HUMBLE INDEPENDENT SCHOOL DISTRICT

Home Access Center
User Guide

Contents

Before You Get Started

The Home Access Center (HAC) is a browser based student information system that allows students and guardians to view student registration, current coursework and grades, attendance, scheduling, progress reports and report cards.

HAC Banner

The HAC banner located in the top portion of the HAC page lists both the username and student name.

HAC Menu

The menu options found just under the 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 for the student. For example, the Grades option displays a page with tabs on IPRs and Report Cards. Clicking a tab displays the page indicated. Many HAC pages also include links that when clicked, display a window with additional details.
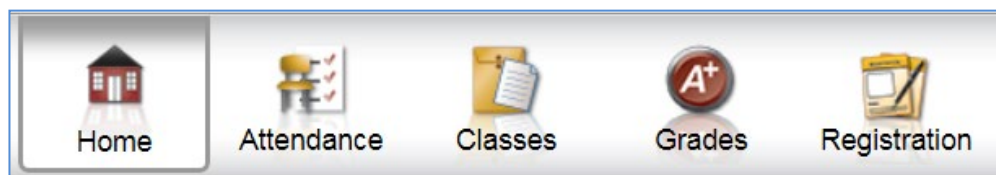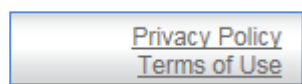

Log Out Link

Click the **Logoff** link to exit the HAC web site.

Privacy Statement and Terms of Use

The Privacy and Terms of Use statements are accessible on the bottom right corner of the HAC web site.

The Privacy Statement reads as follows:

"Information contained herein is released only in accordance with the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA). It is the policy of Humble ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technology programs, nor in its employment practices."

The Terms of Use statement reads as follows:

"Home Access Center is intended for the use of a parent/legal guardian of the student(s). The username and password used to access the information contained herein should not be shared with unauthorized individuals. Access to this information is limited under the Federal Education Right to Privacy Act (FERPA). Failure to abide by these Terms of Use may result in denial of access to the system."

NOTE: In order to protect the confidentiality of your student's information, it is critical that you keep your login and password confidential and do not share it with any unauthorized individuals.

# How to Create a Home Access Center Account

Registering Your Account

IMPORTANT NOTE: To create a HAC account:
- You must be listed with the school as the student's guardian. Each guardian of a student may have their own HAC account.
- You must have a current email address on file with your student's school. If you have no email address listed or if the address listed is incorrect, the system will not be able to send you a link to create the password for your account.
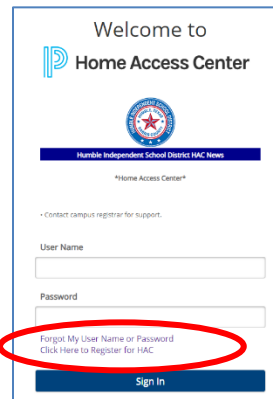
For Spanish speakers, you are able to have your HAC account displayed in Spanish, if you designate Spanish as your language of correspondence during registration.

If you need to be designated as a guardian, change or update your email address, or change your language of correspondence, please contact the school to make these adjustments before proceeding to create a HAC account.

1. Navigate to the Home Access Center button found on the home page of the district website.
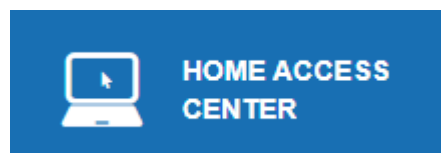
2. If you have not yet set up your username and password, click on the hyperlink to register.

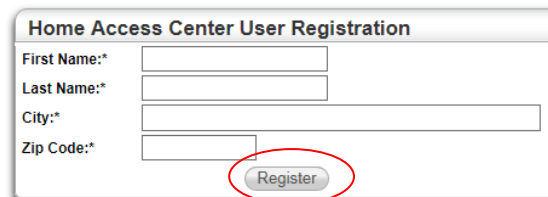Welcome to
Home Access Center

Humble Independent School District HAC News

Home Access Center

- Contact campus registrar for support.

User Name

Password

Forgot My User Name or Password
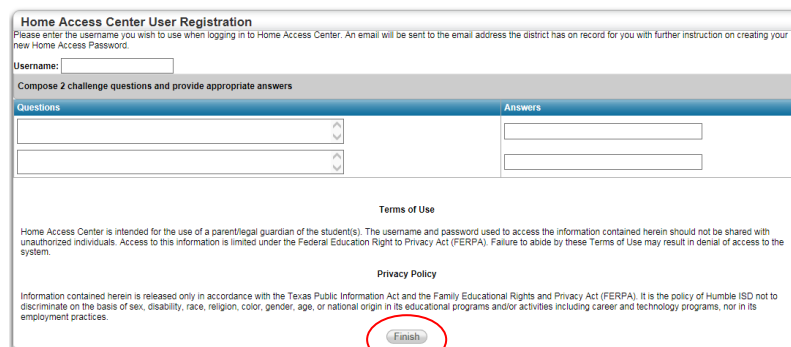Click Here to Register for HAC

Sign In

3. Enter your First Name, Last Name, City, and Zip Code. This information must match the guardian information in your student's enrollment application. Click the **Register** button.

