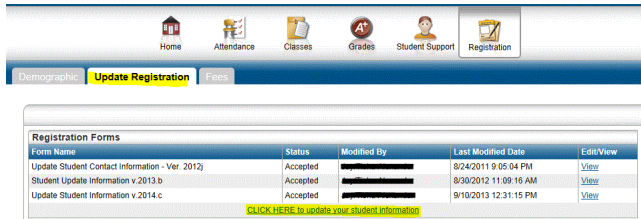


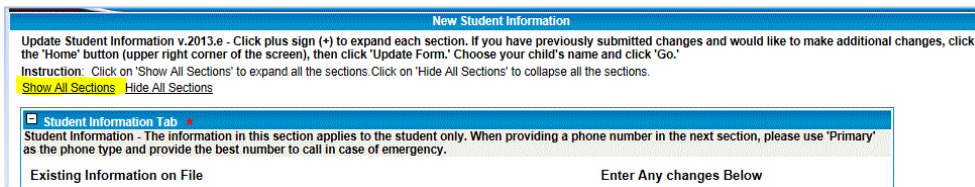
Athletic Forms Sign-Off How-To:

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.
3. Click the tab 'Update Registration' on the Registration screen. (If the tab is missing, be sure you are using the parent/guardian login....not the student login)
4. Any previously updated forms will be listed. To update a new form, click '[CLICK HERE to update your student information](#)' (blue link). If you receive an error message when clicking the link, contact your child's school.

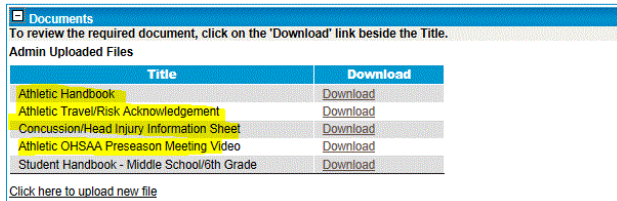
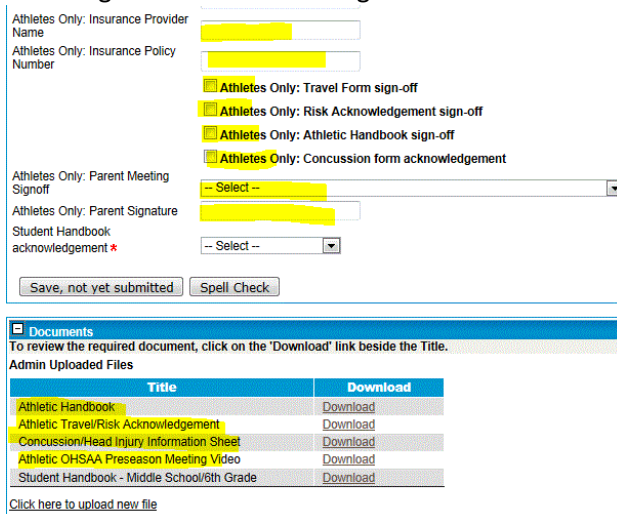
Note: Only primary guardians have permissions to update student information.



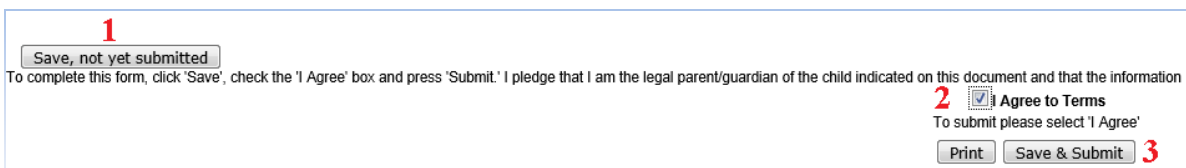
5. At the top of the new form, click the link 'Show All Sections'. The scroll down to the Medical and Miscellaneous Information section (For some guardians, the section will be called 'Additional Information'.)



6. Find the eight 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.



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



8. You're done! Thank you!