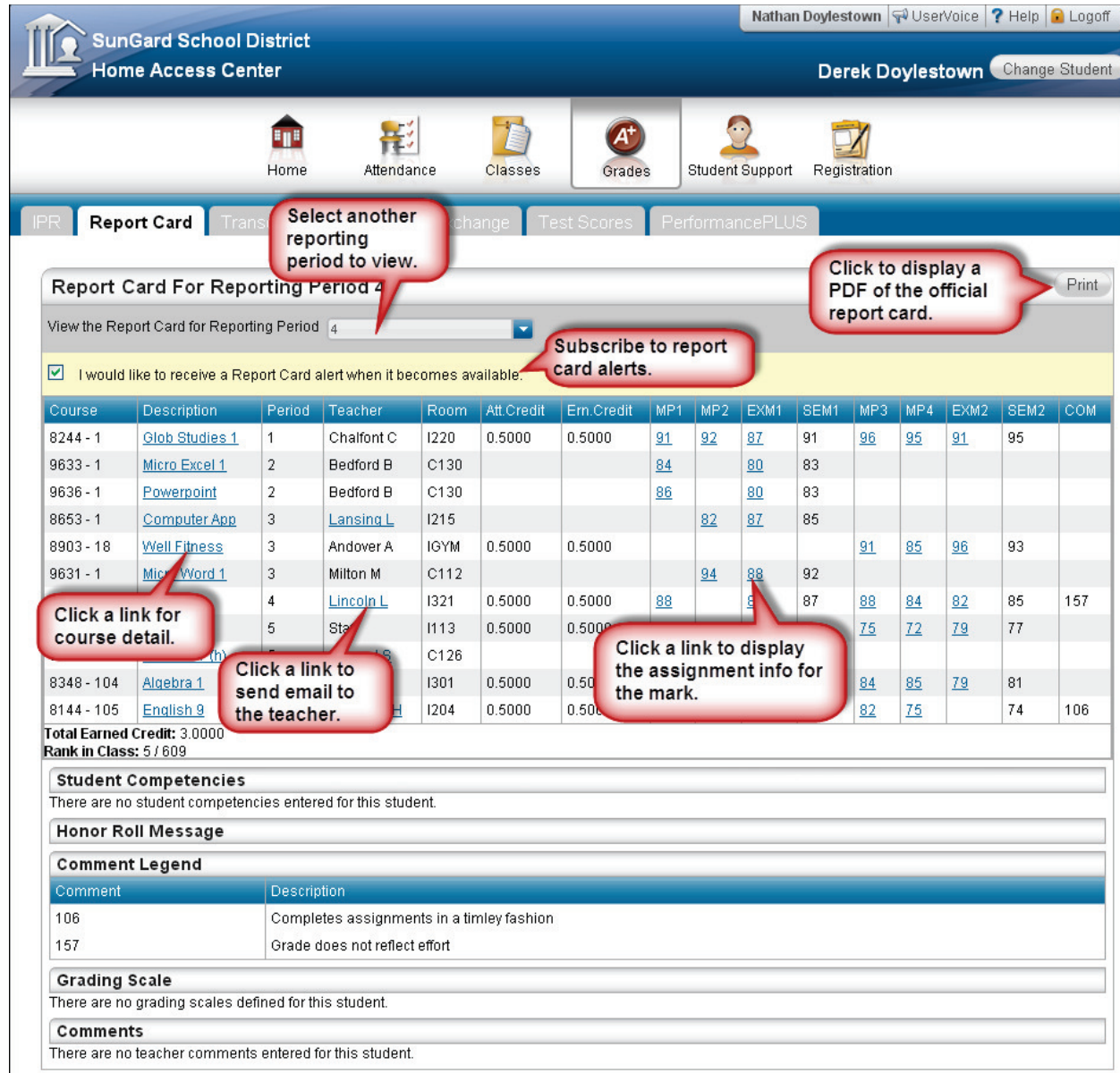
Subscribe to discipline email alerts

- To subscribe to email alerts on discipline, check the "Alert me..." box above the list.
- To select the types of discipline incidents you would like to receive alerts for, click the "Limit Alerts..." link. In the Discipline Alerts window, check the boxes for the incidents of interest, then click **Save**. If you do not select any box, you will receive alerts for all incidents involving your student.

Report Card Page

The Report Card page displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, credits attempted and earned, rank information, attendance, grades, and comment codes. A grading scale is provided to explain certain marks, while the legend at the bottom of the page provides a key to the comments your student has received.

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



SunGard School District Home Access Center

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Derek Doylestown Change Student

Home Attendance Classes **Grades** Student Support Registration

IPR **Report Card** Transcripts Change Test Scores PerformancePLUS

Report Card For Reporting Period 4

View the Report Card for Reporting Period 4

☒ I would like to receive a Report Card alert when it becomes available.