Home Access Center User Registration

First Name:*

Last Name:*

City:*

Zip Code:*

Register

4. 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** button.

5. If the system finds a matching record, the Home Access Center User Registration page appears.
    - Enter a username
    - Enter 2 challenge questions and answers that can be used should you forget your login information,
    - Click **Finish** button.
      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.

Home Access Center User Registration
Please enter the username you wish to use when logging in to Home Access Center. An email will be sent to the email address the district has on record for you with further instruction on creating your new Home Access Password.

Username:

Compose 2 challenge questions and provide appropriate answers

Questions	Answers

Terms of Use

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Privacy Policy

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Finish

Once this step is complete, you will receive the following confirmation screen, stating that an email containing your temporary password will be sent to the email address which is on file with the school. If you do not receive this email, contact the registration office to verify that the email address on your student's contacts page is your correct email address.

Home Access Center User Registration
Thank you for registering with Humble ISD Home Access Center. An email containing your password will be sent to the email address on file with the district. Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

6. Click on the link in the email.

> Thank you for registering with Humble ISD Home Access Center. An email containing your password will be sent to the email address on file with the district.
>
> To create your password, click the link below:
>
> Create your Home Access Center password
>
> This request was made on 12/19/2014 12:15:26 PM.

7. Respond to your challenge question with the answer then click the "Continue" button.

Challenge Questions

Please provide answers to the following questions

Question	Answer
What is your favorite color?	

Continue

8. Enter and confirm a password. **Passwords are case sensitive.** Click the "Continue" button.

Change Password

New Password:*   ••••••••
Confirm New Password:* ••••••••
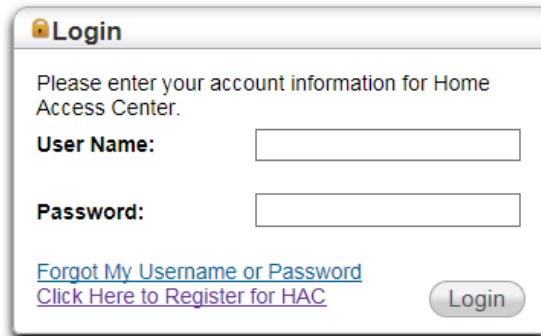
Continue   Close

9. You will be automatically logged into the Home Access Center and will be able to view your student's schedule, attendance, and classwork.

10. ERROR MESSAGE: If you receive an error message that will not allow you to set up your account, please contact your student's campus support contact. You can find the contact information for your student's campus in Appendix: Campus Contacts.

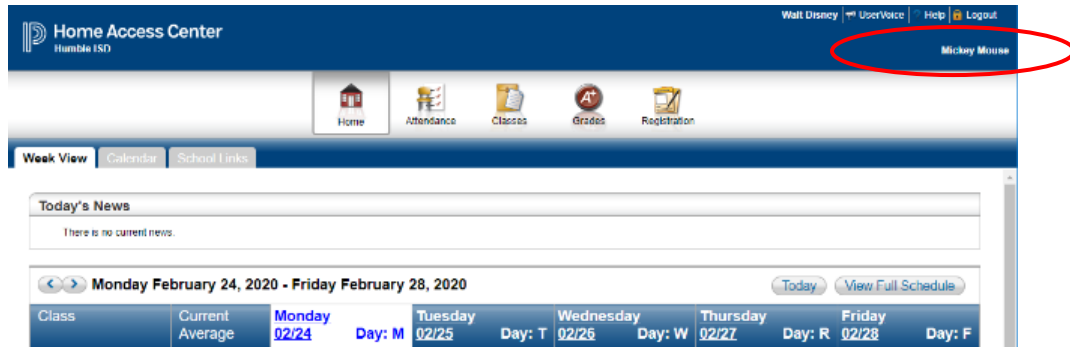# How to Log in to the Home Access Center

Account Login

To log in, input your username in the **Username** field and your password in the **Password** field. Passwords are case sensitive.
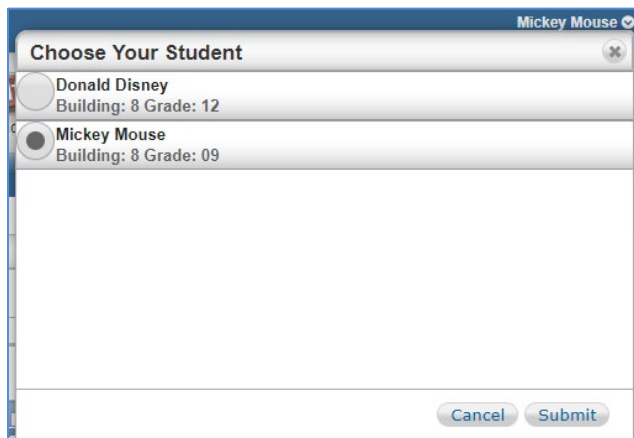
The Home Page will display the Registration view for the student listed in the banner.

