

## Home Access Center Overview

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Home Access Center (HAC) is Christina School District's official site to connect parents and students with a wealth of real-time student information. It allows students and guardians to view student registration information, transportation information, attendance, report cards, interims, transcripts, test scores, classwork, schedules, course requests and some discipline information. *(Information available may vary by school.)* As soon as a teacher posts items to their gradebooks, parents can access the information using HAC. HAC is available on any internet-enabled computer during the school year 24 hours a day, seven days a week, except during occasional system maintenance. There is also a mobile version that is available to parents that can be used on most Android and Apple phones and tablets. You can download the app from the Christina School District web site.

## Account Information

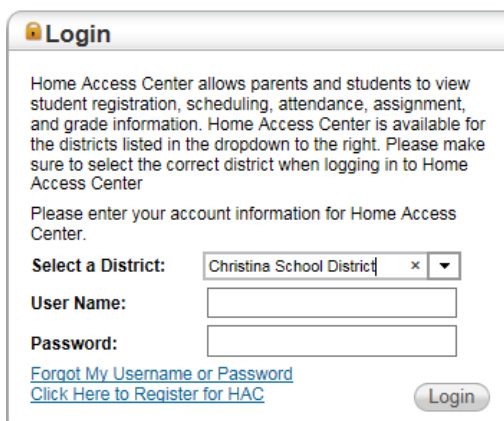
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1. A user name and password from Christina School District is required to login to Home Access Center.
2. Every year, guardian user names and passwords will be mailed to the student's primary guardians before the start of the school year. It will come along with the student's transportation information. Buildings will provide students with their user names and passwords. Please note that the guardian account has more functionality than the student account. Guardians may make changes to phone numbers and e-mails as well as FERPA information.
3. Students who register after school starts will receive their login credentials when they register.
4. If you do not have an account and you have an e-mail in the system, you can register thru HAC using the provided link on the login screen. If you find that you cannot register thru HAC, you should call your child's school.

## Access to HAC

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HAC can be accessed from the Christina School District web site at <https://christinak12.org>. Click on the "Parent and Students" tab. You will find Home Access Center in the "App Portal". You can also go directly to the HAC site by typing the following URL directly in your browser: <https://hac.doe.k12.de.us>






The screenshot shows a web browser window titled "Login". The page content includes a welcome message: "Home Access Center allows parents and students to view student registration, scheduling, attendance, assignment, and grade information. Home Access Center is available for the districts listed in the dropdown to the right. Please make sure to select the correct district when logging in to Home Access Center." Below this is a prompt: "Please enter your account information for Home Access Center." The form contains a "Select a District:" dropdown menu with "Christina School District" selected. There are two text input fields for "User Name:" and "Password:". At the bottom left, there are two links: "Forgot My Username or Password" and "Click Here to Register for HAC". A "Login" button is located at the bottom right of the form.

When you get to the logon screen, don't forget to select "Christina School District" before entering your user name and password.

## Getting Around in HAC

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The following pages can be **accessed** using the menu in the HAC banner. Not all features are available for every school.

 <b>Home</b>	
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 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 you to configure the type of information that displays. Buttons are included for you to change the calendar to a day or week view. Previous and future months can also be displayed.
 <b>Attendance</b>	
Month View	Displays a month-view of the student's attendance that can be toggled to <b>access</b> all months within the current school year. A color legend identifies the type of attendance displayed. Users can place the mouse pointer over a day to view more detailed information on absences and tardies.
 <b>Classes</b>	
Classwork	Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for the Gradebook assignments available in a class.
Schedule	Displays the student's schedule for the entire year. 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.
Requests	Allows guardians and students to select courses as requests for the next school year. A separate section lists the student's graduation requirements to assist with the requests if requests are entered by subject area. The credits for requested courses are tracked and can be compared against the required credits. (Not all buildings are currently using this feature.)



### Grades

Interim Progress Report	Displays the student's most recent interim progress report, including courses, marks, and comments for an IPR run based on information in the districts database. If comments were entered for the student, a comment legend displays below the course information. In addition, users can select to view any previous IPR run for the current year for which the data is available.
Report Cards	Displays information from the student's most recent report card run. If comments were entered for the student, a comment legend appears below the report card information. In addition, users can select to view any previous report card run for the current year for which data is available.
Transcript	Displays the student's transcript information based on the Transcript data warehouse.
Test Scores	Displays all standardized test scores stored for the student in the <i>eSchoolPLUS</i> Test Center.



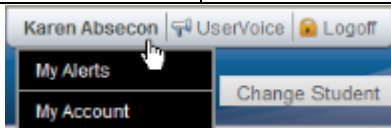
### Student Support

Discipline	Displays major discipline incidents involving the student. Users cannot view any information about other students who were involved.
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### Registration

Registration	Displays the student's basic demographic information, counselor, transportation information, and contact information. Guardians can update, phone numbers, email addresses, and the student's FERPA settings. Students can update their e-mail addresses. Parents are encouraged to keep this information up to date.
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### User Options

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 the user 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.