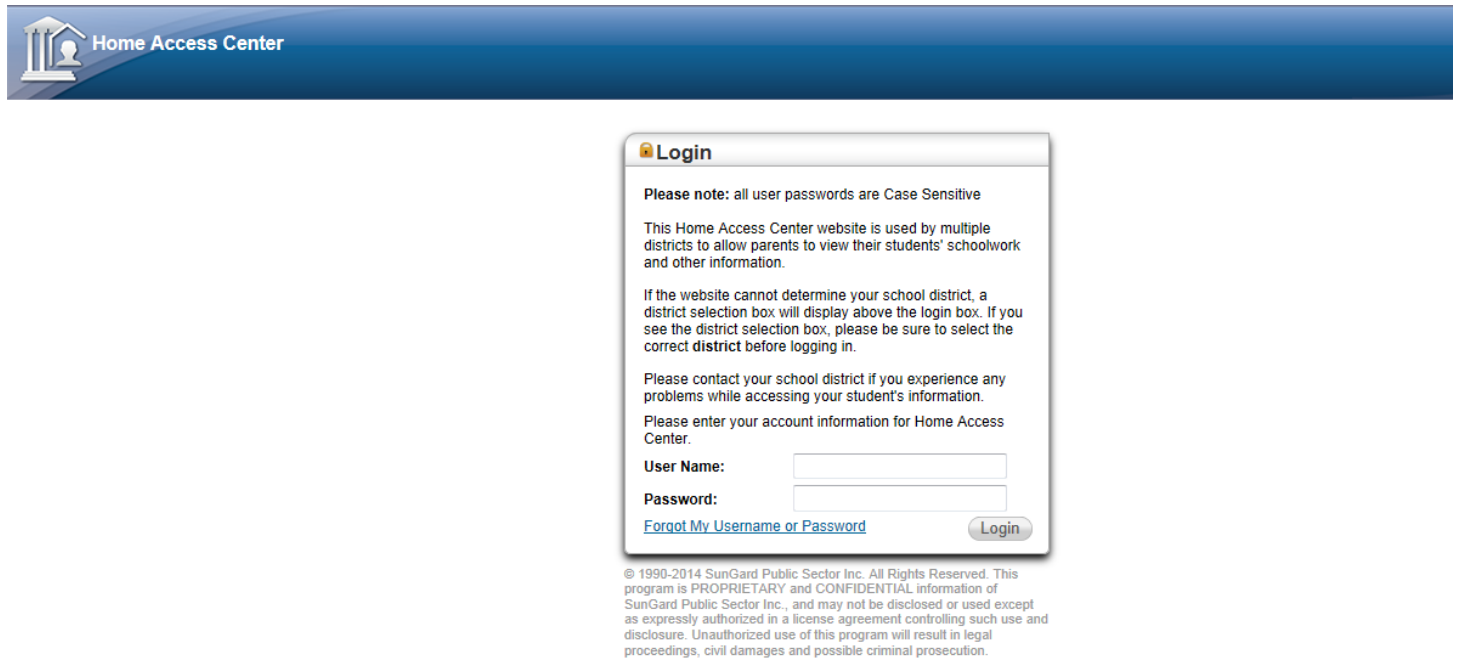


Home Access Center (HAC) – Instructions for Updating your Email and/or Phone Number(s):

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 Username and Password
(If you experience problems logging in and using the “Forgot My Username or Password” link, please visit the HAC page on the Springfield School District website (www.ssdcougars.org/HAC) for further instructions.)
2. Click Login



Home Access Center

Login

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.

Please enter your account information for Home Access Center.