If you have you have multiple students enrolled, click on the **Change Student** drop down arrow next to the student name to choose a different student.


NOTE: If you have more than one student in the district and the arrow does not display, your students are not 'linked' in the school district's database. Contact your student's campus registrar for assistance.

How to Navigate the Home Access Center

HAC Menu

The menu options found just under the 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 for the student. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.
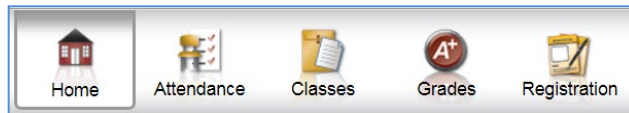
Home Page

The following pages can be accessed using the **Home** menu option.

Week View

The Week View displays a student's attendance, schedule, and assignment information for the current week.

- **Classwork for this Week:** This displays classwork assigned by your student's teachers FOR THE CURRENT WEEK. Classwork will only display here if your student's teacher publishes the classwork.


Change Week View

- To display other weeks, use the arrows to navigate forward or backward a week at a time.
- To return to the current week, click **Today** button.

Detail view

- Click on an assignment link to view details.

Calendar

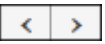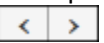The Calendar page provides a month view of the following information on your student:
- Class Assignments
- Class Events
- Activity Events

To display the Calendar page, click 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**.

Detail View

- Click on an assignment to view details.

Send an email to a course's teacher

- To send an email to a teacher, click the teacher's name in the class column, if the name appears as a link. Your email window displays with the teacher's address inserted in the To box.

School Links

The School Links page displays links to other resources offered by your student's building.

To display the School Links page, click 🏠 **Home** on the HAC menu, then click the **School Links** tab.

Access a linked resource

- To access a resource listed on the page, click its link.

Week View	Calendar	**School Links**

Parent/Student Handbook
Compulsory School Attendance Law
Responsible Use Guidelines for Students
School Website
Child Nutrition
HAC User's Guide
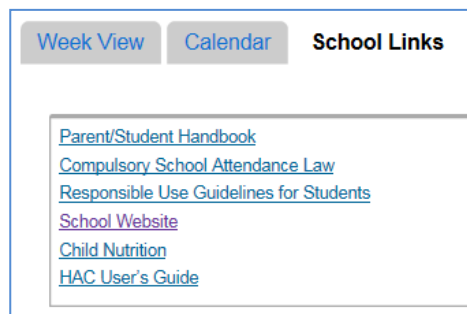
Attendance

The following pages can be accessed using the ![Attendance icon] **Attendance** menu option.

Month View

The Attendance Month View page enables you to view your student's attendance during any month in the current school year.

```
Month View
```

<<			November 2014			>>
Sun	**Mon**	**Tue**	**Wed**	**Thu**	**Fri**	**Sat**
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Color Legend

