

Using Home Access Center to Create/Maintain a Four Year Career Plan

- ✓ To access Home Access Center from any browser, type <https://homeaccess.hboe.org> into the address bar.
- ✓ To access Home Access Center from your building website, click on the [Student Home Access](#) link.

The login page is simple and straightforward. Your Username and Password are the same as what you use to log into the network when you are at school.

1. Enter your username and password and then click the 'Log In' button. You will see several buttons across the top of the screen. Click on the 'Classes' button.
2. Click on 'Career Plan.'

A screen similar to the one below will appear. If you are currently taking (or have taken) any high school level courses, they will appear on the page in the appropriate school year column.

3. To enter course requests for future years, click on the 'Enter Requests' button for each future year.

Subject Area	Credit Needed	Est. Credit	Grade 08 (2012 - 2013)		Grade 09 (2013 - 2014)		Grade 10 (2014 - 2015)		Grade 11 (2015 - 2016)		Grade 12 (2016 - 2017)	
			Course	Credit	Course	Credit	Course	Credit	Course	Credit	Course	Credit
Elective	5.0000	3.7500	Personal Decisions (350005 - 5)	0.5000	2D Visual Art (10OL45 - 2)	0.5000			ONLINE - 2D Visual Art (10OL45)	0.5000		
					Spanish 1 (400021 - 3)	1.0000			Women in Engineering (210011)	1.0000		
					Aerobics, Sculpting, & Fitness (450022 - 2)	0.2500						
English	4.0000	1.0000			English 9A (300003 - 2)	0.5000						
					English 9B (300004 - 2)	0.5000						
Health	0.5000	0.5000							Health 10 (450010)	0.5000		
Integrated Computer	0.5000	0.5000			ICT 21-Info & Comm. Technology (150001 - 3)	0.5000						
Math	4.0000	1.0000			Algebra 1A (500002 - 2)	0.5000						
					Algebra 1B (500003 - 2)	0.5000						
Physical Education	0.5000	0.2500			Aerobics, Sculpting, & Fitness (450022 - 2)	0.2500						
Science	3.0000	1.0000			Science 9A (550001 - 1)	0.5000						
					Science 9B (550002 - 1)	0.5000						
World Studies	1.0000	1.0000			World Studies 1 (600001 - 3)	0.5000						
					World Studies 2 (600002 - 3)	0.5000						
US Government	1.0000	0.0000										
US History	1.0000	0.0000										
Financial Literacy	0.5000	0.0000										
Capstone	0.5000	0.0000										
To-Date Totals:	21.5000	9.0000		0.5000		2.5000		0.0000		0.0000		0.0000
Estimated Totals:				0.0000		4.0000		0.0000		2.0000		0.0000

To see the courses that are recommended for your learning path, click the '+' sign in front of the Recommended Courses title at the top of the page. Following the template that you have completed in your Program of Studies for each year as a guiding tool,

4. Check the box next to each course that you wish to take for that school year.

Select Course(s)	Course	Subject Area	Credits
<input type="checkbox"/>	Advanced Placement Biology		1.5000
<input type="checkbox"/>	Aerobics, Sculpting, & Fitness		0.2500
<input type="checkbox"/>	Algebra 1 w/Workshop A		0.5000
<input type="checkbox"/>	Algebra 1 w/Workshop B		0.5000
<input type="checkbox"/>	Algebra 1A		0.5000
<input type="checkbox"/>	Algebra 1B		0.5000
<input type="checkbox"/>	Algebra 2		1.0000
<input type="checkbox"/>	Algebra 3		1.0000
<input type="checkbox"/>	AP U.S. History		1.0000
<input type="checkbox"/>	Astronomy		0.5000
<input type="checkbox"/>	Basic ELL		2.0000
<input type="checkbox"/>	Basic Strength Trng/Fitness		0.2500
<input type="checkbox"/>	Biology A		0.5000

5. Once you have chosen all of the courses from the *Recommended* list, click 'Add to Requests'.

If you wish to take a course that *is not* on the list of recommended courses (ie. Choir, band, etc.), OR, to remove a course from your Career Plan, **scroll** to the bottom of this screen to find the **Course Request** area. You will see a list of subject areas.

6. Click on the link for 'Edit' button at the end of the row next to the appropriate subject area.

Home Attendance Classes Grades Student Support Registration

Classwork **Career Plan** Schedule Requests

Course Requests - 2014-2015 - Hilliard Bradley High School - Grade 10

Subject Area	Course	Credits	Alternate Credits	Edit
Capstone (CS)				Edit
Elective (EL)				Edit
English (EN)				Edit
Financial Literacy (FN)				Edit
Health (HL)				Edit
Integrated Computer (IC)				Edit
Math (MA)				Edit
Physical Education (PE)				Edit
Science (SC)				Edit
US Government (UG)				Edit
US History (UH)				Edit
World Studies (WS)				Edit
No Subject Area				Edit
Total :		0.0000	0.0000	

A list of courses within that subject area will appear.

7. Click the box next to the course(s) you wish to request and then click 'Save.'

8. Once you have chosen all of the courses for a particular school year, click on the 'Career Plan' button at the top of the screen to return to the Career Plan page.

You are now ready to select courses for another future school year.

Note: Make sure to **COMPLETE** your career Plan. An easy way check is to ensure the Est. Credit Column on the Career Plan Screen meets, or exceeds, each Graduation Requirement area. Note the plan below is considered **INCOMPLETE**.

Classwork **Career Plan** Schedule Requests

Graduation Plan : HCSD Graduation Requirements

Courses in Italics are not Complete

Enter Requests Grade 10 (2014 - 15) | Enter Requests Grade 11 (2015 - 16)

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			Course	Credit	Course	Credit	Course	Credit	Course	Credit
Elective	5.0000	3.7500	Personal Decisions (350005 - 5)	0.5000	2D Visual Art (10OL45 - 2)	0.5000			ONLINE - 2D Visual Art (10OL45)	0.5000
					Spanish 1 (400021 - 3)	1.0000			Women in Engineering (210011)	1.0000
					Aerobics, Sculpting, & Fitness (450022 - 2)	0.2500				
English	4.0000	1.0000			English 9A (300003 - 2)	0.5000				
					English 9B (300004 - 2)	0.5000				
Health	0.5000	0.5000							Health 10 (450010)	0.5000
Integrated Computer	0.5000	0.5000			ICT 21-Info & Comm. Technology (150001 - 3)	0.5000				
Math	4.0000	1.0000			Algebra 1A (500002 - 2)	0.5000				
					Algebra 1B (500003 - 2)	0.5000				
Physical Education	0.5000	0.2500			Aerobics, Sculpting, & Fitness (450022 - 2)	0.2500				
Science	3.0000	1.0000			Science 9A (550001 - 1)	0.5000				
					Science 9B (550002 - 1)	0.5000				
World Studies	1.0000	1.0000			World Studies 1 (600001 - 3)	0.5000				
					World Studies 2 (600002 - 3)	0.5000				
US Government	1.0000	0.0000								
US History	1.0000	0.0000								
Financial Literacy	0.5000	0.0000								
Capstone	0.5000	0.0000								
To-Date Totals:	21.5000	9.0000	0.5000	2.5000		0.0000		0.0000		
Estimated Totals:			0.0000	4.0000		0.0000		2.0000		