

INTRODUCTION TO HOME ACCESS CENTER FOR PARENTS

What is the Home Access Center?

Welcome to the Home Access Center or HAC, for short. We hope you will find this training document useful.

HAC is tightly integrated with the Teacher Access Center and the Electronic Gradebook system used by teachers. It is designed to be easy to use and equally as easy in sharing information between teachers, school officials and parents.

Home Access Center's website is provided for the express use of the parents of Bethel School District students to assist in the communication of important educational information.

You are able to view your child's Schedule, Class Work, Teacher/Staff Comments, Attendance History, Discipline Incidents, Interim Progress Reports (Shasta Middle Only), Report Cards, Registration (Demographic), and Transportation Information (if applicable). Note: not all teachers will be using the Gradebook application this school year, so you may see some of your student's class work information but not necessary all teachers. We are phasing this application in over time.

You are also able to email your child's teachers, in addition to viewing and printing your student's data. However, you will not be able to update or edit the information within the HAC. If you find incorrect or incomplete data, please contact the school to have the information entered or updated.

NOTE: On some occasions, the information you are viewing will pop up in small windows, if you have pop-up blocking software installed or use Google or Yahoo! Toolbar, please disable or allow pop-ups to be viewed for this site.

Please be advised that Home Access Center will automatically log you off after approximately 20 minutes.

Will Other People Be Able to See My Student's Information?

Your child's information is secure and only those individuals who have a username and password can access your student's information in HAC. Your username and password allows you access to your child's data. We urge you to keep your username and password in a secure, safe place. There is a privacy issue attached which outlines responsibility for the user.

What is My Username and Password?

The user name/passwords for the student and the parent are:

Student User Name: student ID plus first initial plus last name (12345jsmith)

Student Password: student ID plus birth date MMDDYYYY (1234509051990)

Parent User Name: first name.last name (mary.smith)

Parent Password: oldest child's ID plus birth date (1234509051990)

What are the Minimum Software & Hardware Requirements for the Home Access Center?

The minimum requirements for a home PC to connect to the HAC are:

Pentium II 400 Processor or higher

Windows 2000, XP or ME

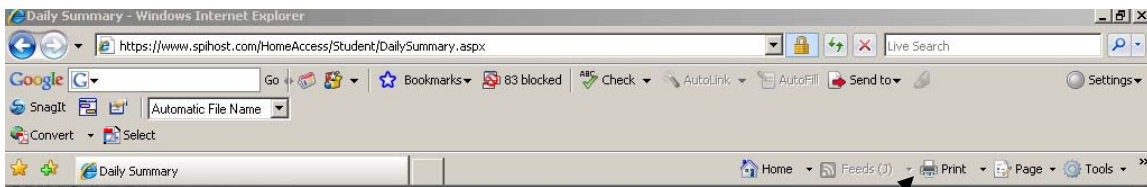
Internet Explorer 6.0 Web Browser

128 MB RAM or higher

Internet Access – preferably DSL or Cable, dial up access will work although the speed will be greatly reduced

Printer – if you wish to print the information on the screen

How Do I Print the Information Displayed in the Home Access Center?



By clicking the printer icon at the top of the Internet Explorer browser window, as shown above in Figure 1, you are able to print the information on the screen.

You also have the option of clicking File and then Print, as shown below in Figure 2. If you wish to print more than one copy, change the Number of copies and click the Print button, as shown in Figure 3.

Either of these methods works for printing the different views displayed in the Home Access Center.



