



Home Access Center (HAC) Overview

Revised January 2021



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.

Use any of the following browsers:

Internet Explorer 9,10 or 11

Firefox – current release plus 4 prior versions

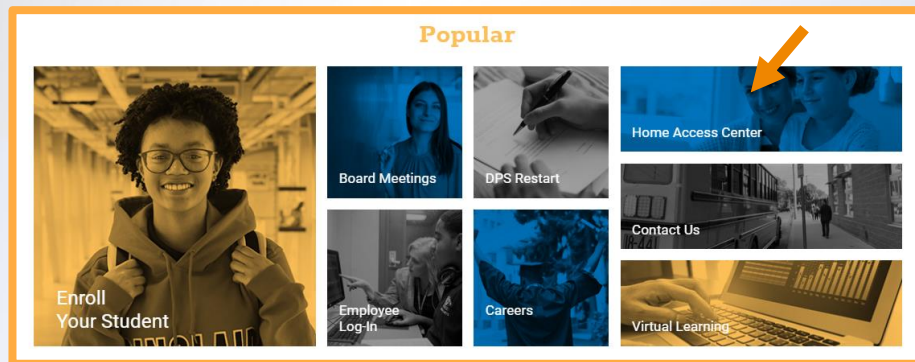
Safari 5.1.7

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




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).

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'**.

Welcome to



Home Access Center

Select a District

Dayton Live

User Name

Password

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

Sign In

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Multiple Students

If you have more than 1 student, click the drop down arrow 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 below provide 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 () and teacher announcements can be viewed for a particular month.

Attendance Icon



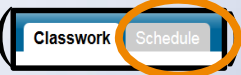
The '**Attendance**' button provides data on your student's absences or tardies.

Classes Icon

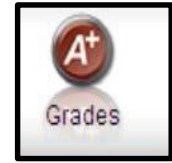


The '**Classes**' button displays your student's work and earned grades as the teacher publishes them. As indicated below, information can be filtered and sorted by classes.

A screenshot of a web interface. It shows a section titled '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'. Both dropdown menus have blue arrows indicating they can be clicked to change the selection.

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 or HACSupport.

Grades Icon

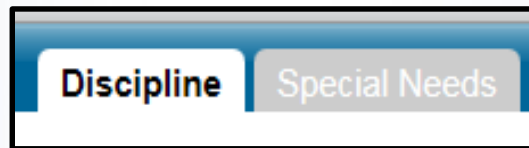


The '**Grades**' button displays your student's Interim Progress Report (**IPR**), issued mid quarter, Report Card grades, transcript and test scores (if applicable). Simply select the appropriate tab to view grades, transcripts and/or test scores.



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 | |
|-------------------------|-----------------|
| 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, or

Phone: (937) 542-3300, or

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