

YONKERS
PUBLIC SCHOOLS

Home Access Center

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Using Home Access Center




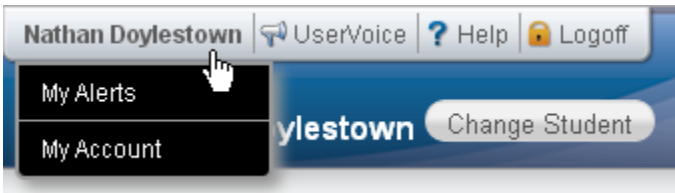
Home Access Center (HAC) is a browser-based student information system that allows you to view student registration, report card, attendance, discipline, transcript, success plan, course request, classwork, and scheduling information as it is entered in the school district's database.

Home Access Center Menu

The menu options in the Home Access Center banner provide access to HAC's main pages. Clicking an icon displays a page with related tabs, each of which is a self-contained page of information on your student. For example, the  Grades option displays a page with tabs on IPRs, Report Cards, and other subjects associated with grading. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.

The following pages can be accessed using the menu options in the HAC banner.

	
Home	
Week View	Displays a student's attendance, scheduling, assignment, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing scores and other details on individual courses and assignments, accessing student fee information, and emailing teachers.
Calendar	Displays a month-view of the student's attendance, scheduling, assignment, and discipline information, as well as activities and events. Checkboxes are provided for configuring the type of information that displays, while buttons are included for changing the calendar to a daily or week view. Previous and future months can also be displayed.
School Links	Displays links that can be created in the HAC building configuration to enable access to other resources within or outside the district.
	
Attendance	
Month View	Displays a month-view of the student's attendance that can be toggled to access all months within the current school year. A color legend identifies the type of attendance displayed. Place the mouse pointer over a day to view more detailed information on absences and tardies.

	
Classes	
Schedule	Displays the student's schedule for the entire year. Dropped courses may also be displayed. You can also select to display the list of requests for the next school year in a separate section at the bottom of the page. Links are provided for viewing detailed course information and sending emails to teachers.
	
Grades	
Interim Progress Report	Displays the student's most recent interim progress report, including courses, marks, and comments for an IPR run based on information in the IPR data warehouse. If comments were entered for the student, a comment legend displays below the course information. In addition, you can select to view any previous IPR run for the current year for which the data warehouse is available.
Report Cards	Displays information from the student's most recent report card run. The page lists marks, comments, and absences related to the student's courses or competencies. Additional information can include the sum of earned credits for the report card run, class rank, and current, semester, and cumulative credits and GPAs. If comments were entered for the student, a comment legend appears below the report card information. In addition, you can select to view any previous report card run for the current year for which the data warehouse is available.
	
Registration	
Demographic	Displays the student's basic demographic information, including date of birth, gender, grade, building, house/team, and counselor. Additional information may also display, such as contact information, student and guardian addresses and phone numbers, medical emergency information, transportation to and from school, and sensitive information from the Personal page.
	
User Options	
My Alerts	Allows guardians and students to subscribe to alerts for sending emails on attendance, discipline, course averages, classwork, interim progress reports, report cards, and immunizations.
My Account	Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.
UserVoice	Allows guardians and students to submit suggestions for improving HAC.

Logoff	Closes the current HAC session, and returns you to the Log On page.
Change Student	Allows guardians who have two or more students to display a pop-up window for selecting another student.

View another student

If you are a guardian for multiple students, you can quickly change the student you are viewing.

1. In the Home Access Center banner, click **Change Student**.
2. On the Choose Your Student pop-up, select the student to display.
3. Click **Submit**.



Attendance Month View Page

The Attendance Month View page enables you to view your student's attendance during any month in the current school year. If your student was absent or tardy on a date, the day will display with a colored background. The Color Legend below the month indicates the type of attendance each color represents.

To display the Month View page, click  **Attendance** on the HAC menu.

Change months

- To navigate from month to month in the current school year, use the **<<** **>>** arrows at the top left and right of the calendar.

View attendance details

- To view details for a date when your student was absent or tardy, move your pointer over the day. A tooltip displays the type of attendance entered by the office or teacher for the periods affected.

Subscribe to attendance email alerts


- To subscribe to email alerts on attendance, check the "Alert me..." box above the month.
- To select the types of attendance to receive alerts for, click the "Limit Alerts..." link. In the Attendance Alerts window, check the boxes for the attendance of interest to you, then click **Save**.

If you do not select the types of attendance, you will receive alerts for all attendance regarding your student.




Calendar Page

The Calendar page provides a month view of the following information on your student:




- Class Assignments
- Class Events
- Activity Events

To display the Calendar page, click  **Home** on the HAC menu, then click the **Calendar** tab.