User Name:

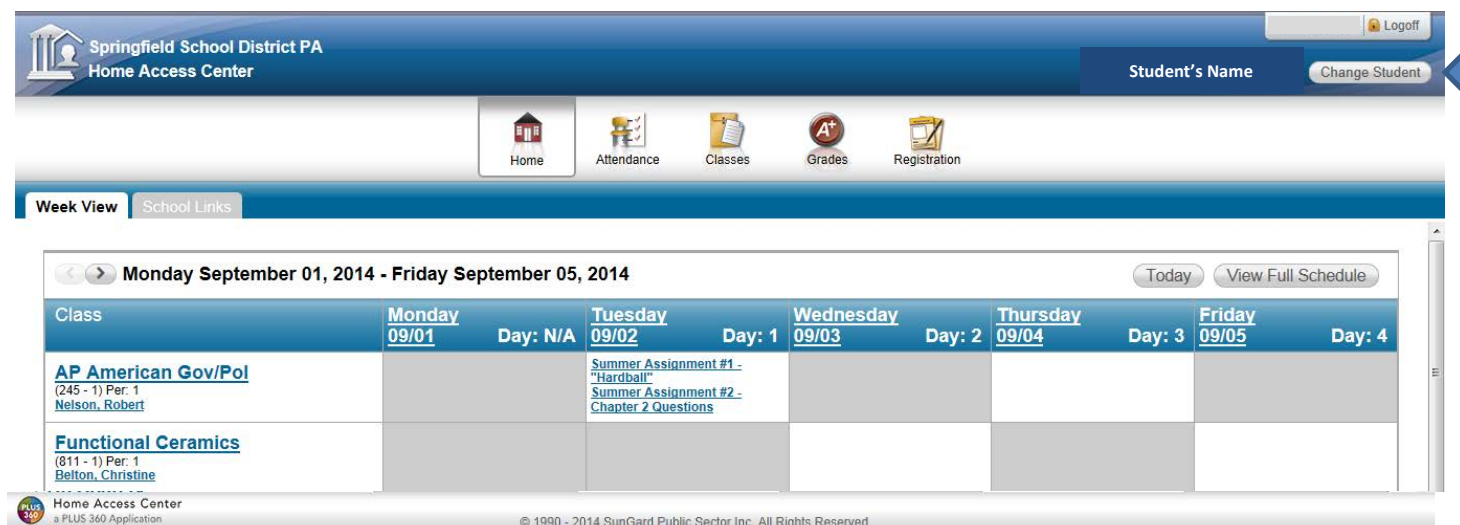
Password:

[Forgot My Username or Password](#)

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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 home phone, you only need to update one child record. The information will carry over from one child to another.
2. If you are updating your home phone number, you must update the home phone for each child (both the student and guardian record). Click the “Change Student” button in the top right hand corner to go back and forth between children.



Springfield School District PA
Home Access Center

Logoff

Student's Name

Home Attendance Classes Grades Registration

Week View School Links

Monday September 01, 2014 - Friday September 05, 2014 Today View Full Schedule


Class	Monday 09/01	Day: N/A	Tuesday 09/02	Day: 1	Wednesday 09/03	Day: 2	Thursday 09/04	Day: 3	Friday 09/05	Day: 4
AP American Gov/Pol (245 - 1) Per: 1 Nelson, Robert			Summer Assignment #1 - "Hardball"							
Functional Ceramics (811 - 1) Per: 1 Belton, Christine			Summer Assignment #2 - Chapter 2 Questions							

Home Access Center
PLUS 360
a PLUS 360 Application

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C. Email and Phone Number information can be found on the Registration – Contacts page:

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



Springfield School District PA
Home Access Center

Logoff

Student's Name Change Student

←

Demographic

Student Name:	Building: Springfield High School	Grade: 11
Birth Date:	Gender:	Language:
House/Team:	Calendar: Regular Calendar Gr 9-11	Homeroom Teacher: HR Teacher Name - Email Link
Counselor: Counselor Name - Email Link	Homeroom:	

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	Walking/Bicycle						

From School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Walking/Bicycle						

Contacts Edit

Student

Student Mailing Address	Student Address
Child's Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org	Child's Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org


Guardian

Guardian 1	Guardian 2
Guardian 1 Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org	Guardian 2 Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org

FERPA

The Family Educational Rights and Privacy Act (a.k.a. FERPA) protects a student's right to privacy concerning their academic records and information.

Student ID/Name	Student Address	Student Phone	Student Photo
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 Home Access Center
a PLUS 360 Application

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\\SIS - Sungard\Training\Internal Instructions\HAC Phone-Email Update v31.docx

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 three records: one student record and two guardian records.

