

eCard Permission Instructions

1. Log into **Home Access Center** (HAC).
2. Click the **Registration button**.
3. Click the **Update Registration** tab.
4. In Registration Forms click **New** link.
5. Scroll down to **Documents** and click the “+” sign to open
6. Click **Download** next to eCard Letter
7. Read letter and go back to HAC when finished
8. Scroll down to **Additional Information** section and click “+” sign to open
9. Under **Enter Any change Below**, select **Yes** or **No** to Library eCard program to provide your permission for all of your students
10. Click **Save** button and click **Agree** and **Submit**