

Setting Up a New Username/Password Account for Home Access Center

These instructions are provided for guardians and students who have not created a username and password in the prior year(s) for Home Access Center. Otherwise, you may log into your account if you already have a username and password. Please contact your child's school if your email address needs to be updated.

- From the Parent Gradebook webpage, select the Home Access Center button.



- To register for access to the Home Access Center, select **Click Here to Register for HAC**.

A white login form titled "Login" with a lock icon. It contains fields for "User Name:" and "Password:". Below the fields 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 on the right. At the bottom is a copyright notice: "© 1990-2014 SunGard Public Sector Inc. All Rights Reserved. This program is PROPRIETARY and CONFIDENTIAL information of SunGard Public Sector Inc. and may not be disclosed or used except as expressly authorized in a license agreement controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution."

- Enter your **First Name, Last Name, City, and Zip Code**. (*Note: This information must match exactly the guardian information provided for your student on the Registration Verification form you approved and returned to the campus.*)

A white registration form titled "Home Access Center User Registration". It has four fields: "First Name:*", "Last Name:*", "City:*", and "Zip Code:*". A "Register" button is at the bottom right.

- Click Register.
- If the information does not match, a message is provided. Please contact the campus secretary or registrar for assistance.

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Home Access Center User Registration

First Name:*

Last Name:*

City:*

Zip Code:*

Contact information could not be found using the contact information provided.
Please try again or contact your district for assistance.

- When the information matches, you will be asked to please enter the username you wish to use logging into Home Access Center. 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.

Home Access Center User Registration

Please enter the username you wish to use when logging in to Home Access Center. 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.

Username:

- Compose 3 challenge questions and provide the appropriate answers in the Questions and Answers boxes. *(Please make note, you will need this information periodically.)*

Compose 3 challenge questions and provide appropriate answers

Questions	Answers
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Privacy Policy

The information contained in Home Access Center is intended for the use of the students and guardians and may contain information that is privileged or confidential. If you are not the intended account holder, you are hereby notified that access to and any dissemination, distribution or copying of this communication is strictly prohibited.

- Click Finish.
- You will receive a Thank You message indicating an email will be sent to the email address the district has on record.

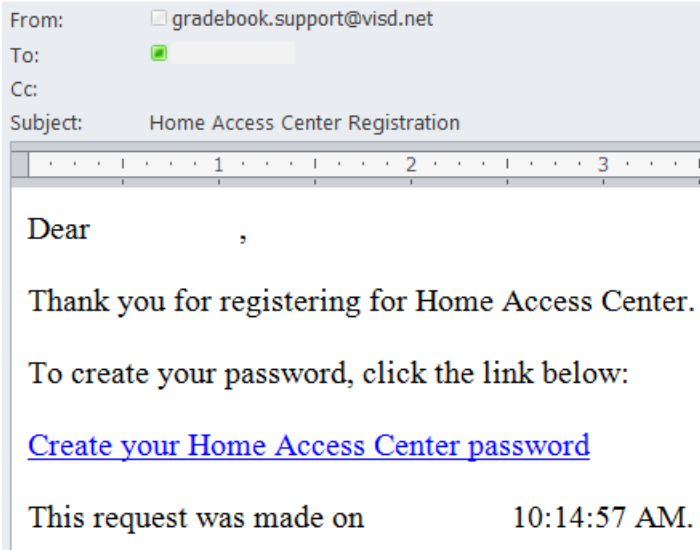


Home Access Center User Registration

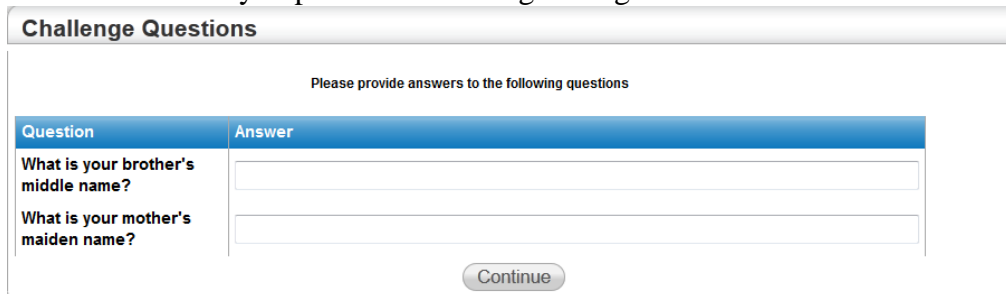
Thank you for registering for Home Access Center. Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

Setting Up a New Username/Password Account for Home Access Center

- An email will be sent from gradebook.support@visd.net. When you receive the email, open it and click on the [Create you Home Access Center password](#) link.



- You will be prompted to answer 2 of the 3 challenge questions you created. Answer the questions with the same answers you provided when registering for access.