Customize calendar information

- To hide or display the Filter pane, click the  Filter icon.
- To include or exclude information on the calendar, check or uncheck the appropriate boxes in the Filter pane on the left.
- To collapse the pane's Filters, Calendars, or Values section, click the section's  down symbol. To expand a collapsed section, click the section's  up symbol.

Change calendar views

- To display other months, use the  arrows to navigate forward or backward a month at a time.
- To display the week view for the current week, click **Week**. To display other weeks in the calendar's week view, use the  arrows to navigate forward or backward a week at a time.
- To display the day view for the current day, click **Day**. To display other days, use the  arrows to navigate forward or backward a day at a time.
- To return to the current month, week, or day in the above views, click **Today**.

Demographic Page

The Demographic page includes the following sections listing information on your student:

- **Demographic** - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.
- **Emergency** - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data.
- **Personal** - Sensitive information, including Social Security number, ethnicity, meal status, and classification.
- **Transportation** - Information on the student's transportation arrangements to and from school.
- **Contacts** - Student and guardian information, including addresses and phone numbers.
- **FERPA** - A list showing the student's settings regarding the release of information under the Family Educational Rights and Privacy Act (FERPA).

To display the Demographic page, click  **Registration** on the HAC menu.

Update emergency information

- To update the Emergency section, click **Edit**. Add to or change the information displayed in the Update Emergency Information window, then click **Save**.

Update contact information


- To update the Contacts section, click **Edit**. Add to or change the email and phone information displayed in the Update Contact Information window, then click **Save**.

Update FERPA settings

- To update the FERPA section, click **Edit**. Check or uncheck the boxes in the Update FERPA Information window as needed, then click **Save**. When a FERPA box is checked, the student information indicated cannot be released.

Interim Progress Report Page (Grades 7-12, Grades PK-6 Optional)

The Interim Progress Report page displays your student's most recent Interim Progress Report (IPR), if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, interim progress marks, and comment codes. The legend at the bottom of the page provides a key to the comments entered for your student.

To display the Interim Progress Report page, click  **Grades** on the HAC menu.

View IPR details

- To view additional details on a course, click its description link to display the Home Access Course window.

View previous IPRs

- To display an IPR from an earlier period, select the period in the View the Interim Progress Report for Reporting Period field. This field displays only if another IPR is available.

Subscribe to IPR alerts

- To subscribe to IPR email alerts, check the "Alert me..." box above the course listing. The emails include courses, interim progress marks, teachers' names and comments, and other information from the student's IPR.

Report Card Page (Grades 7-12 Only)

The Report Card page displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, credits attempted and earned, rank information, attendance, grades, and comment codes. A grading scale is provided to explain certain marks, while the legend at the bottom of the page provides a key to the comments your student has received.

To display the Report Card page, click  **Grades** on the HAC menu, then click the **Report Card** tab.

View report card details

- To view additional details on a course, click its description link to display the Home Access Course window.
- If a mark displays as a link, click the link to display the Classwork window. The window lists assignment dates, scores, points for classwork, and classwork average information.

View previous report cards

- To display a report card from an earlier period, select the period in the View the Report Card for Reporting Period field. This field displays only if another report card is available.

Print report cards


- To print a copy of the student's report card, click **Print**.

Subscribe to report card alerts

- To subscribe to report card email alerts, check the "Alert me..." box above the course listing. The alerts include courses, grades, credits, teachers' names and comments, and other information from the student's report card.


Schedule Page

The Schedule page displays your student's schedule for the current school year. Classes that your student has dropped display at the bottom of the list with a Dropped status. This page also displays a list of the course requests for the next school year.

To display the Schedule page, click  **Classes** on the HAC menu, then click the **Schedule** tab.

School Links Page

The School Links page displays links to other resources offered by your student's building.

To display the School Links page, click  **Home** on the HAC menu, then click the **School Links** tab.

Access a linked resource

- To access a resource listed on the page, click its link.



UserVoice

UserVoice enables you to submit ideas to the full community of Home Access Center (HAC) users for developing new software features. You can also vote for proposals submitted by other guardians and students, both in your district and elsewhere. Voting in UserVoice helps prioritize suggestions for improving HAC, which in turn enables SunGard to determine the enhancements users would most like to see.

The rules on voting are simple. Guardians and their students share a total of 10 votes. You may apply up to three votes in favor of any given proposal, or you may spread your support around by using just one vote per idea. The choice is yours.

Once an idea is accepted by SunGard's Product Management, all votes assigned to the proposal will be returned to users for voting on other ideas.

Besides being able to propose and vote for ideas in UserVoice, you can:

- Post comments in response to the ideas submitted.
- Change your votes, either to support new ideas or in response to feedback from other users.
- Update your profile to receive email notifications.
- Connect to the SunGard K-12 Education website to learn more about SunGard's K-12 solutions.

Prerequisite: You must have an email address stored in *eSchoolPLUS* to access UserVoice. If not, contact your district.

