



Hilliard City Schools

HOME ACCESS CENTER - Instructions

Hilliard City School District is pleased to provide the primary parents/guardians of active students with a Home Access Center account. This will allow you to see your child's school district information, including attendance data, discipline incidents, daily schedule, classwork and current grades. (At this time, classwork and grades are only available for 6th – 12th grade students in Home Access.) Student demographic data is also viewable in Home Access, with the ability for the parent to update certain information, such as emergency contacts, phone numbers, email addresses.

Home Access Center is available on the Internet at: <https://homeaccess.hboe.org> or, a link can be found on the Hilliard City Schools Website (www.hilliardschools.org) by clicking on the Parent tab.

Your Home Access login information is included in the letter that accompanies this flyer. Once you have logged into Home Access, please go directly to 'My Profile' and change your password to something that you will remember.

The screenshot shows the Home Access Center interface. At the top right, it displays: District: HCSD Live Database, Building: Hilliard Davidson High School, and Student Name: [REDACTED]. Below this, it says "The current school year has not yet begun for this student. Daily". On the left is a navigation menu with items like Daily Summary, Attendance, Discipline Incidents, Interim Progress Report, Report Cards, Transcript, Registration, Career Plan How-To, Career Plan FAQ, HS Program of Studies, How to Update Student Contact Information, My Profile, and Update Student Information. Three callout boxes are present: 1. "My Profile - to change password" points to the "My Profile" menu item. 2. "HOW-TO Update Student Information" points to the "How to Update Student Contact Information" menu item. 3. "Update Student Information- Emergency contact data" points to the "Update Student Information" menu item. The main content area shows sections for "Today's Attendance" and "Classwork For This Week".

Beginning with the 2011-2012 school year, we are asking parents/guardians to update the student emergency contact information through Home Access, rather than altering a hard copy and sending it back to the school. On the Home Access page, you will see a link to 'Update Student Information' on the left side menu. Clicking this will bring up a page to allow you to view and update any emergency contact information for your child. Please keep in mind that some information (address, guardian names) cannot be updated in this manner. If you have changes that cannot be made through Home Access Center, please contact your child's building with the new information. For further instructions, click on the *How-To Update Student Information* link off of the Home Access Menu.

Note that access privileges may be revoked due to outstanding fee balances associated with your child's school. Please contact your child's school if you have any questions regarding the Home Access Center offering.

Sincerely,

Hilliard City Schools