Course **Description** **Period** **Teacher** **Room** **Att.Credit** **Em.Credit** **MP1** **MP2** **EXM1** **SEM1** **MP3** **MP4** **EXM2** **SEM2** **COM**

8244 - 1	Glob Studies 1	1	Chalfont C	I220	0.5000	0.5000	91	92	87	91	96	95	91	95	
9633 - 1	Micro Excel 1	2	Bedford B	C130			84		80	83					
9636 - 1	Powerpoint	2	Bedford B	C130			86		80	83					
8653 - 1	Computer App	3	Lansing L	I215				82	87	85					
8903 - 18	Well Fitness	3	Andover A	IGYM	0.5000	0.5000					91	85	96	93	
9631 - 1	Micro Word 1	3	Milton M	C112				94	88	92					
		4	Lincoln L	I321	0.5000	0.5000	88			87	88	84	82	85	157
		5	Sta	I113	0.5000	0.5000					75	72	79	77	
				C126											
8348 - 104	Algebra 1			I301	0.5000	0.5000					84	85	79	81	
8144 - 105	English 9			I204	0.5000	0.5000					82	75		74	106

Total Earned Credit: 3.0000
Rank in Class: 5 / 609

Student Competencies
There are no student competencies entered for this student.

Honor Roll Message

Comment Legend

Comment	Description
106	Completes assignments in a timely fashion
157	Grade does not reflect effort

Grading Scale
There are no grading scales defined for this student.

Comments
There are no teacher comments entered for this student.

View report card details

- To view additional details on a course, click its description link to display the Home Access Course window.

- If a mark displays as a link, click the link to display the Classwork window. The window lists assignment dates, scores, points for classwork, and classwork average information.

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**.


Subscribe to report card alerts

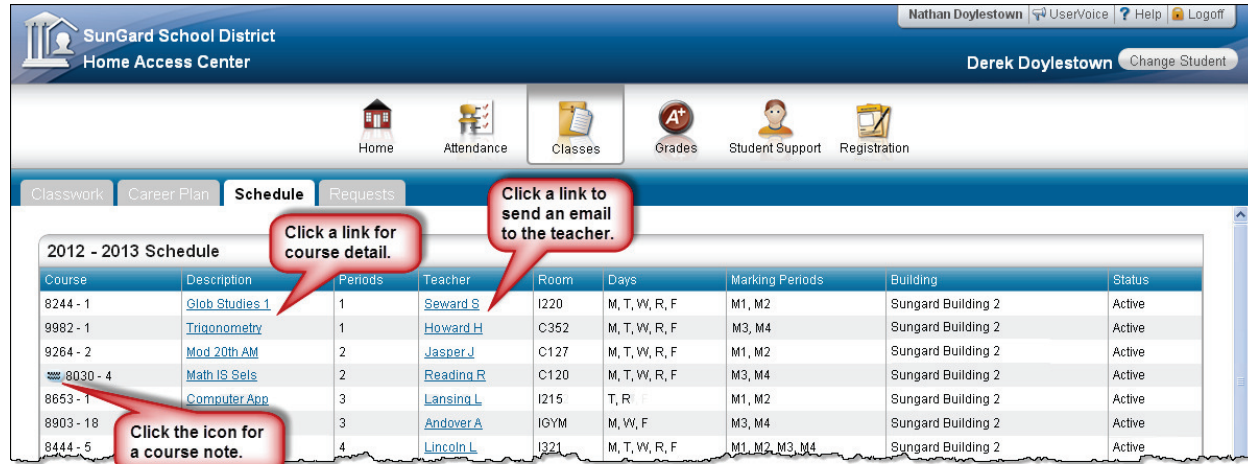
- To subscribe to report card email alerts, check the "Alert me..." box above the course listing. The alerts include courses, grades, credits, teachers' names and comments, and other information from the student's report card.



Schedule Page

The Schedule page displays your student's schedule for the current school year. Classes that your student has dropped display at the bottom of the list with a Dropped status. This page also displays a list of the course requests for the next school year.

To display the Schedule page, click  **Classes** on the HAC menu, then click the **Schedule** tab.



