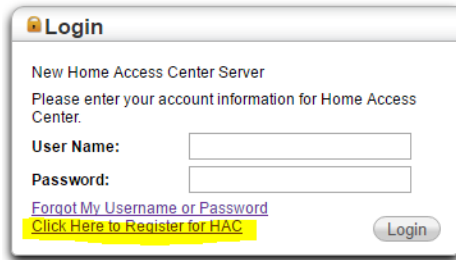


Home Access Center (HAC)

Registering for an account:

1. Go to the following URL: <https://homeaccesscenter.cvesd.org/HomeAccess>
2. On the Home Access Center homepage, click 'Click Here to Register for HAC'

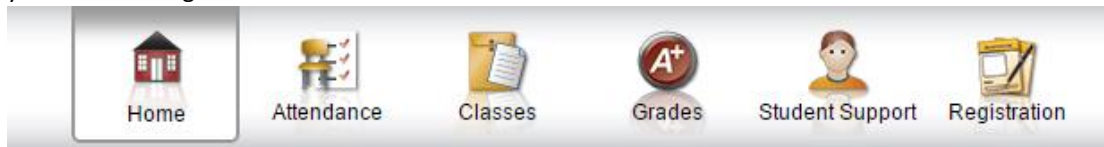


The screenshot shows a web browser window titled "Login". The page content includes the text "New Home Access Center Server" and "Please enter your account information for Home Access Center." Below this are two input fields: "User Name:" and "Password:". There are two links: "Forgot My Username or Password" and "Click Here to Register for HAC" (which is highlighted in yellow). A "Login" button is located at the bottom right of the form area.

3. Enter your first name, last name and the city and zip code you used when you registered your child for school
4. Enter your desired username and three challenge question and answers, then click 'Finish'. 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.

Logging into HAC:

1. Go to the following URL: <https://homeaccesscenter.cvesd.org/HomeAccess>
2. Enter your User Name and Password and click Login.
3. If this is your first time logging in, you will be prompted to change your password. Enter your new password and click 'Continue to Home Access Center'
4. At the top of Home Access Center, you will see a list of menu choices. Click the icon of the menu choice you wish to navigate to.



Viewing Attendance:

1. From the Attendance screen you can keep track of your child's classroom attendance. Any color highlighted days are defined by the color legend below the calendar. To navigate between months click the << or >> arrows located on the upper left and upper right locations of the calendar.

Viewing Classes:

1. From the Classes screen you can view your child's scheduled courses. Clicking on a Course Description will bring up another window with more information on that Course.

Viewing Grades:

1. From the Grades screen you can view your child's available report cards, transcripts and test scores by clicking on the appropriate tab.


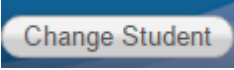
Viewing Student Support:

1. From the Student Support screen, you can view any discipline incidents or success plans defined for your child by clicking on the appropriate tab.

Viewing Registration:

1. From the Registration screen you can view your child’s demographics, submit registration updates and fees.
 - a. Demographic
 - a. This screen allows you to view your child’s demographic information. You can edit some of the information on this screen such as your child’s Emergency information, your personal contact information and your child’s FERPA information.
 - b. To update any of the above click the ‘Edit’ button located on the far right of the section you wish to edit. A window will open up with the information you are allowed to update. Entered the new information and click ‘Save’ to commit your changes.
 - b. Update Registration
 - a. For information you are unable to directly change from the Demographic screen, you may submit an ‘Update Registration’ form. Click the link for the update registration form, fill out the information and submit your form. The registrar will review the submitted form and update your child’s information.
 - c. Fees
 - a. If there are any fees that are owed, you can view them from the Fees tab.

What if I have more than one child in the district?

1. If you have more than one child in the district, you can change the child you are viewing by clicking on the  button located in the upper right corner of Home Access Center and to the left of the name of the current student you are viewing.
2. Clicking the  button brings up a window displaying a list of all students you are associated with. Select the student you wish to view and click ‘Submit’

