


Home Access Center (HAC) – Instructions for Updating your FERPA Privacy Flags:

The link to HAC can be found on the Springfield School District website - HAC page: www.ssdcougars.org/HAC

A. Login to Home Access Center (HAC):

1. Enter your User Name and Password
(If you experience problems logging in and using the **Forgot My Username or Password** link, please submit a help request using the contact form: <http://www.ssdcougars.org/HACContact>)
2. Click **Sign In**.

Welcome to

 **Home Access Center**

Please note: all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

User Name

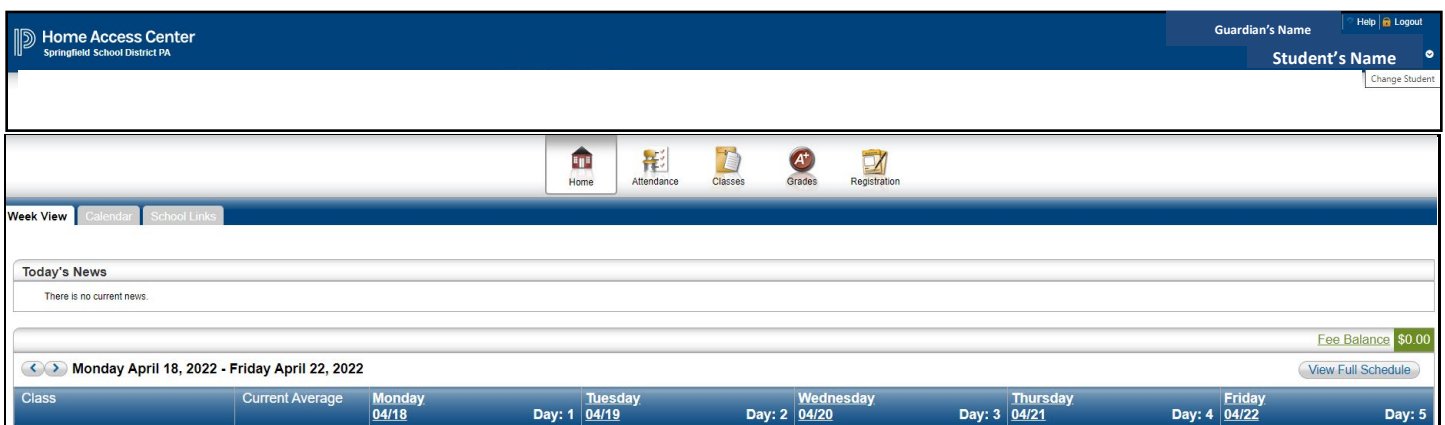
Password

[Forgot My User Name or Password](#)
[Click Here to Register with Access Code](#)

Sign In

B. You will be directed to your child's home page.

1. If you have multiple children in the District, you will need to update the FERPA flags for each child. Click on your child's name in the top right corner to switch between children.



The screenshot shows the Home Access Center dashboard. At the top right, there is a dropdown menu for "Student's Name" with a blue arrow pointing to it. Below the dashboard, there is a navigation bar with icons for Home, Attendance, Classes, Grades, and Registration. The main content area shows "Today's News" with a message "There is no current news." Below that, there is a "Fee Balance" section showing "\$0.00" and a "View Full Schedule" button. At the bottom, there is a calendar view for "Monday April 18, 2022 - Friday April 22, 2022" with columns for each day.

C. FERPA information can be found on the Registration page:

1. Select the **Registration** icon to view the FERPA Privacy flags.
2. Click the **Edit** button in the FERPA section.

The screenshot shows the Registration page in HAC. The top navigation bar includes icons for Home, Attendance, Classes, Grades, and Registration. The Registration icon is highlighted with a blue arrow. Below the navigation bar, the page is divided into several sections: Demographic, Emergency, Transportation, and Contacts. The FERPA section at the bottom is highlighted with a blue arrow. The FERPA section contains the following text:

FERPA Edit

The Family Educational Rights and Privacy Act (a.k.a. FERPA) protects a student's right to privacy concerning their academic records and information. Select the areas of identification that you would like withheld from use. Doing so will restrict your student's information/image from all publications and directories. Please note that "Student Photo" refers to a photo or video of the student.

Student ID/Name	Student Address	Student Phone	Student Photo
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Select the areas of identification that you would like withheld from use. Doing so will restrict your student's information/image from all publications and directories.
4. Click the **Save** button.

The screenshot shows the "Update FERPA Information" dialog box. It contains the same FERPA text as the previous screenshot and four checkboxes:

Student ID/Name Student Address
 Student Phone Student Photo

Buttons for "Save" and "Cancel" are visible at the top right of the dialog box.

5. Areas of restriction will display with a green checkmark in the FERPA section on your Registration screen in HAC.

The screenshot shows the FERPA section in HAC with green checkmarks next to all four identification areas:

Student ID/Name Student Address Student Phone Student Photo

If you do not complete this process, we will assume that you permit your child to be identified, interviewed and /or photographed for publications and directories. Please note that your child's image may appear in occasional group or candid photos without any type of name identification; the use of these candid photos of your child is permissible according to our Family Educational Rights and Privacy Act (FERPA) policy. To review the policy, please visit the district website. Also, this release does not apply to photographs taken during extra-curricular activities or events sponsored by quasi-school organizations (i.e.: home & school, athletic booster clubs).

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