

Updating Guardian Email Address in Home Access Center

1

Log into Home Access Center
homeaccess.hboe.org

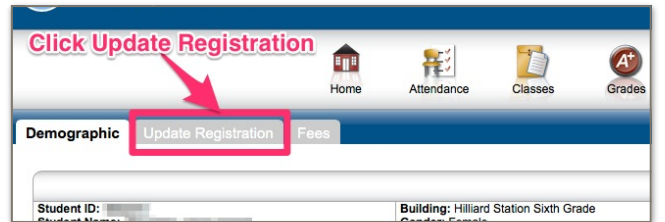
2

Click on the **Registration Icon**



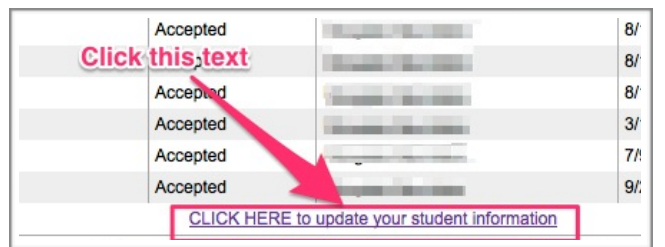
3

Click on the tab labeled
Update Registration



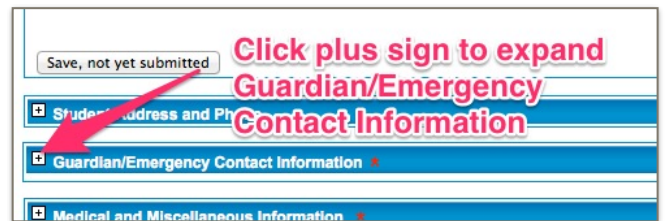
4

Click text "**Click here to update your student information**"



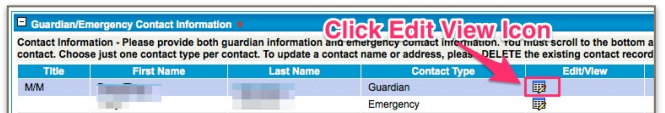
5

Click **Plus Sign** to expand the
Guardian/Emergency Contact
Information section



6

Click **Edit/View** Icon in the same
row as the Guardian Name



7

Scroll down and verify the email
address listed is current.
If it is not, type in your current
email address.

8

Scroll down and Check the box next
to "I Agree to Terms" and then click
Save and Submit.