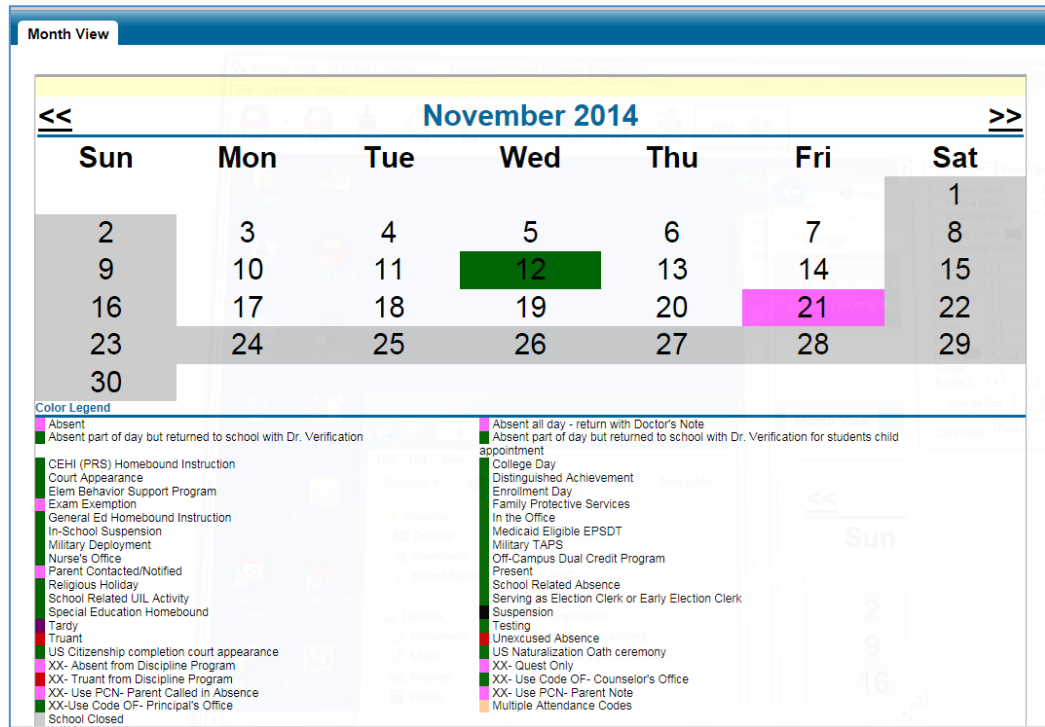|	
Absent	Absent all day - return with Doctor's Note
Absent part of day but returned to school with Dr. Verification	Absent part of day but returned to school with Dr. Verification for students child appointment
CEHI (PRS) Homebound Instruction	College Day
Court Appearance	Distinguished Achievement
Elem Behavior Support Program	Enrollment Day
Exam Exemption	Family Protective Services
General Ed Homebound Instruction	In the Office
In-School Suspension	Medicaid Eligible EPSDT
Military Deployment	Military TAPS
Nurse's Office	Off-Campus Dual Credit Program
Parent Contacted/Notified	Present
Religious Holiday	School Related Absence
School Related UIL Activity	Serving as Election Clerk or Early Election Clerk
Special Education Homebound	Suspension
Tardy	Testing
Truant	Unexcused Absence
US Citizenship completion court appearance	US Naturalization Oath ceremony
XX- Absent from Discipline Program	XX- Quest Only
XX- Truant from Discipline Program	XX- Use Code OF- Counselor's Office
XX- Use PCN- Parent Called in Absence	XX- Use PCN- Parent Note
XX-Use Code OF- Principal's Office	Multiple Attendance Codes
School Closed	

Color Highlights

- Each absence is color-coded. This will help you see at a glance what types of absences and/or tardies have been recorded for your student.
- The Color Legend below the month indicates the type of attendance each color represents.
- Days that are grayed-out are days for which attendance/tardies are not recorded because school is not in session.
- NOTE: If your student is NOT ABSENT and does not have any tardies, none of the school days will be highlighted.

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.

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.

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.

Questions

- If you have questions regarding Attendance entries, please contact your student's campus attendance specialist.

Classes

The following pages can be accessed using the [icon] **Classes** menu option.

Classwork

Click on the **Classwork** tab to view your student's assignments as they relate to courses. Teachers select whether an assignment and its score should be published in HAC. However, unpublished assignments may be included in the student's averages for a course. ***This page only includes assignments and scores that teachers have selected to publish.***

Quick View versus Full View

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

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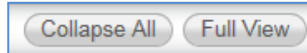
- **Quick View** - Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.
- **Full View** - Displays additional fields related to averaging assignment scores so you can see more detail about your student's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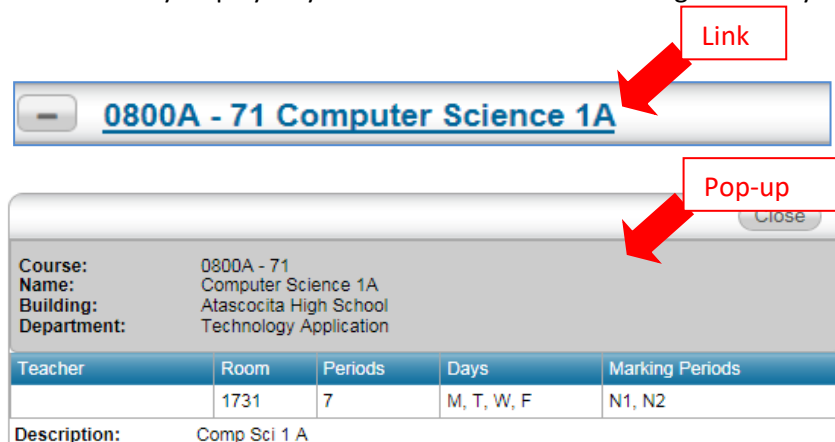- **Expand All –** Displays assignment details

View assignments by class

1. Enter filter selections in the following fields:
   a. Report Card Run (1-4),
   b. Show (All Classes or a specific class in student's schedule),
   c. Order by (Class).
2. Click **Refresh View** button.

View Classwork for for Report Card Run 2 ▼	Refresh View
Show (All Classes) ▼ Order By Class ▼	

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.

Link

0800A - 71 Computer Science 1A

Pop-up

Close

Course:	0800A - 71
Name:	Computer Science 1A
Building:	Atascocita High School
Department:	Technology Application

Teacher	Room	Periods	Days	Marking Periods
	1731	7	M, T, W, F	N1, N2

| Description: | Comp Sci 1 A |

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 score detail

- Click the assignment link for the assignment you want to view. A window displays the course, assignment description, category, date assigned, due date, points, weight, and extra credit information for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. In addition, you can access any attachments the teacher may have added for the assignment.

