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 Username and Password
      (If you experience problems logging in and using the “Forgot My Username or Password” link, please visit the HAC page on the Springfield School District website (www.ssdcougars.org/HAC) for further instructions.)
   2. Click Login

B. You will be directed to your child’s home page.
   If you have multiple children in the District, you will need to update the FERPA flags for each child. Click the “Change Student” button in the top right hand corner to switch between children.
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 header.

   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.
5. Areas of restriction will display with a green checkmark on your Registration screen.

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/group 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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