

NISD's Home Access Center Quick Start Guide

The Home Access Center (HAC) Quick Start Guide will guide you through the initial set up process for the Home Access Center. You can access HAC by going to <https://hac.nisd.net>. Your user name is the email address where you received your temporary password. Your temporary password will need to be reset when you sign in. To request a HAC account, report a problem, or if you did not receive an email [complete this online form](#) and a technician will contact you via email or phone within two business days.

The first time you log-on to HAC you will be automatically directed to the **MY ACCOUNT** page.

1. It is important that you create a new password that only you know and will remember.
 - The password must be 8 - 15 characters.
 - The password may contain letters, numbers, and symbols.
2. Select **CHANGE PASSWORD** when finished.
3. Create three challenge questions to help secure your account.
 - You may enter any three questions and answers.
 - The questions and answers cannot be the same word or phrase.
 - The three questions cannot be the same.
 - The three answers cannot be the same.

The screenshot shows the 'Home Access Center' interface. At the top left is a logo with a house and a person. The main content area is titled 'My Account' and contains the following sections:

- My Account**: A grey box containing user details: Name: Jane Doe, Address: 123 Sesame Street, San Antonio, TX 78238, Logged in as: Jill.Doe@ParentEmail.com, Email Address: Jill.Doe@ParentEmail.com, Last Login: 9/1/2017 12:01:01 PM.
- Change Password**: A section with two input fields labeled 'New Password:*' and 'Confirm New Password:*'.
- Challenge Questions**: A section with the instruction 'Compose 3 challenge questions and provide appropriate answers'. It features a table with two columns: 'Questions' and 'Answers'. There are three rows of input fields for questions and answers.
- At the bottom of the form are two buttons: 'Continue to HomeAccess Center' and 'Logoff'.

4. Select **CONTINUE TO HOME ACCESS CENTER** when finished.

Note: HAC will lock your account when five incorrect attempts have been made. You may try to reenter your account after one hour.

If you need to create a HAC account or have any questions, visit <https://nisd.net/parent-connection> for more information.

Your password will not reset every year.

Setting Up “My Alerts”

Hover over your name in the upper right hand corner of the web page, next to the logout button and select **MY ALERTS**. You may then choose which alerts you would like to turn on for each child listed in your account. Changes to the Alerts will automatically save.

When you turn on alerts for Attendance, you have the option to limit the types of Attendance notifications by clicking on the hyper-linked text, *Limit alerts to specific absence codes* and a pop-up will appear. You may choose which alerts you prefer. If you choose to limit these alerts, you must save your changes by selecting the **SAVE** icon.

If an update to your student’s account triggers an alert, you will receive an email in the evening notifying you of the event. If multiple changes are made and you have signed up for multiple alerts you will receive one email per alert. If you have alerts set up for multiple children in your account, you will receive an email for each child.

To switch between the students on your account, select the **CHANGE STUDENT** drop-down next to your child’s name. A pop-up screen will appear. Choose the student you would like to view and select **SUBMIT**.



When you complete the set-up steps click on the *Home* tab and you may begin exploring your student’s information.

View Grades:

The Classes tab displays the current schedule and assignment grades.

The Grades tab displays Progress Reports (IPR), Report Cards, and Test Scores (STARR 3-8, STARR EOC, PSAT, etc.).

When you are finished using HAC select the **LOGOUT** icon to end your session.

A screenshot of the Home Access Center (HAC) interface. The top navigation bar includes the Home Access Center logo and name, a 'Logout' button, and the user name 'Jane Doe' with a dropdown arrow. Below the navigation bar are icons for Home, Attendance, Classes, Grades, and Registration. The main content area is titled 'My Alerts' and contains two sections, one for 'Jane Doe' and one for 'John Doe'. Each section has a table with columns for Alert Type, Email, Mobile Push, and Alert Details.

Alert Type	Email	Mobile Push	Alert Details
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limit alerts to specific absence codes.
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text" value="80"/> % or above <input type="text" value="80"/> %.
Interim Progress	<input type="checkbox"/>	<input type="checkbox"/>	I would like to receive Interim Progress alert when it becomes available.
Report Card	<input type="checkbox"/>	<input type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

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Report Card	<input type="checkbox"/>	<input type="checkbox"/>	I would like to receive Report Card alert when it becomes available.