

Adding a New Contact Record

Once you have successfully registered your HAC account you may want to add additional contact information for your students. For example, many contacts are set up with a combined contact record (for example the father and mother together) which only allows there to be one email address for the student. In HAC, you will be able to tell this by the contact name that is displayed in the upper right corner as below:



If you would like to assign a separate email address both contacts you will need to add a new contact by following the below steps.

1. Log into HAC and go to the Registration screen:



2. Click the Update Registration tab:



3. Under Registration Forms, click New:



4. Click the plus sign next to Contact Information:



5. Click the Edit/View button:



6. Edit the contact information so that it pertains to only the email address that is currently displayed (the information you changed will be highlighted in yellow):

Title	Mr.
First Name *	Michael
Middle Name	
Last Name *	
Generation	-- Select --
Relationship Label	-- Select --
Home Language	English
Language Of Correspondence	English
	<input type="checkbox"/> Use Language For Mailing
Email Address	

7. Click Save:

Guardian
 Emergency
 Other

8. Click Add Contact:

Title	First Name
48	Michael

9. Select the title and enter the first and last name of the second contact. Make sure to check Same as Student's mailing address if applicable and check **one** contact type (Guardian, Emergency or Other):

Title 
 First Name * 
 Middle Name
 Last Name * 
 Generation 
 Relationship Label 
 Home Language 
 Language Of Correspondence 
 Use Language For Mailing 
 Email Address 
 Use Email For Mailing
 Education Level 

Same as Student's mailing address
 Apartment
 Complex
 House Number
 Street Prefix
 Street Name
 Street Type
 Street Suffix
 Development
 City
 State
 Zip
 Contact Phone

Phone Type

Contact Types *

Contact Type	Registration Labels	Attendance Notifications	Discipline Letters	Schedules	Success Pla
<input checked="" type="checkbox"/> Guardian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Click Save:

Guardian
 Emergency
 Other

11. Click I Agree and Submit:

I Agree
 To submit please select 'I Agree'

Your information will be submitted to the district for approval. Once the information you submitted is approved (usually within 24 hours), you should notice that the first contact's name only displays in the upper right corner of HAC. You will also be able to view and edit if necessary all of the contact information by going to the Registration screen, Demographic tab and selecting the Edit button:

The screenshot shows the HAC interface with a navigation bar at the top containing icons for Home, Attendance, Classes, Grades, and Registration. Below the navigation bar is a blue header with the 'Demographic' tab selected and an 'Update Registration' button. The main content area is divided into sections: 'Student Information' (with fields for Name, Birth Date, House/Team, Counselor, Building, Gender, Calendar, Homeroom, Grade, Language, and Homeroom Teacher), 'Transportation' (with 'To School' and 'From School' sections), and 'Contacts'. A red arrow points to an 'Edit' button located at the bottom right of the 'Contacts' section.

If desired, you may also add up to two mobile phone numbers to receive SMS messages from Troy Schools. Make sure to add the phone number under the correct contact name (not under the student's name). Click Save at the top of the screen after the phone number(s) have been added. Any other phone number changes can be made in this screen as well.

The screenshot shows the 'Mobile Messaging' section with two rows. Each row has a label ('Mobile Messaging 1:' and 'Mobile Messaging 2:'), a text input field for a phone number (the first contains '248-123-4567'), a radio button with an 'X' next to it, another empty text input field, and a dropdown menu currently set to 'Listed'.

If desired, the second contact may register for her own HAC account by using the Click Here to Register for HAC option in the HAC login screen:

The screenshot shows the HAC 'Login' screen. It has a title 'Login' with a lock icon. Below the title is the instruction 'Please enter your account information for Home Access Center.' There is a dropdown menu for 'Select a District' currently showing 'Troy SD - ESP 3.0 Live'. Below that 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 red arrow points to the 'Click Here to Register for HAC' link. A 'Login' button is located at the bottom right.