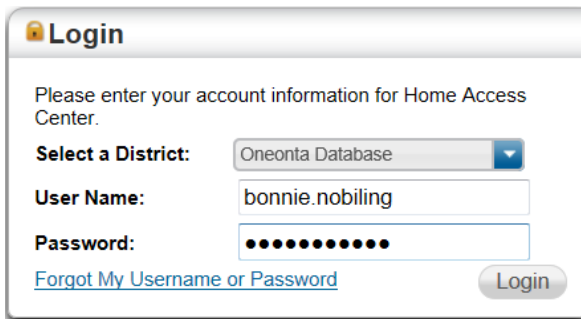


## Home Access Center v3.0

Fall 2013

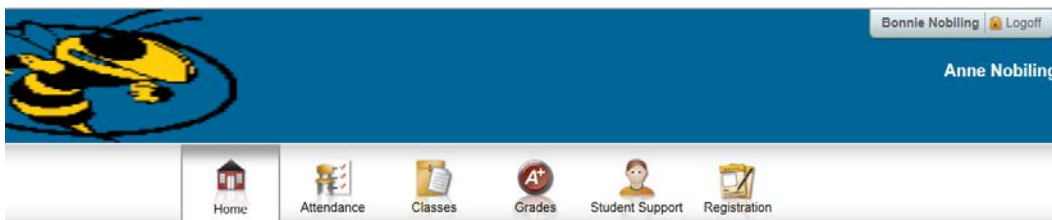
All guardians are issued Home Access Center accounts. The very first time a guardian logs on, they will need to create two security questions and answers before proceeding with system use.

1. Using an up-to-date browser (Internet Explorer, Safari, Chrome or FireFox), Go to [www.oneontacsd.org/HAC](http://www.oneontacsd.org/HAC) to get started (or, under For Parents, choose Home Access Center on the district home page).
2. If you do not know your username and/or password, use the **Forgot My Username and/or Password** link on the bottom of the Home Access Center web page.
3. Otherwise, proceed to the Home Access Center log on by clicking **Go to the Home Access Center**.
4. You will select our district and then enter your district-issued user name and password on this page. \* Note: the “Forgot My Username or Password” link on this dialog box does not currently work \*. **Click the Login button to proceed.**

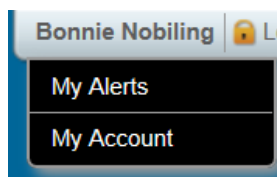


The screenshot shows a login dialog box titled "Login" with a lock icon. It contains the text "Please enter your account information for Home Access Center." Below this are three input fields: "Select a District:" with a dropdown menu showing "Oneonta Database", "User Name:" with the text "bonnie.nobiling", and "Password:" with a masked field of dots. At the bottom left is a blue link "Forgot My Username or Password" and at the bottom right is a grey "Login" button.

5. Once logged in, you will arrive at your student dashboard.





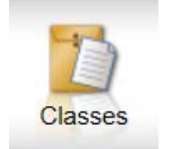
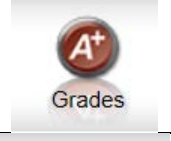

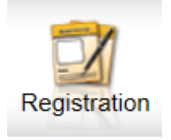
6. Click your name on the top, right-hand corner of the screen and choose “My Alerts”.



7. This screen allows you to specify when the system will send you email notifications.

My Alerts		
Nobiling, Anne		
Alert Type	Receive Alert	Alert Details
Attendance	<input checked="" type="checkbox"/>	<a href="#">Limit alerts to specific absence codes.</a>
Discipline	<input checked="" type="checkbox"/>	<a href="#">Limit alerts to specific types of discipline.</a>
Classwork	<input checked="" type="checkbox"/>	If my student receives an assignment average below <input type="text"/> % or above <input type="text"/> %.

8. Click your name on the top right corner again, and select My Account.
9. The My Account page allows you to change your password.
10. Click the Home button at the top of the page.

Button	Function
	Allows you to see your student's schedule and assignments (MS & HS only) in a calendar view. Allows you to click on the Teacher name and send email.
	Allows you to review your child's attendance for any period of the current school year.
	Allows you to see your MS or HS student's classwork, grades (if published) and their full schedule in traditional format.
	This is where you will find your student's interim progress reports (for MS and HS), report cards and their state Test Scores.
	This is where you can find Discipline information for your child.
	This is where you will find information from the Emergency card, such as student address and phone, guardian address and phone, and emergency contact names and phone numbers.

11. Be sure to use the Log Off button next to your name in the top right corner when you are finished.