


Home Access Center (HAC) – Instructions for Updating your Email and/or Phone Number(s):

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 User Name and Password
(If you experience problems logging in and using the **Forgot My Username or Password** link, please submit a help request using the contact form: <http://www.ssdcougars.org/HACContact>.)
2. Click **Sign In**.

Welcome to

 **Home Access Center**

Please note: all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

User Name

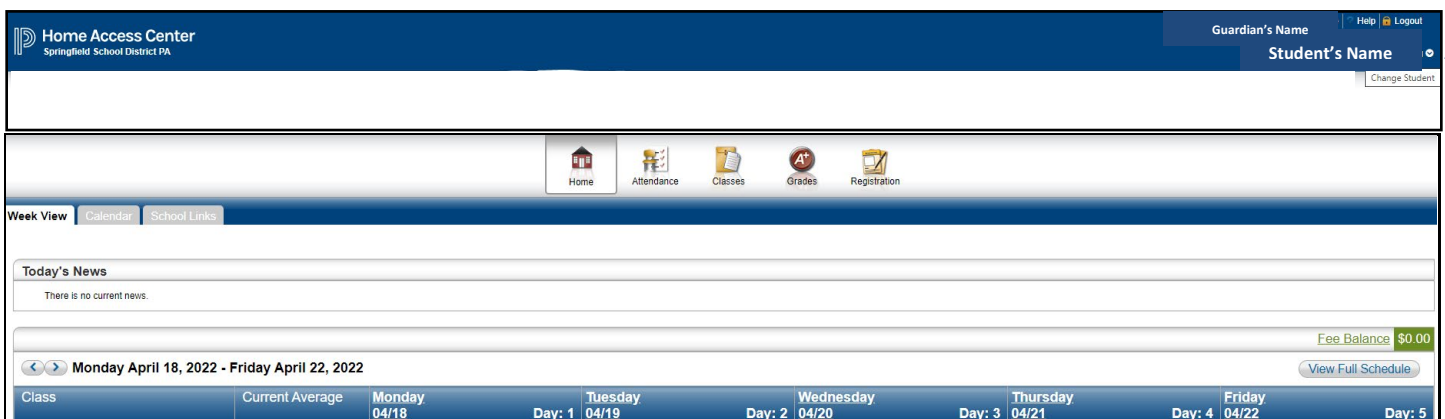
Password

[Forgot My User Name or Password](#)
[Click Here to Register with Access Code](#)

Sign In

B. You will be directed to your child's home page.

1. If you are updating your email address or any phone number other than your primary phone, you only need to update one child's record. The information will carry over from one child to another.
2. If you are updating your primary phone number, you must update the primary phone for each child (both the student and guardian record). If you have multiple children attending a school in Springfield School District, click on your child's name in the top right corner to switch between children.

