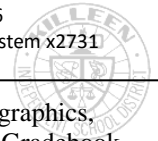


Home Access Center 3.1 (HAC_Guardian)

Last update: 9/20/2016
Author: Information System x2731



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

Login to Home Access Center

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 Accounts are 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.

A screenshot of the login form titled 'Please enter your account information for Home Access Center.' It contains two input fields: 'User Name:' and 'Password:'. A black arrow points to the 'User Name' field. Below the 'Password' field is a blue hyperlink that reads 'Forgot My Username or Password'. To the right of the password field is a grey 'Login' button.

2. Click **Log In**

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

If you forget your Username and Password:

A screenshot of the 'Forgot My Username or Password' form. It contains two input fields: 'User Name:' and 'Password:'. A black arrow points to the 'Forgot My Username or Password' hyperlink. To the right of the password field is a grey 'Login' button.

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

Reset password or Change challenge questions and answers.:

Note: You must be logged in to Home Access Center. Hover over your name in the top right hand corner (next to the UserVoice tab), then **click** 'My Account'.

Reset Password:

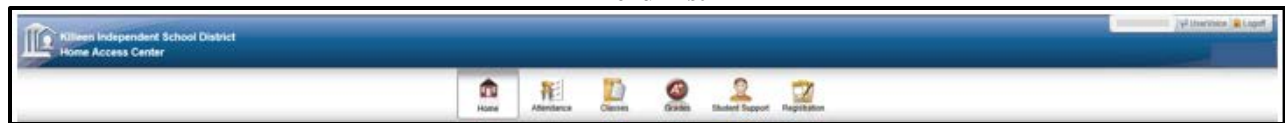
1. Enter your Old Password and the New Password twice.
2. Click '**Change Password**'.
 - a. You will receive a message confirming the password change.

Challenge questions and answers:

Type your questions and answers in the appropriate fields.

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

Menu List



Home Menu

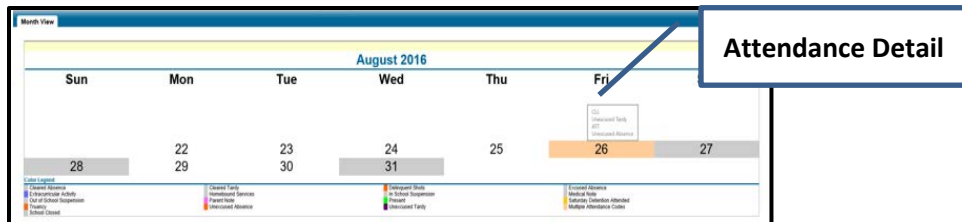
The **Home Screen** will be the first screen available upon logging in. The Home screen gives you access to the 'Week View', Calendar, and School Links (KISD District Links) tabs.

Teacher	Room	Periods	Days	Marking Periods
	151	1	M, T, W, R, F	MP3, MP4

- **Week View:** Displays the student's schedule, attendance, and discipline information for the week. Previous and future weeks can also be displayed by clicking the arrow icons . Links are provided for viewing details on individual courses. To view your child's full schedule, click '**View Full Schedule**'. To view the course description, click the hyperlinked course name under *Description* and the course description will display.
- **Calendar:** Displays a month-view of the student's attendance, scheduling, assignment and discipline information. Activities and special events are also available. Filters are provided for you to configure the type of information that displays. You may also change the calendar view (daily, weekly, monthly).
- **School Links:** Additional links available within or outside the district.
 - **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.
 - **Bus Routes** link is provided to give parents the access to locate their child's school and bus information for the student's home address for the current school year.
 - Transportation for Special Needs will need to contact the Transportation Department at 254-336-0138.
 - **Library Online** link is a library resource through Killeen Independent School District to link parents and students to the district campus libraries.
 - **KISD Home** link will direct you back to the main Killeen Independent School District website.
 - **Android Family App Tip Sheet** link will direct you to the Family App tip sheet.
 - **iPhone and iPad Family App Tip Sheet** link will direct you to the tip sheet on how to use the Family App on an iPhone or iPad.

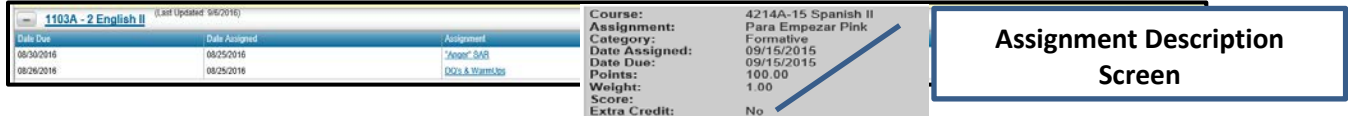
Attendance Menu

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



Classes Menu

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



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

2016 - 2017 Schedule							
Course	Description	Period	Teacher	Room	Days	Making Periods	Building
2027A-1	FoodNet 130	1		304	M, T, W, R, F	MP1, MP2	Active
2027B-1	FoodNet 130	1		304	M, T, W, R, F	MP3, MP4	Active
203A-8	Geometry	2		225	M, T, W, R, F	MP1, MP2	Active

Grades Menu

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

Student Support Menu

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

School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2016	Persistent Minor Offenses (Spec. Ed.)			At School	11/24/2015 12:00:00 AM	Offender
2016	Intimidation			Classroom	11/23/2015 2:32:00 PM	Offender

Registration Menu

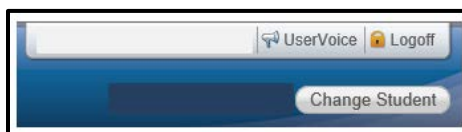
- **Registration:** Displays student demographic data, emergency information, and contact information entered in the system for your student.

Log Out

Click the Log Out button located in the top right corner of the Home Access Center screen.

Helpful Notes:

- If you have more than one child in the district and your guardian contact information and HAC account in the system are identical for each child, all your children will display under the **'Change Student'** tab in HAC.
 - **Note:** If all your children do not display under the **'Change Student'** tab, contact your child's campus for further assistance with linking all your children to one HAC account.



- If you do not have more than one child in KISD, or each child's record has different guardian information and HAC account address for the parent/guardian, then you will be directed to the **'Home Menu'** page.
- For questions related to account signup, 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).
- **Click** the **'UserVoice'** button located in the top right corner to provide feedback pertaining to Home Access Center.
- Make sure that your pop-up blocking software or toolbars have been disabled or allowed for this site.
- To ensure you receive emails from our automated system, please add this email address to your email contacts:
espMail@killeenisd.org