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

Update Select Contact Information [Save] [Cancel]
 Contact the office in case there is other information to be updated.

Student: ★ Email: studentname@ssdstudent.org

Type	Phone Number	Ext.	Listing Status
Emergency:		X	Listed
Broadcast Communications*:		X	Listed
Broadcast SMS/Texts*:		X	Listed
Home* ★		X	Listed
Mobile* ★ Student Record		X	Listed
Mobile2: Guardian Record		X	Listed
Pager:		X	Listed
Work:		X	Listed
Work2:		X	Listed

Guardian: Email: _____

Type	Phone Number	Ext.	Listing Status
Emergency:		X	Listed
Broadcast Communications*:		X	Listed
Broadcast SMS/Texts*:		X	Listed
Home*:		X	Listed
Mobile* ★ Guardian Record #1		X	UnListed
Mobile2:		X	Listed
Pager:		X	Listed
Work:		X	UnListed
Work2:		X	Listed

Guardian: Email: _____

Type	Phone Number	Ext.	Listing Status
Emergency:		X	Listed
Broadcast Communications*:		X	Listed
Broadcast SMS/Texts*:		X	Listed
Home*:		X	Listed
Mobile* ★ Guardian Record #2		X	Listed
Mobile2:		X	Listed
Pager:		X	Listed
Work:		X	UnListed
Work2:		X	Listed

Explanation of Phone Number Types:

Home*: Your home phone number.

If you do not have a home phone number and use a mobile phone, please enter your mobile phone in both phone types (home and mobile) on the guardian record. Enter the mobile phone in the home phone type on the student record.

Mobile*: Your cell 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.

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.

* The phone types marked with an asterisk (Home*, Mobile*, and Broadcast Communication*) are the only three phone numbers pulled into our District Broadcast Communication System. The next page contains a detailed explanation of the District Broadcast Communication System and the numbers dialed.

E. Save and Logout

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

Springfield School District uses a broadcast communication system to globally communicate with families for general and emergency notifications. All general notifications will be sent to the home phone number and/or email address on record. For school hour and non-school hour emergency situations, all phone numbers flagged with an asterisk in HAC (Home*, Mobile*, and Broadcast Communications*) will be called.

There are different Broadcast Types setup to call specific numbers. Listed below are the specifics for each broadcast type and the phone number/email contacted.

- Phone 1 – Guardian Record #1 Home Phone
- Phone 2 – Guardian Record #1 Mobile Phone
- Phone 3 – Guardian Record #1 Broadcast Communication Phone
- Phone 4 – Guardian Record #2 Home Phone
- Phone 5 – Guardian Record #2 Mobile Phone
- Phone 6 – Guardian Record #2 Broadcast Communication Phone

- Email 1 – Student/Staff Email
- Email 2 – Guardian Record #1 Email
- Email 3 – Guardian Record #2 Email

- SMS 1 – Guardian Record #1 SMS/Text Message Phone
- SMS 2 – Guardian Record #2 SMS/Text Message Phone

Broadcast Types:

Emergency							
Name	Display Information	Default Broadcast Settings: Phone Numbers Called					
		1	2	3	4	5	6
School/Non-school hours emergency	Emergency notifications sent before, during, or after School hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Phone					
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		Email					
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS					
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

High Priority							
Name	Display Information	Default Broadcast Settings					
		1	2	3	4	5	6
Attendance	Attendance Absence Broadcast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Phone					
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		Email					
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS					
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

General

Name	Display Information	Default Broadcast Settings						
General	General Announcements		1	2	3	4	5	6
		Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
School Closing	School Closing (non-emergency) Notification: Weather related, etc.		1	2	3	4	5	6
		Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Email	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
E.T.R. Daily Bulletin	E.T. Richardson MS Daily Bulletin		1	2	3	4	5	6
		Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
E.T.R. Wednesday Weekly	E.T. Richardson MS Wednesday Weekly		1	2	3	4	5	6
		Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
SLC Elementary Express	SLC Elementary Express		1	2	3	4	5	6
		Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
SLC Learner	The SLC Learner		1	2	3	4	5	6
		Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Email	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
		SMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

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