Home Access Center (HAC) Alerts

Revised January 2021

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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 the HACSupport Team (*see last slide for more information*).

Your password can be changed after the first sign in.

<u>Use any of the following browsers:</u>

Internet Explorer 9,10 or 11

Firefox – current release plus 4 prior versions

Safari 5.1.7

Chrome – current release plus 4 prior versions

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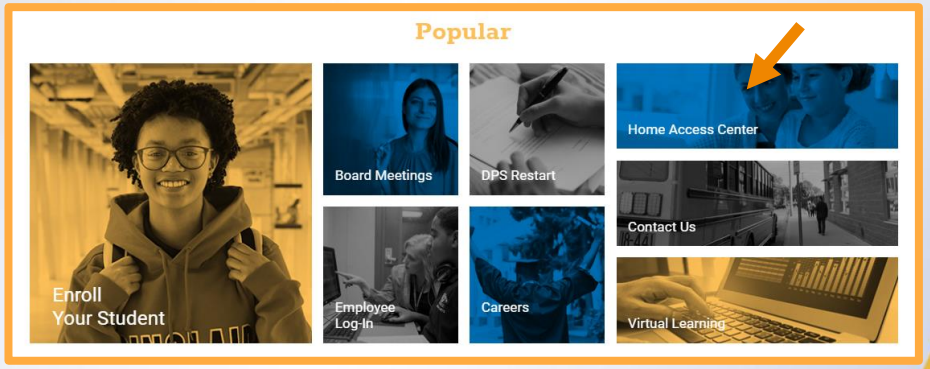
Website

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 the top of the page under the Search box by clicking on HAC.



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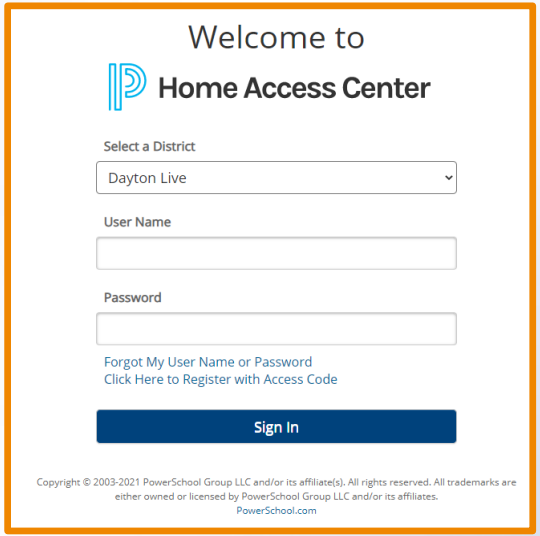
Enter your username and password

Your password reset is tied to the email you provided to the Student Enrollment Center (SEC) 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).



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Managing Alerts

In order to manage all alerts at one time for all of your students, after you sign in, hover over your name on the top right hand side of the screen and click on **‘My Alerts’.** Select the appropriate alerts.

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HAC Icons

If you would like to manage your alerts one section at a time, click on each **'HAC Icon'** to view the alert available for that page. Click the box or enter the appropriate information for the specified alert.

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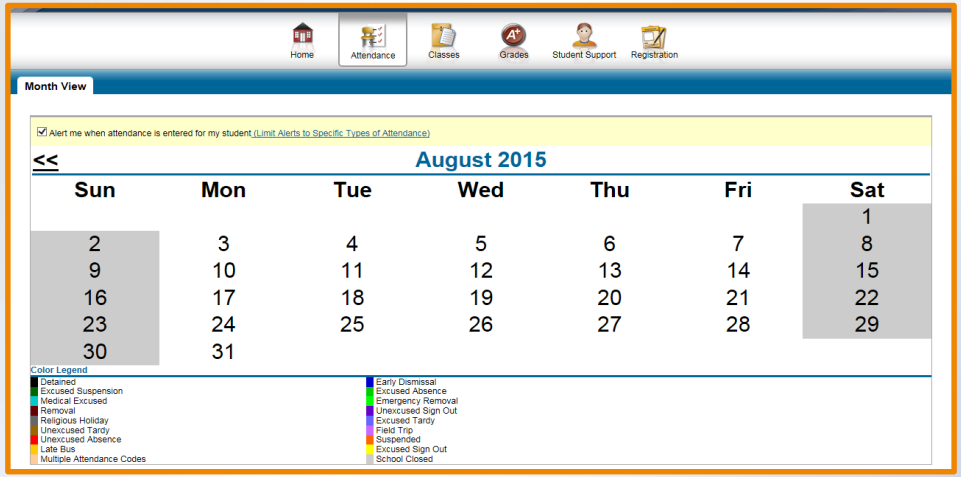
Attendance Icon

Click the **‘Alert’** box in the yellow area for attendance alerts. If you would only like alerts for certain attendance codes, click the link to select specific codes.