Assignment
Lab10
Area of a a Rectangle

Assignment Links

View assignments by due date

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

| View Classwork for for Report Card Run | 2 | ▼ | | Refresh View |
| Show | (All Classes) | ▼ | Order By | Date Due | ▼ |

Subscribe to classwork email alerts

This feature only applies to secondary schools which have the alert option activated.

- To subscribe to an email alert based on the course 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 75%, enter *75*.
- 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.

☑ Alert me if my student receives a course average below 75 % or above 90 %.

Understanding Your Student's Classwork Screen

NOTE: This manual is a guide for utilizing the Home Access Center. Any questions you may have regarding grade calculations, grading scales or any other Humble ISD grade-related policies should be referred to your student's teacher(s).

The Classwork page displays the following "Full View" for each course that your student is taking.

Refer to the example above for the following explanation:

1. **Course Number:** The course number is located on the top left of each Classwork table. A short description will accompany the course number. In the example above, 0800A is the course number (A is for a first semester course; B refers to second semester) and 71 is the class section. The course above, Computer Science 1A, meets during 7th period.

2. **Hide Button:** The hide/show button allows you to display or hide course assignments.

3. **Student's Overall Average:** Under the Categories box, the student's overall current average for the course is displayed as a decimal and a percentage.

4. **Categories:** The categories table shows the breakdown of weights for the assignments in the course. Campuses can use formative, summative, and all work categories.

   a. Summative Assessments are those assignments which assess a student's learning and are weighted as major grades in the course. Summative grades may include exams, major projects, research papers, etc.

   b. Formative Assessments are tasks that provide opportunities for learners to acquire, accumulate, and develop knowledge and skills and may include classroom assignments, homework, group study, components of research, etc.

   c. The All Work category is used when each assignment is weighted equally. This category is the only category currently used by the elementary campuses. At the secondary level, the All Work category is often used in fine arts, athletics, many elective courses, etc.

   d. In the column entitled "Category Weight", you can see the overall weight of each category.

5. **Date Due and Date Assigned:** The Date Due field is the date used by eSchool for the calculation of the grade. NOTE: Grades entered before this date will not yet be calculated into the student's average. The Date Assigned is not a required field and may not always be entered by the teacher. However, it is often helpful information to students and parents if a student is absent on a particular date and can view the assignments missed.

6. **Assignment Details (Full View):**   These columns give details about each individual assignment for the course.

   a. Assignment: This field gives the name or description of the particular assignment.

   b. Category: This column shows the category of the particular assignment; i.e., whether it is a summative grade, formative grade, or is counted in the all work category.

   c. Score: This value gives you the actual grade the student earned on that assignment.

   d. Weight: The weight of the assignment is a value that says how many times the assignment is counted. Generally, assignments will have a weight of 1.   However, there are times when a particular assignment should be weighted more heavily based on the type of assignment and the work involved. For example: A teacher may choose to weight a quiz to count twice in a formative category so it carries more weight than a homework assignment.

   e. Weighted Score: The weighted score will reflect the weight of the assignment. In the above example, assignments with a weight of two had double the score in the weighted score column.

   f. Total Points: This is the total point value of the assignment and would be the maximum number of points your student could earn on the assignment. An assignment of 20 points will have only one fifth the weight of a 100 point assignment.

g. Weighted Total Points: This reflects the total points multiplied by the weight. A 100 point assignment with a weight of 2 will have 200 weighted total points.

h. Percentage: The percentage shows the percent of the weighted total points the student will earn for the assignment.

Schedule

The Schedule page displays your student's schedule for the current school year.
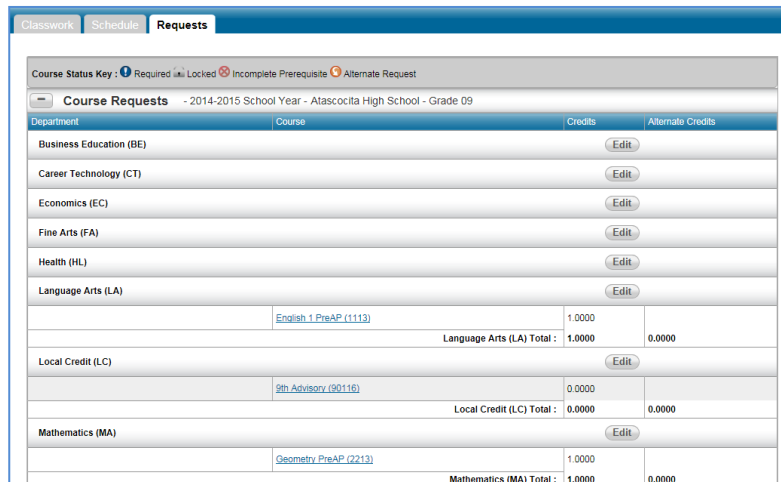This page also displays a list of the next year course requests when next year course registration is underway.

