Home Access Center v 3.1: Parent/Student View
Depending on your child’s school building, some options may not be visible.

Use the “Change Student” button in the top right hand corner to switch between children.

**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 or to view the student’s full schedule using the “Today” or “View Full Schedule” buttons (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.
School Links – The school links tab gives quick links to commonly used websites.

Attendance

Month View – The month view tab shows a monthly view of student attendance. Use the arrows to move through the months.

To sign up for attendance alerts to be emailed daily, click the checkbox for “Alert me when attendance is entered for my student”. This feature is only available for middle and high school. The email message will be sent from the parentportal@ssdcougars.org account.
Classes – View the student’s classwork and schedule

Classwork – The classwork tab shows all assignments that the teacher has published to HAC separated by course. Select the course to expand the list of assignments. 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 Unpublished scores do not factor into the student’s overall average, which is displayed as “Current Average” (1).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 emailed 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 and high school. The email message will be sent from the parentportal@ssdcougars.org account.

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.
Grades

Report Card – The report card tab displays the student’s report card summary and comments. The report card is available after each quarter.
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 webpage 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 Home Phone number. If no home number is available, please enter the mobile number as the home phone number.
Account Profile — Hover over your name in the top right hand corner to open the drop down options for alerts and account profile.

My Alerts — Allows parents/guardians to setup alert notifications for attendance and grades. A valid email address must be stored in the registration contact information. 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.

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

Help — The help option brings you to the HAC webpage where documentation can be found to assist with questions.

Logoff — Use the logoff button to close out of your HAC session.

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