

Home Access Center (HAC)

Parent/Guardian and Student Communication Tool



Springfield SD website: Home Access Center: www.ssdcougars.org/HAC

Web Address for Home Access Center (HAC): <http://sprhomeaccess.spihost.com>

NAVIGATION - Use the top menu icons to navigate within HAC. Some options/links vary by school.

To change your password or update your security questions:

1. Hover over your name in the top right hand corner and click '**My Account**'
2. Password Change – Enter your old password, enter a new password and confirm, click 'Change Password'
3. Challenge Question Change – Update your two questions and answers, click 'Update Challenge Questions'

To update your email/phone number (Please see the HAC webpage for detailed instructions):

*Please **DO NOT** add/change the email address associated with your child, this is their SSD email account.

*Please **DO NOT** add additional phone numbers to the student record, only a Home phone number should be listed.

1. Click the '**Registration**' icon
2. Under the Contacts section, click '**Edit**'
3. Add/change all phone numbers that need an adjustment. If a home phone number changes it must be changed in all student records that reside at your household.
4. If you would like to sign up for text message alerts using our Broadcast System, please add a valid mobile number to the Broadcast SMS/Texts phone type for your account (not the student's account). *While School Messenger and Springfield SD do not charge for receiving text messages, standard text message rates may apply.

To switch to another child:

If you have more than one child registered at the District, you can view all their information with a single login.

1. Click the '**Change Student**' button in the top right hand corner
2. Select another child

To sign up for email alerts:

Alert emails can be set up for attendance, assignment grades and course averages (options vary by school).

1. Hover over your name in the top right hand corner and click '**My Alerts**'
2. Check the alerts you would like to receive; if grade alerts are selected set the grade threshold
3. Emails are delivered daily at 3:00pm

To make online payments for fees/fines: *Web Browser Pop-Up Blockers must be turned off.*

Online payments for fees and fines are currently available for middle and high school only.

1. Click the '**Registration**' icon and select the '**Fees**' tab
2. Click the '**Make Online Payment**' button; this will open a new window to select payment method
3. Click the '**Pay Now**' button, select your payment method and then enter card information

To update FERPA Privacy flags:

If you have more than one student in the Springfield SD, each student's profile must be updated.

1. Click the '**Registration**' icon
2. Scroll to the **FERPA** section and click '**Edit**'
3. Check off the ID fields you would like *withheld from use* and click '**Save**'

To email a teacher:

Anywhere in HAC that you see a name highlighted in blue is a link to their SSD email account.

1. From the Home Page – Week View, click the teacher's name to send an email
2. From the Classes – Schedule tab, click the teacher's name to send an email