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

	Classwork	Schedule	Requests						

2014 - 2015 Schedule

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
55111A - 11	9 B Basketball A	1		1407	M, T, W, F	N1, N2	Atascocita High School	Active
55111B - 11	9 B Basketball B	1		1407	M, T, W, F	N3, N4	Atascocita High School	Active
2213A - 22	Geometry PreAP A	2		2407	M, T, R, F	N1, N2	Atascocita High School	Active
2213B - 22	Geometry PreAP B	2		2407	M, T, R, F	N3, N4	Atascocita High School	Active
5634A - 31	Spanish 2 PreAP A	3		1108	M, T, W, F	N1, N2	Atascocita High School	Active
5634B - 31	Spanish 2 PreAP B	3		1108	M, T, W, F	N3, N4	Atascocita High School	Active
4413A - 42	World Geography PreAP A	4		2008	M, T, R, F	N1, N2	Atascocita High School	Active
4413B - 42	World Geography PreAP B	4		2008	M, T, R, F	N3, N4	Atascocita High School	Active
3323A - 53	Biology PreAP A	5		1921	M, T, W, F	N1, N2	Atascocita High School	Active
3323B - 53	Biology PreAP B	5		1921	M, T, W, F	N3, N4	Atascocita High School	Active
1113A - 61	English 1 PreAP A	6		1909	M, T, R, F	N1, N2	Atascocita High School	Active
1113B - 61	English 1 PreAP B	6		1909	M, T, R, F	N3, N4	Atascocita High School	Active
0800A - 71	Computer Science 1A	7		1731	M, T, W, F	N1, N2	Atascocita High School	Active
0800B - 71	Computer Science 1B	7		1731	M, T, W, F	N3, N4	Atascocita High School	Active
90116 - 1	g1 9th Advisory	ADV		1904	F	N1, N2, N3, N4	Atascocita High School	Active

Requests

Use the Course Requests page to **VIEW** scheduling requests for the **CURRENT** or **NEXT** school year. *Humble ISD High Schools and Middle Schools use Naviance to enter course requests.* The course requests are organized by subject areas.

To display the Course Requests page, click [icon] **Classes** on the HAC menu, then click the **Requests** tab.
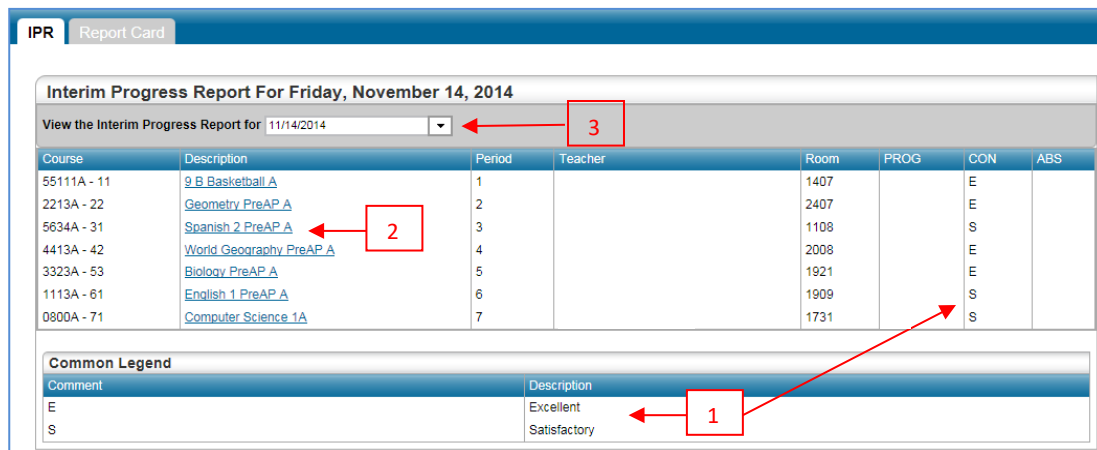
Grades

The following pages can be accessed using the [icon] **Grades** menu option.

Interim Progress Report

The Interim Progress Report page displays your student's most recent Interim Progress Report (IPR), if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, interim progress marks, and comment codes. The legend at the bottom of the page provides a key to the comments entered for your student (arrow 1).

To display the Interim Progress Report page, click [icon] **Grades** on the HAC menu then click the **IPR** tab.

