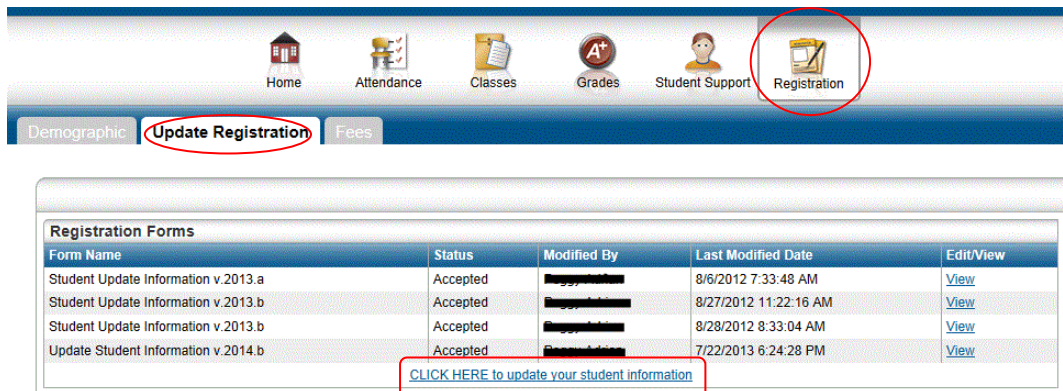
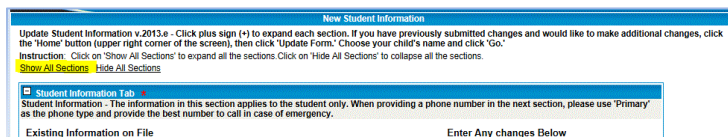


Athletic Forms Sign-Off How-To:

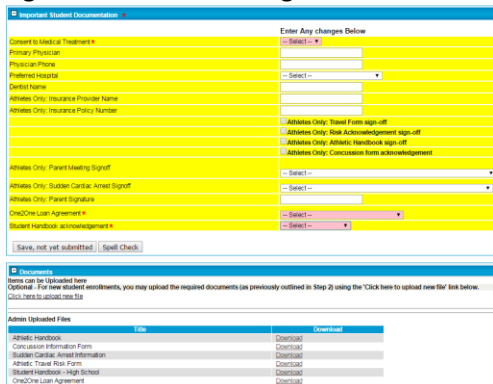
1. Log into Home Access Center using the parent/guardian login and password. (<https://homeaccess.hboe.org>)
2. If you have multiple children enrolled, choose which student athlete to update (click 'Change Student' in upper right corner.)
3. Click the 'Registration' link at the top of the screen. Click the 'Update Registration' tab.
4. Any previously updated forms will be listed. To update a new form, click '[CLICK HERE to update your student information](#)' (blue link)
5. If you do not see the link to update information, contact your child's school. Note: Only primary guardians have permissions to update student information.



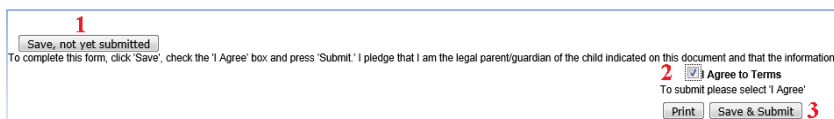
6. After clicking the link, if a new form does not appear, check that your pop-up blocker on your browser is turned off.
7. At the top of the new form, click the link 'Show All Sections'. The scroll down to the Important Student Documentation section (For some guardians, the section will be called 'Additional Information'.)



8. Find the fields indicating 'Athletes Only' and fill them in appropriately. The documents which correspond to the sign-off and acknowledgement fields can be found in the next section (**Documents**) for download.



9. Click 'Save, not yet submitted', then check 'I Agree to Terms' and finally click 'Save and Submit'.



10. You're done! Thank you!