Step 1: Login to HCSD Home Access

http://homeaccess.hboe.org

Username: * homeaccess **Password:** * •••••••••• Log In	Welcome to the Home Access Center. To begin, please enter your **username** and **password**. Welcome to Hilliard City Schools Home Access Center. Hilliard City Schools Home Access Center has been temporarily disabled. You will be able to access your child's account on or after August 12th. We appreciate your patience. • Frequently Asked Questions • Registration Form

Step 2: Select 'Update Student Information'

HILLIARD CITY SCHOOLS
Ready For Tomorrow   **District**: HCSD Live Database

- Daily Summary
- Attendance
- Discipline Incidents
- Interim Progress Report
- Report Cards
- Transcript
- Registration
- Career Plan How-To
- Career Plan FAQ
- HS Program of Studies
- My Profile
- Update Student Information

The current school year has not yet begun for this student. Daily Sum

Today's Attendance

Classwork For This Week

Step 3: Create a New form for making updates

By default you will see any previous form(s) you have submitted. To make additional updates, click the 'CLICK HERE to update your student information' link.

Update Student Information   Help | Log Out

- Daily Summary
- Attendance
- Discipline
- Interim progress
- Report Card
- Transcript
- Registration
- Help - Home Access Center Help ** NEW **
- Help - HS Program of Studies
- MyPaymentsPlus - HCSD Student Fees & Meal Payments
- My Profile
- My Alerts
- Update Student Information

Form Name	Status	Modified By	Last Modified Date	Edit/View
Student Update Information v.2013.a	Accepted		3/20/2013 3:42:13 PM	View
Update Student Information v.2013.e	Accepted		3/21/2013 2:24:53 PM	View
Update Student Information v.2014.b	Accepted		7/8/2013 2:57:08 PM	View
CLICK HERE to update your student information				

Step 4: Review and Update Student Emergency/Contact Information

First Click on the 'Show All Sections' to view all sections/fields at once. Scroll down screen to review and make any updates as necessary.

It is extremely important that all contact information is accurate and up to date, including parent email address. **Scroll to the Guardian/Emergency Contact Information section to edit/view the information** currently in our Student Information System. All students should have at least one Guardian contact record and one Emergency Contact record. District staff/teachers use email as a primary means of communication. Please be sure that your email address is correct.

Step 5: Scroll Down to bottom of Form and: 1. Click 'Save, not yet submitted', 2. Check 'I Agree to Terms', 3. Click Save & Submit

This step will submit any changes you made to your child's School. Even if you do NOT make any changes, you need to complete this step in order to indicate you have verified your student's emergency contact related information. You will receive an email from the building registrar indicating the status of your requested changes.