



Returning Student Registration for Parents - Home Access Center

1. Log into Home Access Center (HAC).

Note: Only a parent or guardian may complete Returning Student Registration.

2. Click the **REGISTRATION** button.
3. Click the **UPDATE ENROLLMENT** tab.
4. Next to the Returning Student Registration form, click **START**.

5. Put a checkmark next to "To comply with COPPA, I affirm that I am 13 years or older."
6. Click **BEGIN FORMS**.

7. Enter the student's date of birth then click **CONTINUE**.

- After reading the instructions on the Introduction screen, click **NEXT**. Answer all questions. On the Review & Submit screen click **SUBMIT**.

- Once the form is submitted, changes can no longer be made. To make changes please contact the student's campus.
- In HAC, the form will show as Submitted.

In Progress/Submitted Forms			
Form Name	Status	Started Date	Submitted Date
Returning Student Registration	Submitted	1/7/2020 3:04 PM	1/7/2020 3:16 PM

- If you have multiple students, to select a different student click the **CHANGE STUDENT** drop-down next to your student's name in the upper right corner of HAC.



Complete an In Progress Form

Once a form is started but not submitted, it can be completed by clicking **EDIT**. If you log out of HAC, return to step one of this guide to return to the form

In Progress/Submitted Forms				
Form Name	Status	Started Date	Submitted Date	Edit/View
Returning Student Registration	In Progress	1/7/2020 3:04 PM		Edit