1. Click the **UserVoice** icon at the top of any HAC page.
2. In the UserVoice page, click the Take me to UserVoice link.
3. In UserVoice, use the links and buttons to post and vote on ideas, enter comments, update your profile, and perform other functions.
4. Click Sign out in the upper right-hand corner of any page to exit UserVoice, then click **OK** to close the browser session.

My Account

Use the My Account option to view your account data. Your account data includes your user name, address, email address, and the last date and time that you accessed Home Access Center.

Additionally, you may be able to change your password and enter challenge questions to be used if you forget your username or password.

To display this page, move your pointer over your user name in the Home Access Center banner. Then, select **My Account**.

Logging into HAC Account

1. Navigate to the Home Access Center Log On page for the school district <http://yonhomeaccess.spihost.com>.
2. Enter the username and password in the email you receive from the district, click the login button. The Challenge Questions page displays in your browser. Create the challenge questions and answers, and then click **Continue**.
3. In the Change Password section of the My Account page, note the password requirements, if any, listed directly above the New Password field. Enter a password in the New Password and Confirm New Password fields, then click **Continue**.

What are challenge questions?

Challenge questions are used to verify your account information if you need to reset your password. The Log On page has a Forgot My Username or Password link. When you click the link, an email including a link to reset your password will be sent to the email address provided to the school district. When you click the link in the email, you will be prompted to answer your challenge questions.

Create challenge questions

The first time you log into HAC, you will be asked to enter challenge questions and answers. You may also be asked to create challenge questions the first time you log in if your school district has just implemented challenge questions.

1. In a Question field, enter the text for the question you want to answer.
2. In the Answer field, enter the text for your answer. If you use any capital letters, they will not be required when you answer a question later, for example, with the name of a pet or school.
3. Repeat steps 1-2 until you have entered all questions and answers.
4. Click **Continue to Home Access Center**.

Change your challenge questions

1. Log on to Home Access Center.
2. Move the pointer over your user name in the banner. Then, click **My Account**.
3. In the Challenge Questions section of the My Account page, make changes to your questions and answers as needed.
4. Click **Update Challenge Questions**.

Change your password

The following procedure describes how to change your password in Home Access Center.

1. Log on to Home Access Center.
2. Move the pointer over your user name in the banner. Then, click **My Account**.
3. In the Change Password section of the My Account page, enter your current password in the Old Password field.
4. In the New Password field, enter your desired password. A black dot displays in place of each character you type.
Recommendation: Use a mix of character types - upper and lower case letters, numbers, and symbols. To keep your password secure, do not use something easy to guess, such as your child's nickname or birth date.
5. In the Confirm New Password field, enter your new password again. A black dot will display in place of each character you type.
6. Click **Change Password**. Your password will be updated and the following message displays above the password fields: Your password has been changed successfully.

Forgot your user name or password

The Log On page includes a Forgot My Username or Password link that you can click if you need to reset your password. When you click this link, the Forgot Username or Password page displays, allowing you to request to reset your login information.

To reset your login information, you will be required to answer challenge questions. If you have not previously defined challenge questions for Home Access Center, you need to contact your school district to reset your password.

1. On the Forgot Username or Password page, enter either:
 - Your Home Access Center username.
 - or
 - The email address you supplied to your school district in your contact information.
2. Click **Submit**.
3. Check your email for a "Reset your Home Access Center password" message from the district. If you do not receive an email, contact your school district.
4. In the Reset your Home Access Center password email, click the Reset your Home Access Center password link.
5. On the Challenge Questions page, answer the challenge questions to restore access to Home Access Center.
6. Click **Continue**.
7. If you answered the challenge question(s) correctly, the My Account page displays. If you do not answer the challenge questions correctly, you may try again or contact your school district for assistance.

If you also forgot your username, refer to the Logged in as field on the My Account page.

8. In the Change Passwords section of the My Account page, enter the new password for your Home Access Center account login, confirm the new password, then click **Continue to Home Access Center**.

Recommendation: Use a mix of character types - upper and lower case letters, numbers, and symbols. To keep your password secure, do not use something easy to guess, such as your child's nickname or birth date.



My Alerts

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

To display this page, move your pointer over your user name in the Home Access Center banner, then select **My Alerts**.

Subscribe to HAC Alerts

The My Alerts page includes checkboxes for the following types of alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated.

- **Attendance** - Allows email alerts to be sent when absence, tardy, and attendance codes are entered for your student. You can limit the alerts to certain codes. When the Attendance box is checked, its description becomes a link. Click the link to display a window listing the available codes. To receive all alerts, leave the Any box checked. To select individual codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- **Interim Progress** - Allows you to receive alerts when Interim Progress Reports become available.
- **Report Card** - Allows you to receive alerts when Report Cards become available.

Note: When you leave the My Alerts page, all of your entries are saved automatically.