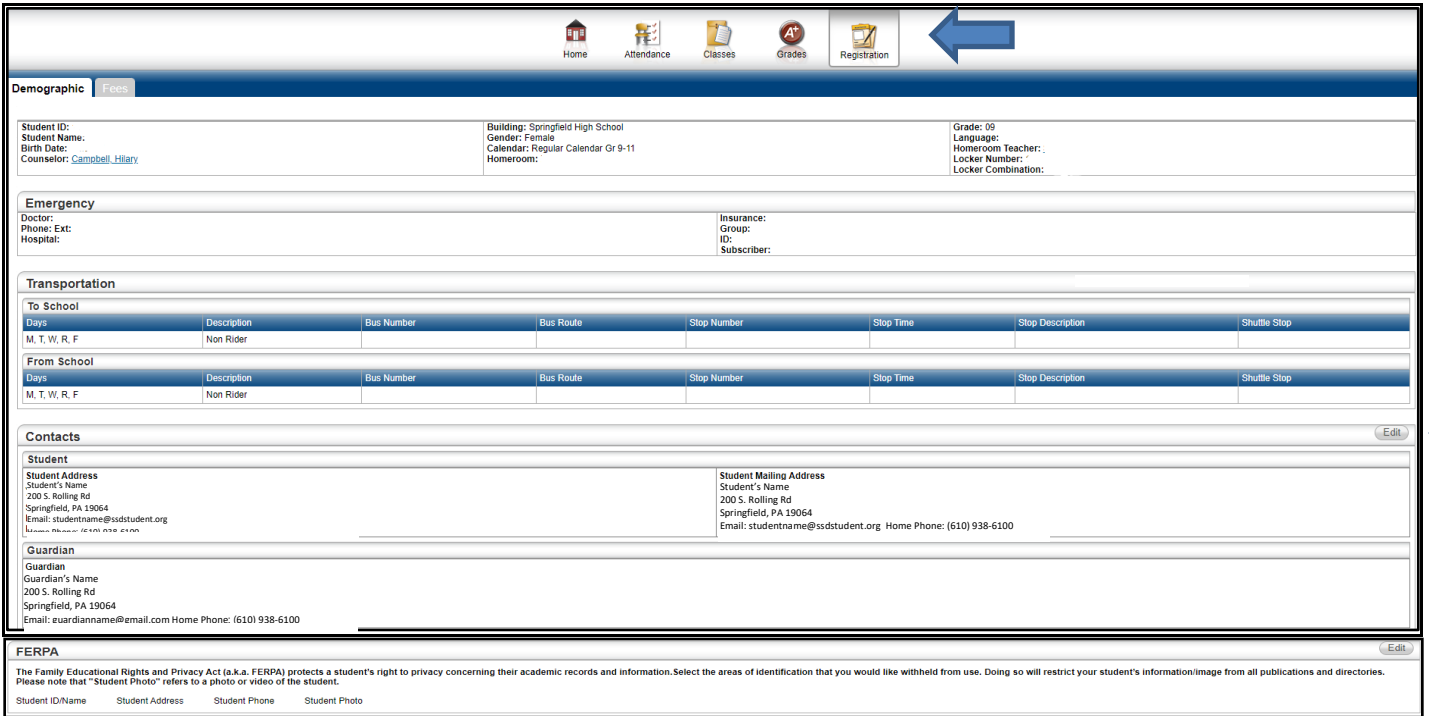


The screenshot shows the Home Access Center interface. At the top, there is a blue navigation bar with the Home Access Center logo and name on the left, and "Guardian's Name" and "Student's Name" on the right. A blue arrow points to the "Student's Name" dropdown menu. Below the navigation bar is a white area with a "Change Student" button. The main content area has a blue header with "Home Access Center" and "Springfield School District PA". Below this is a navigation bar with icons for Home, Attendance, Classes, Grades, and Registration. The main content area shows "Today's News" with a message "There is no current news." and a "Fee Balance" of \$0.00. At the bottom, there is a "View Full Schedule" button and a table showing the current week's schedule for Monday, April 18, 2022, to Friday, April 22, 2022.

Class	Current Average	Monday 04/18	Tuesday Day: 1 04/19	Wednesday Day: 2 04/20	Thursday Day: 3 04/21	Friday Day: 4 04/22	Day: 5

C. Email and Phone Number information can be found in the Contacts area on the Registration page

1. Select the **Registration** icon to view your contact information.
2. Click the **Edit** button in the Contacts section to update your email address and/or phone number(s).



Home Attendance Classes Grades Registration

Demographic Fees

Student ID: Student Name: Building: Springfield High School Grade: 09
Birth Date: Gender: Female Language:
Counselor: [Cambell, Hilary](#) Calendar: Regular Calendar Gr 9-11 Homeroom Teacher:
Homeroom: Locker Number:
Locker Combination:

Emergency

Doctor: Insurance:
Phone: Ext: Group:
Hospital: ID:
Subscriber:

Transportation

To School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Non Rider						

From School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Non Rider						

Contacts Edit

Student

Student Address Student's Name Student Mailing Address Student's Name
200 S. Rolling Rd 200 S. Rolling Rd
Springfield, PA 19064 Springfield, PA 19064
Email: studentname@ssdstudent.org Email: studentname@ssdstudent.org Home Phone: (610) 938-6100
Home Phone: (610) 938-6100

Guardian

Guardian's Name
200 S. Rolling Rd
Springfield, PA 19064
Email: euardianname@email.com Home Phone: (610) 938-6100

FERPA Edit

The Family Educational Rights and Privacy Act (a.k.a. FERPA) protects a student's right to privacy concerning their academic records and information. 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. Please note that "Student Photo" refers to a photo or video of the student.

Student ID/Name Student Address Student Phone Student Photo

D. Email and Phone Number(s) Update:

If you have any problems updating the email or phone number(s), please contact the Central Registration Office (610-938-6000) or the School Building’s Secretary/Guidance Office.

Each child has one student record and a record for each guardian.

1. **Student record:** should only store a Primary Phone number and Springfield SD generated email address. **Please do not add any additional phone numbers to the student record section or change the email address listed.**
2. **Guardian record:** each guardian is supplied with a user name and password to HAC. You will only have access to view/update your own guardian account information.

Explanation of Phone Number Types:

Primary*: Your primary phone number.

Your primary phone number is the number you wish to be used for contact. This could be a house phone number or your mobile number. If using your mobile number, please update the Primary and Mobile types on the Guardian record and the Primary only type on the Student record.

Mobile*: Your mobile phone number, if applicable.

Broadcast Communications*: An additional number to be called in emergency situations using the District Broadcast Communication System.

Broadcast SMS/Text*: A number to receive SMS/text messages using the District Broadcast Communication System. Text messages from the district come from the short code 67587. Opt-in is required to receive text messages.

Below are informational numbers that appear on your child’s record (the numbers below will not be dialed using the District Broadcast Communication System):

Emergency: A notification of which phone number you would like called in an emergency situation with your individual child. **Important:** this number is not used for the District Broadcast Communication System.

Mobile 2: An additional cell phone number, if applicable.

Pager: Pager number.

Work: Work phone number.

Work 2: An additional work phone number, if applicable.

** Phone Types Primary*, Mobile*, Broadcast Communications*, and Broadcast SMS/Texts* are the only phone numbers pulled into our District Broadcast Communication System.*

The image displays three screenshots of the 'Update Select Contact Information' form. Each screenshot shows a table with columns for 'Type', 'Phone Number', 'Ext.', and 'Listing Status'. The first screenshot is for a 'Student' record, with the 'Primary*' type highlighted in red and marked with a red star. The second screenshot is for a 'Guardian' record, with the 'Mobile*' type highlighted in red and labeled 'Guardian Record #1'. The third screenshot is for another 'Guardian' record, with the 'Mobile*' type highlighted in red and labeled 'Guardian Record #2'. Red circles highlight the 'Student' and 'Guardian' labels in each screenshot.

E. Save and Logout

1. After all records are updated, click **Save**. Remember to update all children’s record if this is a primary phone change.
2. Click **Logout** to close out of HAC.

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