



# Home Access Center v3.1

**Dayton Public Schools**

# To Start

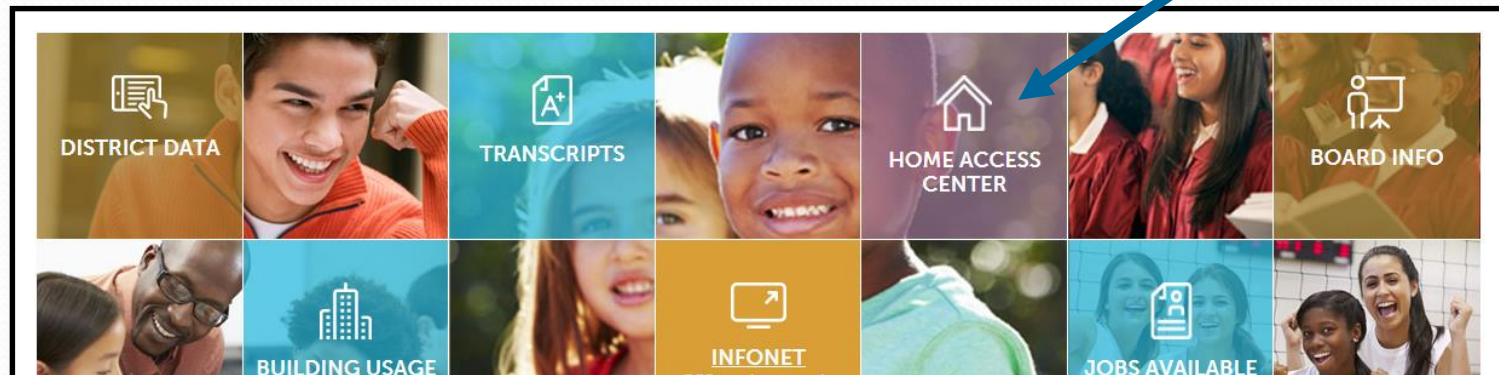
- ◇ Have your Home Access Center (HAC) username and password ready.
  - If you do not remember/know your username or password, contact your school or call the HAC Support Team *(see last slide for more information)*.
- ◇ Your password can be changed after the first sign in.

## Use any of the following browsers:

- ◇ Internet Explorer 9,10 or 11
- ◇ Firefox – current release plus 4 prior versions
- ◇ Safari 5.1.7
- ◇ Chrome – current release plus 4 prior versions

# Website

- ◇ Go to <https://hac4.dps.k12.oh.us/HomeAccess>
- ◇ Click on “Home Access Center” from the middle of the Dayton Public Schools homepage. You can also navigate to it from Students & Parents → Parent Information → Home Access Center (HAC).



# Enter your username and password

Your password reset is tied to the email you provided to the Student Enrollment Center when you registered your student.

*Note: If you do not have an email on your student's profile, please contact the HACSupport Team so this information can be added (See last slide for more information).*



The screenshot shows the Home Access Center login interface. At the top, there is a blue header with a house icon and the text "Home Access Center". Below the header, the main content area is white. On the right side of the white area, there is a "Login" box. The box has a title bar with a yellow icon and the word "Login". Inside the box, it says "Please enter your account information for Home Access Center." followed by two input fields: "User Name:" and "Password:". Below the "Password:" field, there is a link that says "Forgot My Username or Password". At the bottom right of the box is a "Login" button.

- ◆ Once you sign in, your password may be changed by hovering over your name at the top of the Home Access Screen and then click **'My Account'**.

# Multiple Students

- ◇ If you have more than 1 student, click '**Change Student**' in the top right corner to toggle between students.



- ◇ For security, please click '**Log Out**' when you are finished with Home Access Center.

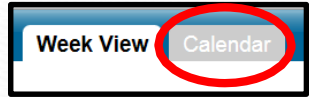
# HAC Icons



Each icon above provides access to different areas in the Home Access Center.

# Home Icon



- ◇ Selecting the '**Home**' button provides access to your student's weekly work and any teacher announcements.
- ◇ By selecting the '**calendar**' tab () , student and teacher announcements can be viewed for a particular month.



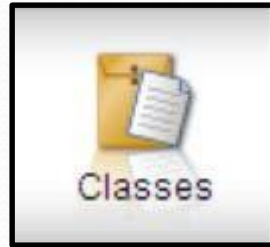
# Attendance Icon



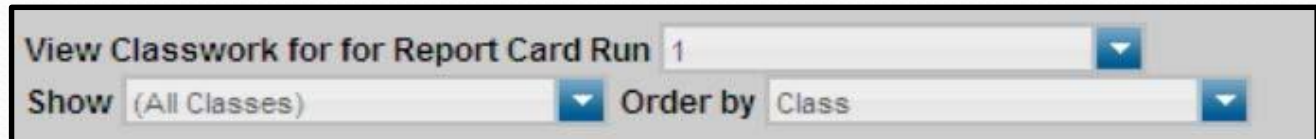
- ◆ The '**Attendance**' button provides data on your your student's absences or tardies.

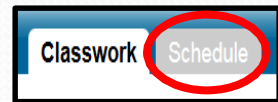


# Classes Icon

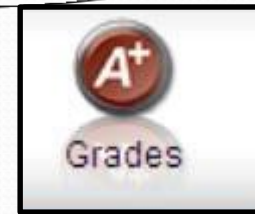


- ◇ The '**Classes**' button displays your student's work and earned grades as the teacher publishes them. As indicated below, information can be filtered and sorted by classes.

A screenshot of a web interface for viewing classwork. It features a header "View Classwork for for Report Card Run" followed by a dropdown menu set to "1". Below this, there are two more dropdown menus: "Show" set to "(All Classes)" and "Order by" set to "Class".

- ◇ When the '**Schedule**' tab is selected (  ), your student's schedule will appear. You can also email your child's teacher, if you have an email address on file. To add an email address, please contact your child's school.

# Grades Icon

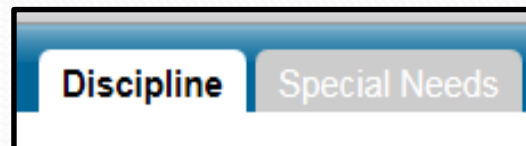


- ◇ The '**Grades**' button displays your student's Interim Progress Report (**IPR**), issued mid quarter, Report Card grades, transcript and test scores (if applicable). Simply select the appropriate tab to view grades, transcripts and/or test scores.



- ◇ If you have questions regarding your student's class work and/or grades, please contact the teacher listed on the individual course.

# Student Support Icon



- ◇ Use the '**Student Support**' button to view your student's discipline information.
- ◇ If your student is special needs, you will also be able to view different documents in their special education file.

# Registration Icon



- ◇ The '**Registration**' button shows your student's current registration information (name, date of birth, phone numbers, address, contact information, etc.). Please verify that this information is correct and notify your school's office staff of any updates or changes. *Address changes require proper documentation.*

**Note:** You can update/add student and Guardian 1 phone numbers and email by clicking Edit at the end of the contacts line.

Contacts		<input type="button" value="Edit"/>
Student		
Student Mailing Address	Student Address	

# Home Access Center (HAC) Support

- ◆ For questions concerning your password or to have your account unlocked, please contact our support team by:
  - ◆ Email: [HACSupport@daytonpublic.com](mailto:HACSupport@daytonpublic.com), or
  - ◆ Phone: (937) 542-3300, or
  - ◆ Logging a support request through the Dayton Public Schools Help Desk (937) 542-3184.