Home Access Center: Parent/Student View

Depending on your child's school building, some options may not be visible.

If you have more than 1 child attending school in Springfield School District, hover over your child's name in the top right corner. **Change Student** will display. Click the child's name or use the arrow to the right of the name to switch between students.

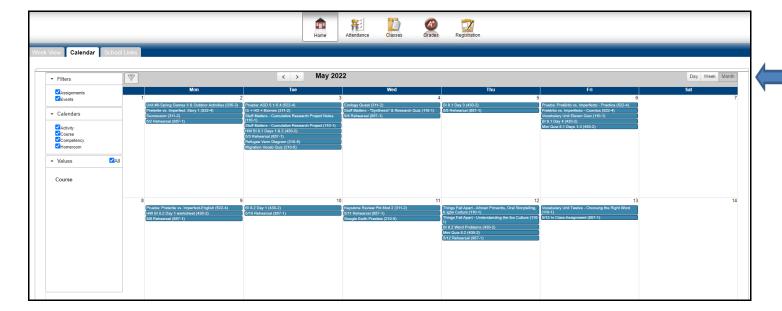


Home

Week View – The week view tab displays a calendar view of the student's weekly schedule, current course average, and quick view attendance. You can move from week to week using the arrows above the calendar (1). You can change the view to display the classes for the day, by clicking on the date, or to view the student's full schedule use the View Full Schedule button (2). Each class listed has an email link to the primary teacher and link to the course details if available (3). Published assignments for each course are listed and hyperlinked to give more details, if applicable (4).



Calendar – The calendar tab gives a day, week, or month view of published assignments and/or events which can be filtered on the left.



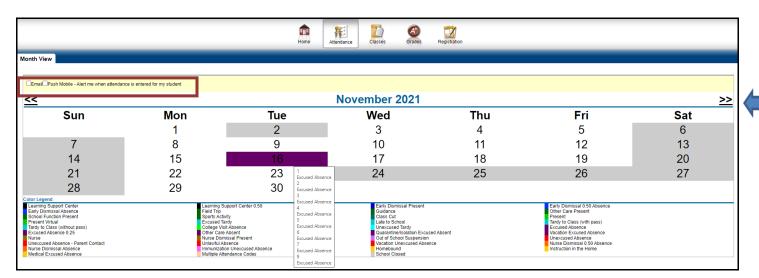
School Links – The school links tab gives quick links to commonly used websites, such as the Athletics page, My School Bucks (Cafeteria charges/payments), and PaySchools Central (Fee and Activity payments). My School Bucks and PaySchools Central links are also available on the Springfield School District homepage.



Attendance

Month View – The month view tab shows a monthly view of student attendance. Use the arrows to move through the months. Hover over a day to see the reason for an attendance note.

To sign up for attendance alerts to be sent daily, click the appropriate checkbox for **Alert me when attendance is entered for my student**. *This feature is only available for middle school and high school*. The email message will be sent from the <u>parentportal@ssdcougars.org</u> account. Please email or call the attendance office at your school with any questions.



<u>Classes</u> – View the student's classwork and schedule

Classwork – The classwork tab shows all assignments that the teacher has published to HAC separated by course. Scores will appear for the assignments when the teacher publishes the scores in HAC. Unpublished scores do not factor into the student's overall average, which is displayed as Current Average (1). Click the Full View button to show all the details of the assignments (2).

To sign up for course average or assignment alerts to be sent daily, click the appropriate checkbox and enter threshold amounts for Alert me if my student receives a course average/assignment average below ##% or above ##%. This feature is only available for middle school and high school. The email message will be sent from the parentportal@ssdcougars.org account. Push mobile notifications are unavailable at this time.



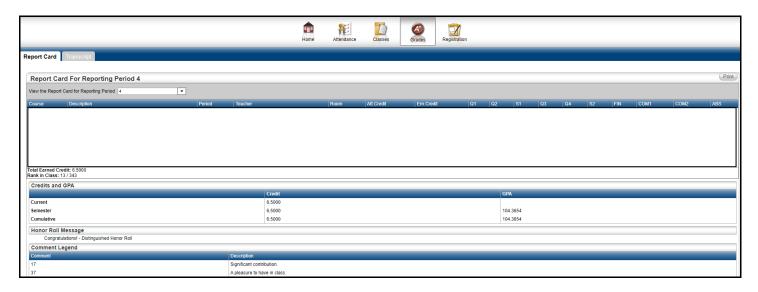
Schedule – The schedule tab displays a full view of the student's schedule. Email links are available on this page to email the teacher directly.