SunGard School District
Home Access Center

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Derek Doylestown Change Student

Home Attendance **Classes** Grades Student Support Registration

Classwork Career Plan **Schedule** Requests

2012 - 2013 Schedule


Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
8244 - 1	Glob Studies 1	1	Seward S	I220	M, T, W, R, F	M1, M2	Sungard Building 2	Active
9982 - 1	Trigonometry	1	Howard H	C352	M, T, W, R, F	M3, M4	Sungard Building 2	Active
9264 - 2	Mod 20th AM	2	Jasper J	C127	M, T, W, R, F	M1, M2	Sungard Building 2	Active
8030 - 4	Math IS Sels	2	Reading R	C120	M, T, W, R, F	M3, M4	Sungard Building 2	Active
8653 - 1	Computer App	3	Lansing L	I215	T, R	M1, M2	Sungard Building 2	Active
8903 - 18	Andover A	3	Andover A	IGYM	M, W, F	M3, M4	Sungard Building 2	Active
8444 - 5	Lincoln L	4	Lincoln L	I321	M, T, W, R, F	M1, M2, M3, M4	Sungard Building 2	Active

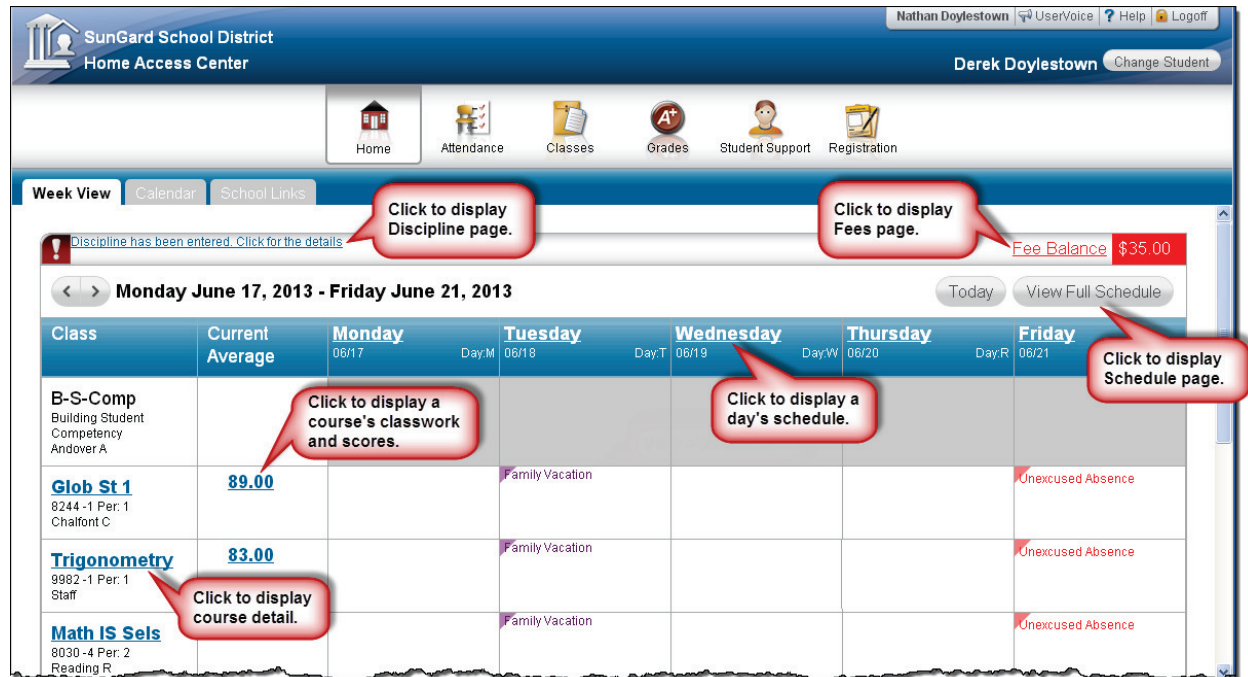
Week View Page

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

- Scheduling
- Assignments
- Course Averages
- Attendance
- Discipline Incidents

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.




Screenshot of the SunGard School District Home Access Center Week View page. The page displays a table for the week of Monday, June 17, 2013, to Friday, June 21, 2013. The table shows class schedules, current averages, and attendance status. Callouts indicate links to display Discipline page, Fees page, course's classwork and scores, day's schedule, and Schedule page.

Class	Current Average	Monday 06/17 Day:M	Tuesday 06/18 Day:T	Wednesday 06/19 Day:W	Thursday 06/20 Day:R	Friday 06/21
B-S-Comp Building Student Competency Andover A						
Glob St 1 8244 -1 Per: 1 Chalfont C	89.00		Family Vacation			Unexcused Absence
Trigonometry 9982 -1 Per: 1 Staff	83.00		Family Vacation			Unexcused Absence
Math IS Sels 8030 -4 Per: 2 Reading R			Family Vacation			Unexcused Absence

View class schedules

- To view your student's class schedule for a specific day of the week, click the day's link above its column. For example, to display Monday's classes on the Schedule window, click Monday. The window lists periods, times, courses, teachers, and rooms.
- To view your student's complete schedule, click **View Full Schedule** to display the Schedule page. Besides the schedule of all courses in the current school year, the page lists requests for the next school year. For more information, refer to the Schedule Page topic.