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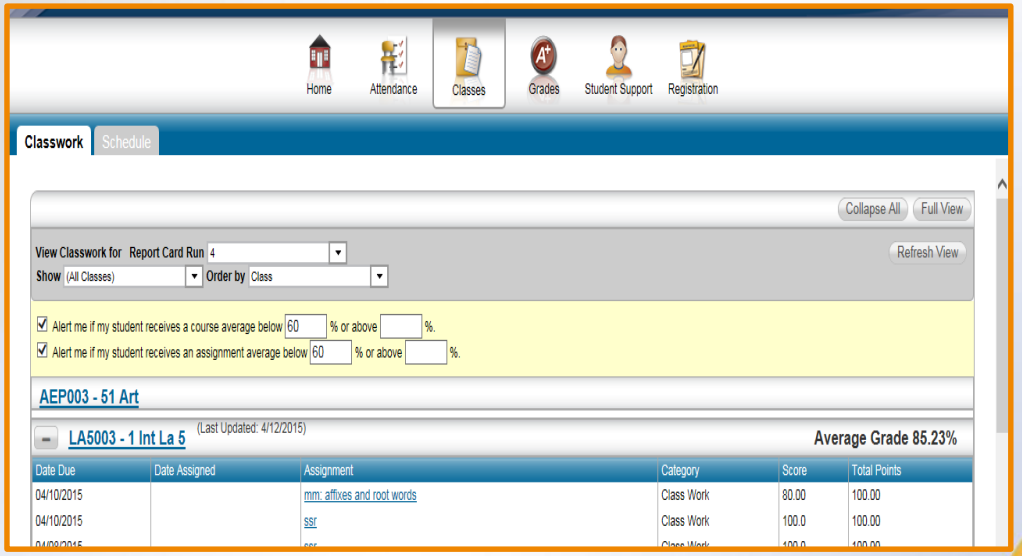
Classes Icon

Click the **‘Alert’** box in the yellow area for course averages and/or assignment averages. You will also have to enter an average threshold.



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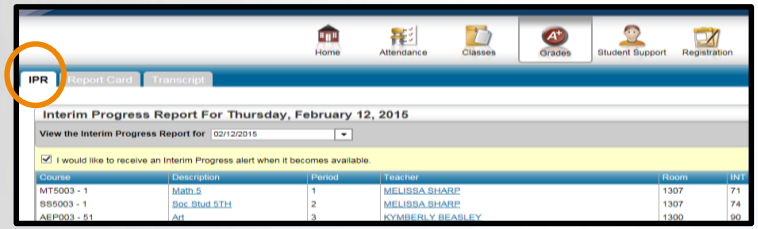
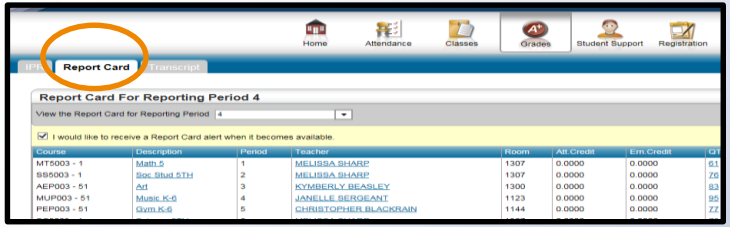
Grades Icon

Click the **‘Alert’** box in the yellow area to receive an alert when the Interim Progress Report becomes available.

Be sure you are on the IPR tab.



Click the **‘Alert’** box in the yellow area to receive an alert when the Report Cards becomes available. Be sure you are on the Report Card tab.



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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, or

Phone: (937) 542-3300, or

Logging a support request through the Dayton Public Schools Help Desk (937) 542-3184

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