Middle School and High School students: Course requests for the next school year are displayed below the schedule.

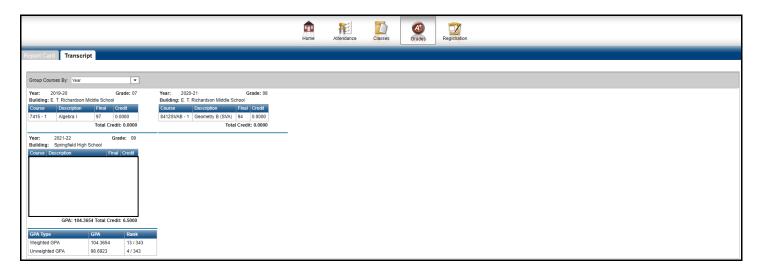


<u>Grades</u>

Report Card – The report card tab displays the student's report card summary and comments entered by teachers. The report card is available after each reporting period.



Transcript – The transcript tab displays each year's final grades and credits as well as the GPA and rank. *Transcripts are only available for high school students.*

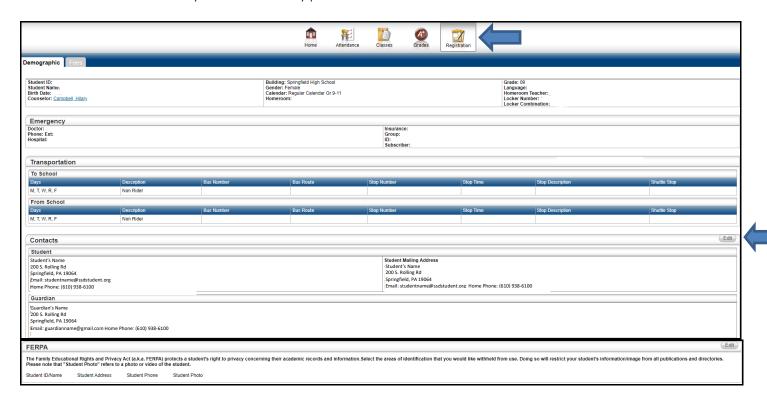


Registration

Demographic – The demographic tab displays general student information. Please contact your child's building if revisions are needed. Parents/Guardians have the ability to update phone numbers and email addresses through HAC using the **Edit** button (students do not have this ability). See the HAC page on the Springfield School District homepage for detailed instructions.

General Rules:

- 1. Student records should only contain the SSD email account. Please do not alter the student email address.
- 2. Student records should only contain a Primary phone number.



Fees – The fees tab displays outstanding fees assigned to your child. Please contact your child's building if revisions are needed. Parents/Guardians can make an online payment using PaySchools Central's link on the **School Links** tab described above or by using the link on the Springfield School District homepage.

Click the View Payments button to view Payment detail.

Please note that payments will be applied to outstanding fees prior to any activity items. Payments can take up to a day to show in HAC.

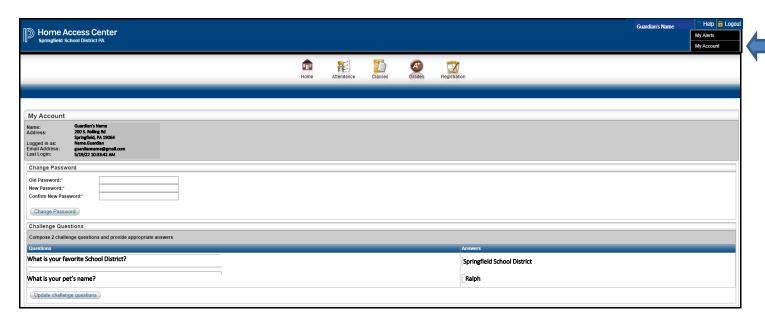


Account Profile – Hover over your name in the top right corner to view the available alerts and account profile.

My Alerts – Allows parents/guardians to setup alert notifications for attendance and grades. A valid email address must exist in the Contacts area of the Registration page in HAC. Email alerts are sent at 3:00pm daily from the parentportal@ssdcougars.org account. Please be sure to unblock this email account to receive the messages. Mobile Push alerts are unavailable at this time.



My Account – Allows parents/guardians to change their password and set security questions for HAC. Hover over your name in the top right corner and click My Account.



Help – The help option brings you to the HAC page on the Springfield School District homepage where documentation can be found to assist with questions.

Logout – Use the Logout button to close out of your HAC session.

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