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**.

Display coursework for an average

- To display assignments and scores associated with an average, click the average's hyperlink.

View course details

- To view additional details on a course, click its description link to display the Course window. The window lists the course, building, department, teacher, room, class periods, days, and marking periods.

Display detail for discipline alerts

- If a discipline incident involving your student is recorded during the current week, an alert link displays at the top left of the page. To view details on the incident, click the link to display the Discipline page. Look for incidents that occurred in the current week, then click the appropriate Incident link to display the Discipline Incident Detail window.



My Account

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**.

SunGard Pentamation School District
Home Access Center

Nathan Doylestown UserVoice ? Help Logoff

Derek Doylestown Change Student

Home Attendance Classes Grades Student Support Registration

My Account

Name: Nathan Doylestown
Address: 19 Market ST
 Bethlehem, PA 18018
Logged in as: ndoylestown
Email Address: ndoyle@pdq.net
Last Login: 7/17/2013 5:08:14 PM

Change Password

Old Password: *
 New Password: *
 Confirm New Password: *

Change Password

Challenge Questions

Compose 3 challenge questions and provide appropriate answers

Questions	Answers
My first car?	VW
My 1st grade teacher's first name?	Delores
My favorite film?	Citizen Kane

Update challenge questions

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).

Home Access Center

Login

Please enter your account information for Home Access Center.

Select a District: SunGard School District

User Name:

Password:

[Forgot My Username or Password](#)
[Click Here to Register for HAC](#)

Login

Click link to register.

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**.
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.

Forgot Username Or Password

Select a District: SunGard School District

Please enter either your Username or Email Address

☒ Username:

☐ Email Address:

Submit

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 school district 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.

My Alerts

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

To display this page, move your pointer over your user name in the Home Access Center banner, then select **My Alerts**.

SunGard Pentamaton School District Home Access Center

Nathan Doylestown UserVoice Help Logoff

Derek Doylestown Change Student

Home Attendance Classes Grades Student Support Registration

My Alerts

Abilene, Anthony J		
Alert Type	Recieve Alert	Alert Details
Attendance	<input checked="" type="checkbox"/>	Alerts are limited. Click to view list of selected choices.
Course Average	<input checked="" type="checkbox"/>	If my student receives a course average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Discipline	<input checked="" type="checkbox"/>	Limit alerts to specific types of discipline.
Classwork	<input checked="" type="checkbox"/>	If my student receives an assignment average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Interim Progress	<input checked="" type="checkbox"/>	I would like to receive Interim Progress alert when it becomes available.
Immunization	<input type="checkbox"/>	I would like to receive immunization alerts.
Report Card	<input checked="" type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

Doylestown, Derek		
Alert Type	Recieve Alert	Alert Details
Attendance	<input checked="" type="checkbox"/>	Limit alerts to specific absence codes.
Course Average	<input checked="" type="checkbox"/>	If my student receives a course average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Discipline	<input checked="" type="checkbox"/>	Limit alerts to specific types of discipline.
Classwork	<input checked="" type="checkbox"/>	If my student receives an assignment average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Interim Progress	<input checked="" type="checkbox"/>	I would like to receive Interim Progress alert when it becomes available.
Immunization	<input type="checkbox"/>	I would like to receive immunization alerts.
Report Card	<input checked="" type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

Subscribe to HAC Alerts

The My Alerts page includes checkboxes for the following types of alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated.

- Attendance** - Allows email alerts to be sent when absence, tardy, and attendance codes are entered for your student. You can limit the alerts to certain codes. When the Attendance box is checked, its description becomes a link. Click the link to display a window listing the available codes. To receive all alerts, leave the Any box checked. To select individual codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- Course Average** - Allows email alerts to be sent on your student's course averages. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for

averages of 90 or greater. Enter whole numbers; decimals are not allowed. To enable alerts for all averages regardless of their level, leave the two fields blank.

- **Discipline** - Allows email alerts to be sent when your student is involved in a discipline incident. You can limit the alerts to certain types of incidents. When the box is checked, its description becomes a link. Click the link to display a window listing the available discipline codes. To receive all alerts, leave the Any box checked. To select specific codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- **Classwork** - Allows email alerts to be sent on averages for class assignments. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To display averages for all assignments regardless of their level, leave the two fields blank.
- **Interim Progress** - Allows you to receive alerts when Interim Progress Reports become available.
- **Immunization** - Allows you to receive alerts when immunizations for your student are required.
- **Report Card** - Allows you to receive alerts when Report Cards become available.

Note: When you leave the My Alerts page, all of your entries are saved automatically.