

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 **Primary** 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 the Primary 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. Hover over your child's name in the top right-hand corner. **Change Student** will display. Click the child's name or use the arrow to the right of the name.
2. Select another child.

To sign up for email alerts:

Alert emails can be set up for attendance, classwork, 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 Course Average and Classwork are selected set the grade threshold.
3. Emails are delivered daily at 3:00pm.

To view fee/fines associated with your child:

1. Click the **Registration** icon and select the **Fees** tab.

Online payments are available through our payment portal, **PaySchools Central** (<https://www.payschoolscentral.com/>). A link to PaySchools Central is also available in HAC using the **Home** icon, **School Links** tab, as well as the district's website.

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 areas of identification you would like *withheld from use* and click **Save**.

To email a teacher:

Teacher/Counselor names are linked to their SSD email account. Click the blue hyperlink to email the staff member.

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