Figure 2

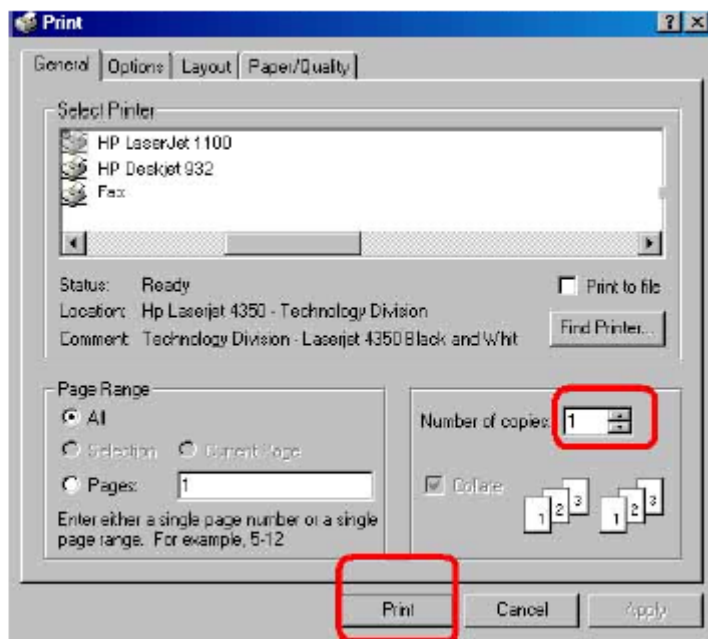


Figure 3

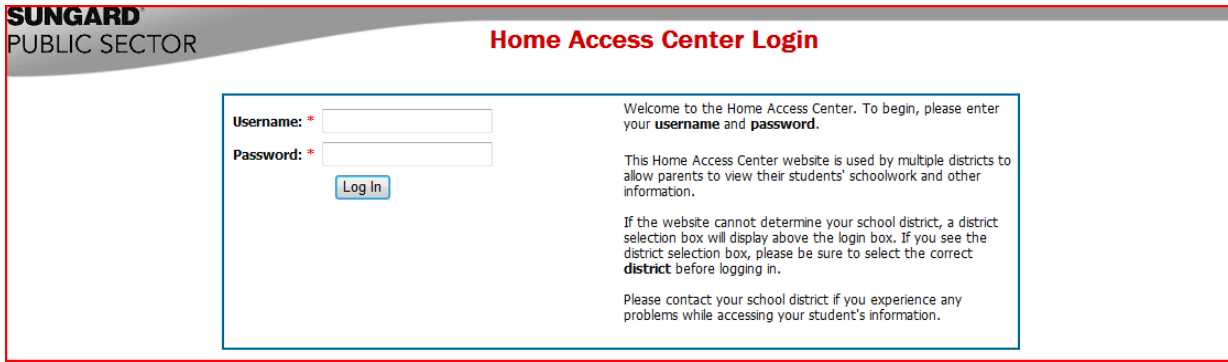
Accessing the Home Access Center

The Bethel School District Student Application Coordinator has completed the school set-up for usage of the HAC. You will be able to immediately access the HAC to view your child's information once you receive your username and password.

Logging into the System

<http://www.bethel.k12.or.us> and click on the Home Access Center link.

Figure 4



SUNGARD
PUBLIC SECTOR

Home Access Center Login

Username: *

Password: *

Welcome to the Home Access Center. To begin, please enter your **username** and **password**.

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct **district** before logging in.

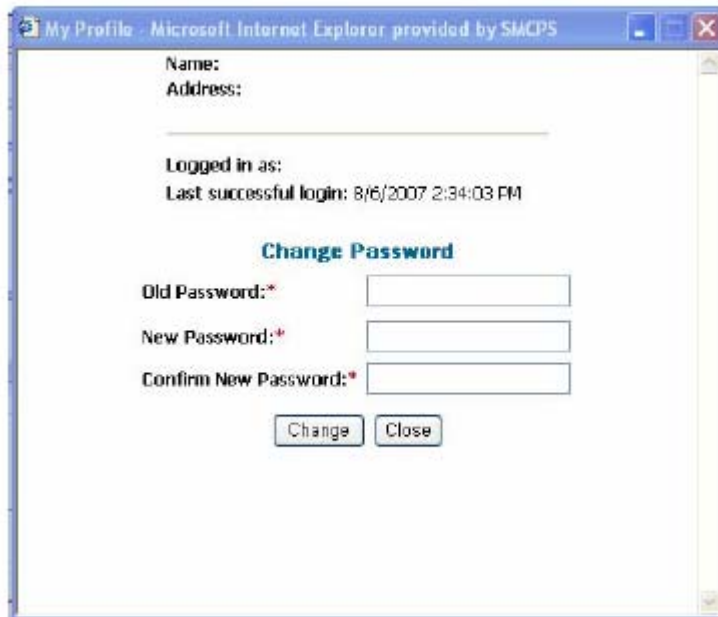
Please contact your school district if you experience any problems while accessing your student's information.

Enter the Username and Password into the appropriate fields and click the Log In button, as shown in Figure 4 above.

If you believe your password has been compromised, or simply wish to change it, click the “My Profile” link [My Profile](#) in the top right hand corner of the page. A pop-up box will open, as shown in Figure 5. You will be prompted to put in your old password, to select a new password and then to confirm your new password.

NOTE: Please make sure that your popup blocking software or toolbars have been disabled or allowed for this site.

Figure 5



My Profile - Microsoft Internet Explorer provided by SMCPS

Name:
Address:

Logged in as:
Last successful login: 8/6/2007 2:34:03 PM

Change Password

Old Password:*

New Password:*

Confirm New Password:*

Logging Out of the System

When you are finished viewing and/or printing your child's information, please log off the HAC System.

To log off the system you must click Exit in the top right hand corner (Figure 23). Click OK when the next dialog box asks you if you are sure you wish to exit the Home Access Center (Figure 24).

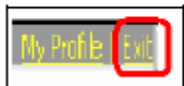


Figure 23

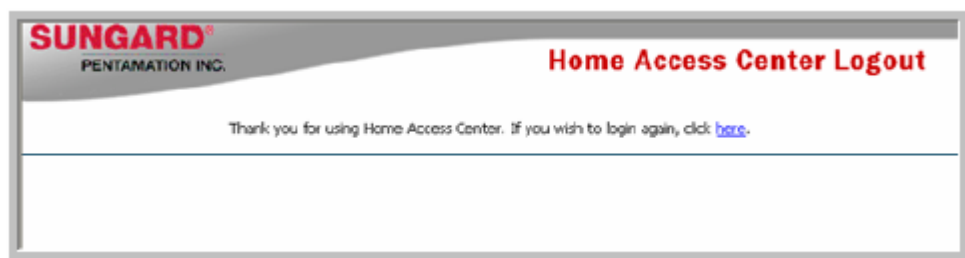


Figure 24

The Home Access Center will automatically log you off after approximately 20 minutes of inactivity.

The next screenshot shows that you have successfully logged off of the HAC system. (Figure 25)

Figure 25



Frequently Asked Questions

What is the address for the Home Access Center?

Please go to the Bethel School District Home Page at <http://www.bethel.k12.or.us/> And click on the HOME ACCESS CENTER link.

Where can I access the Home Access Center?

You may access the HAC on any computer that has an Internet connection.

Do I have to have a high-speed internet connection to use the Home Access Center?

No, a Dial-Up connection will work but the pages will load slower. Please be patient and it will be displayed.

What if the demographic information regarding my child is incorrect or not available?

If your child's information is not correct or is not entered, please visit your child's school with proper identification and the school secretary will update the information to reflect your changes.

Why did the Home Access Center "kick" me out?

You are automatically logged out of the Home Access Center after 20 minutes of inactivity. After you are taken back to the logon screen, please log back in and continue reviewing your child's information.

What do I do if I cannot remember my username and password?

Please contact the school secretary and they will assist you in the proper procedures.