

Using Home Access Center (HAC)

Home Access Center is a browser-based student information system that allows you to view student registration, report card, attendance, classes as it is entered in the school district's database. Guardians or students can use Home Access Center to view student information.

Register for HAC

Use this link to register for HAC: [HAC Account](#)

<https://trohac.troy.k12.mi.us/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess%2f>

This link is also located on the Barnard webpage on the left side of the page as shown below.

A screenshot of a web browser displaying the Barnard Elementary School website. The browser's address bar shows the URL 'barnard.troy.k12.mi.us'. The website header features the school's logo, name 'BARNARD ELEMENTARY SCHOOL', and contact information. A navigation menu includes 'Home', 'About Us', 'Quick Links', 'Students', 'Parents', and 'TSD'. The main content area shows a large group of children at a playground. Below this image is a yellow banner with several icons: 'My TSD', 'HAC', 'Menu', 'School Life Troy', 'Forms', 'Newsletters', 'Staff', and 'Student Links'. A large red arrow points to the 'HAC' icon. The 'In The Spotlight' section contains a welcome message: 'Welcome to the new Barnard Elementary School website! Check back often as we update our new site.' The Windows taskbar at the bottom shows the time as 2:41 PM on 9/14/2016.

Register online for a HAC Account

To use this option, the school district must have your email address.

1. Navigate to the Home Access Center Log On page for the school district.
2. Click the **Click Here to Register for HAC** link (located to the left of the **Login** button).
3. On the Home Access Center User Registration page, select a district if the Select a District field displays.
4. Enter your First Name, Last Name, City, and Zip Code from your mailing address.
5. Click **Register**.
6. 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**.

7. If the system finds a matching record, the Home Access Center User Registration page displays. Enter a username and challenge questions and answers that can be used should you forget your login information, then click **Finish**.

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.

8. In the email you receive from the district, click the Create your Home Access Center password link. The Challenge Questions page displays in your browser. Answer the challenge questions, then click **Continue**.
9. In the Change Password section of the My Account page, note the password requirements, if any, listed directly above the New Password field. Enter a password in the New Password and Confirm New Password fields, then click **Continue**.

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.

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.

5. In the Confirm New Password field, enter your new password again. A black dot will display in place of each character you type.
6. Click **Change Password**. Your password will be updated and the following message displays above the password fields: Your password has been changed successfully.

Forgot your user name or password

The Log On page includes a Forgot My Username or Password link that you can click if 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 district 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 district.
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**.

- 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 district for assistance.

If you also forgot your username, refer to the Logged in as field on the My Account page.

- 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, 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.

If you still need assistance, please send an email to hacsupport@troy.k12.mi.us.

Home Access Center Menu

The menu options in the Home Access Center 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 on your student. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.

Today's News

There is no current news.

Monday September 12, 2016 - Friday September 16, 2016

Class	Current Average	Monday 09/12	Day: N/A	Tuesday 09/13	Day: N/A	Wednesday 09/14	Day: N/A	Thursday 09/15	Day: N/A	Friday 09/16	Day: N/A
AM Attendance Per: 1											
PM Attendance Per: 2											

Speed up browsing by disabling add-ons. Choose add-ons Ask me later

Home Access Center a PLUS 360 Application

2:29 PM 9/14/2016