View IPR details

- To view additional details on a course, click its description link (arrow 2) to display the Home Access Course window.
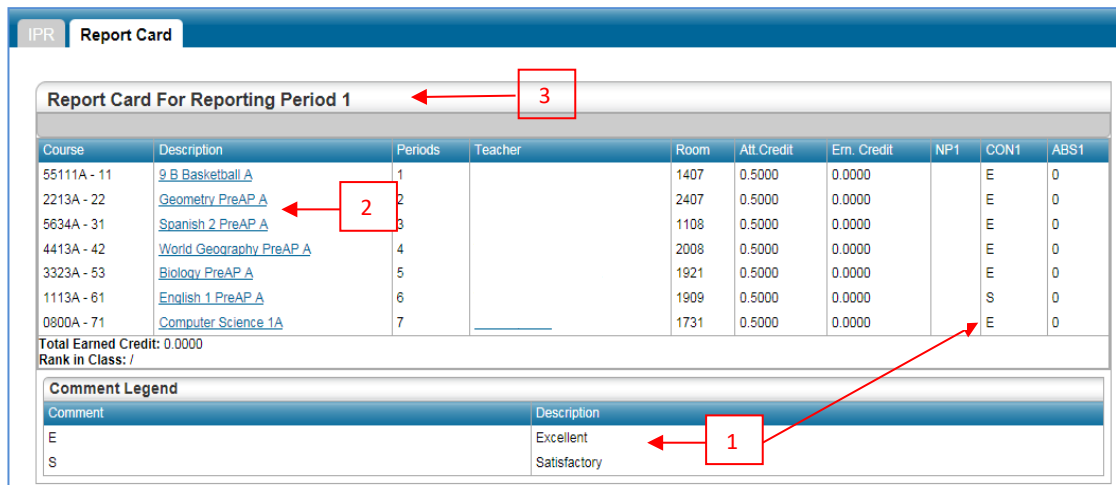
View previous IPRs

- To display an IPR from an earlier period, select the period in the View the Interim Progress Report for Reporting Period field (arrow 3). This field displays only if another IPR is available.

Report Cards

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, room assignments, 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 (arrow 1).

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

View report card details

- To view additional details on a course, click its description link (arrow 2) 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 (arrow 3). 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** button.
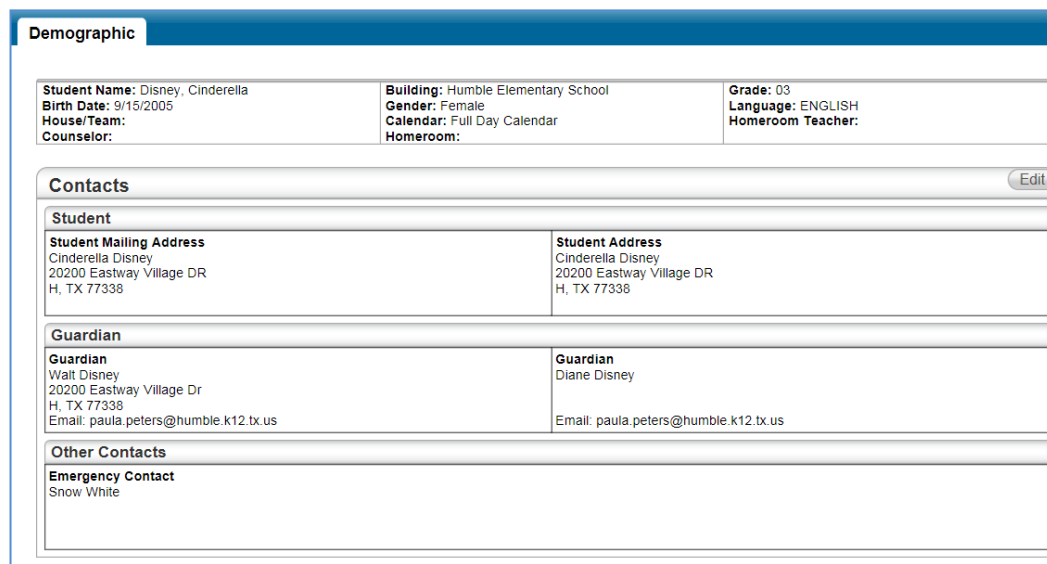

Registration

The following pages can be accessed using the **Registration** menu option.

Demographic

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 contact information
- To update the Contacts section, click **Edit**.
- Add to or change your email and phone information displayed in the Update Contact Information window, then click **Save** button.
- To request a change to other guardian or emergency contact information click on "Click here" link to compose an email to the campus registrar.

Resources

The Resources section contains the following student identifiers.
- Student ID
- Unique Access Code
- Schoology Parent Access Code
- Annual Update Snapcode

User Options

The following user options can be accessed from buttons and pull-downs found in the banner.
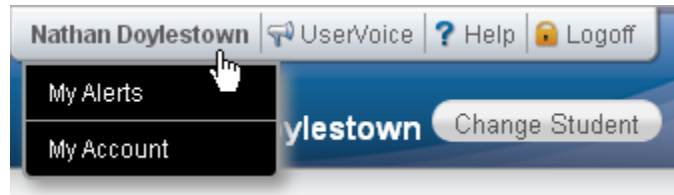
My Alerts

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**.