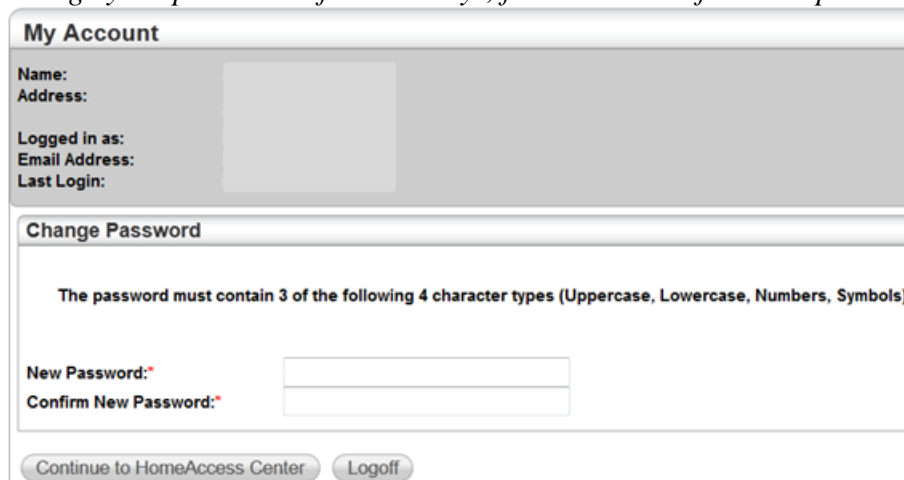


Challenge Questions

Please provide answers to the following questions

Question	Answer
What is your brother's middle name?	<input type="text"/>
What is your mother's maiden name?	<input type="text"/>

- Click the **Continue** button.
- The My Account window will open, prompting you to enter a New Password and Confirm New Password. Your password must between 8-13 characters in length. The password must contain 3 of the following 4 character types (Uppercase, Lowercase, Numbers, Symbols). *You will be prompted to change your password after 364 days, from the date of the last password change.*



My Account

Name:
Address:
Logged in as:
Email Address:
Last Login:

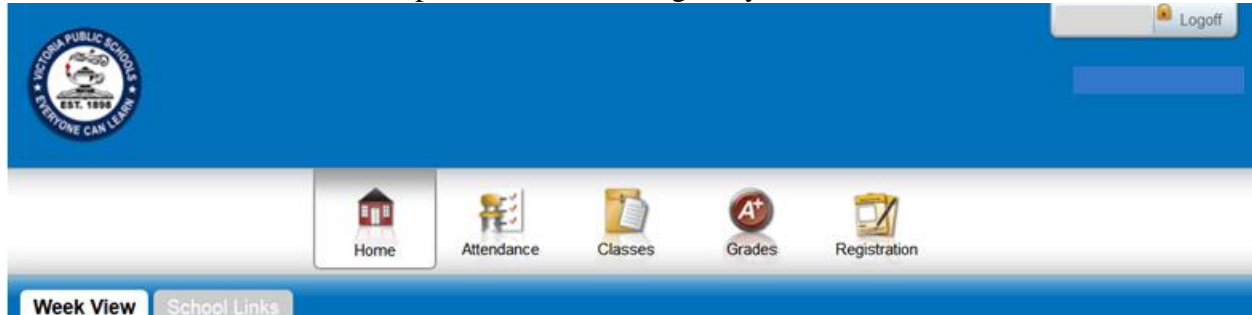
Change Password

The password must contain 3 of the following 4 character types (Uppercase, Lowercase, Numbers, Symbols).

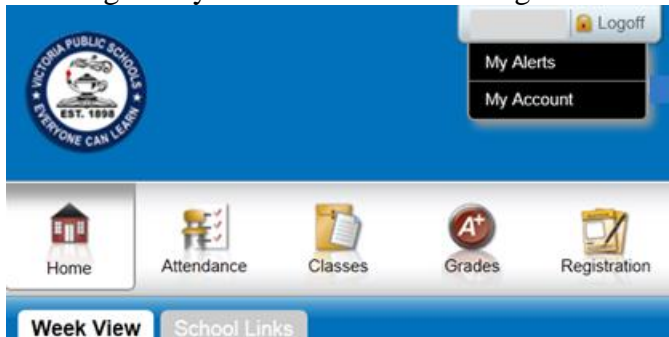
New Password:*
Confirm New Password:*

Setting Up a New Username/Password Account for Home Access Center

- After entering your New Password and Confirm New Password, click the **Continue to HomeAccess Center** button.
- The Home Access Center will open to the **Home** Page of your student's Week View.



- Your setup has been completed for your username and password. You may access your account by hovering over your name next to the Logoff button and clicking on **My Account**.



- *My Account* web page will allow you to Change Password and/or update your Challenge Questions/Answers. Please contact your child's school if your email address needs to be updated.
- Be sure to select the **Logoff** button when you have finished using Home Access Center.