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, 90 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**.
- **Classwork** - - Allows email alerts to be sent on your student's individual assignment grades. To limit the alerts to assignment grades outside a range, enter the bottom of the range in the *below* field - for example, 75 for grades less than 75 - and the top of the range in the *above* field - for example, 90 for grades of 90 or greater. Enter whole numbers; decimals are not allowed. To enable alerts for all assignment grades regardless of their level, **leave the two fields blank**.

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

My Account

Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.

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

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, select the text in one of the Questions fields. Type your new question.
4. Select the answer on the same row and input a new answer. Repeat if necessary for the other question and answer.
5. Click **Update Challenge Questions** button.

Challenge Questions	
Compose 2 challenge questions and provide appropriate answers.	
Questions	**Answers**
What city were you born in?	Houston
What is your mother's maiden name?	Sample ✕
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.
5. **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.
6. In the Confirm New Password field, enter your new password again. A black dot will display in place of each character you type.
7. Click **Change Password**. Your password will be updated and the following message displays above the password fields: Your password has been changed successfully.

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

Forgot your user name or password

The Log On page includes a "Forgot My Username or Password" link when 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 school support person for assistance (Refer to Appendix Campus Contacts) 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 support person.
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 support person 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, and 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.

UserVoice

UserVoice enables you to submit ideas to the full community of Home Access Center (HAC) users for developing new software features. You can also vote for proposals submitted by other guardians and students, both in your district and elsewhere. Voting in UserVoice helps prioritize suggestions for improving HAC, which in turn enables PowerSchool to determine the enhancements users would most like to see.

The rules on voting are simple. Guardians and their students share a total of 10 votes. You may apply up to three votes in favor of any given proposal, or you may spread your support around by using just one vote per idea. The choice is yours.

Once an idea is accepted by PowerSchool's Product Management, all votes assigned to the proposal will be returned to users for voting on other ideas.

Besides being able to propose and vote for ideas in UserVoice, you can:
- Post comments in response to the ideas submitted.
- Change your votes, either to support new ideas or in response to feedback from other users.
- Update your profile to receive email notifications.

Prerequisite: You must have an email address stored in *eSchoolPLUS* to access UserVoice. If not, contact your district.

1. Click the **UserVoice** icon at the top of any HAC page.
2. In the UserVoice page, click the Take me to UserVoice link.
3. In UserVoice, use the links and buttons to post and vote on ideas, enter comments, update your profile, and perform other functions.
4. Click Sign out in the upper right-hand corner of any page to exit UserVoice, then click **OK** to close the browser session.

Logoff

Closes the current HAC session, and returns you to the "Log On" page.

Appendix Campus Contacts

Each campus has a designated support person to answer calls and questions about Enrollment and Home Access Center. The following table lists the phone number for each campus.

Campus	Phone Number
Atascocita Middle School	281-641-4600
Atascocita High School	281-641-7500
Atascocita Springs Elementary School	281-641-3600
Autumn Creek Elementary School	281-641-5700
Autumn Ridge Middle School	281-641-1000
Bear Branch Elementary School	281-641-1600
Centennial Elementary School	281-641-8800
Creekwood Middle School	281-641-4400
Deerwood Elementary School	281-641-2200
Eagle Springs Elementary School	281-641-3100
Elm Grove Elementary School	281-641-1700
Fall Creek Elementary School	281-641-3400
Foster Elementary School	281-641-1400
Greentree Elementary School	281-641-1900
Groves Elementary School	281-641-3100
Guy M. Sconzo Early College High School	832-775-0866
Hidden Hollow Elementary School	281-641-2400
Humble Elementary School	281-641-1100
Humble High School	281-641-6300
Humble Middle School	281-641-4000
Jack Fields Elementary School	281-641-2700
Kingwood High School	281-641-6900
Kingwood Middle School	281-641-4200
Kingwood Park High School	281-641-6600
Lakeland Elementary School	281-641-1200
Lakeshore Elementary School	281-641-3500
Maplebrook Elementary School	281-641-2900
North Belt Elementary School	281-641-1300
Oak Forest Elementary School	281-641-2800
Oaks Elementary School	281-641-1890
Park Lakes Elementary School	281-641-3200
Pine Forest Elementary School	281-641-2100
Ridge Creek Elementary School	281-641-3700
River Pines Elementary School	281-641-3300
Riverwood Middle School	281-641-4800
Ross Sterling Middle School	281-641-6000
Shadow Forest Elementary School	281-641-2600
Summer Creek High School	281-641-5400
Summerwood Elementary School	281-641-3000
Timbers Elementary School	281-641-2000
Timberwood Middle School	281-641-3800
West Lake Middle School	281-641-5800
Whispering Pines Elementary School	281-641-2500
Willow Creek Elementary School	281-641-2300
Woodcreek Middle School	281-641-5200
Woodland Hills Elementary School	281-641-1500