What is Home Access Center (HAC)?

Home Access Center (HAC) is an online portal that allows parents/guardians to log in and view information pertaining to their student(s) attendance, classes, grades, etc.

How to Get a Capital School District Home Access Center Account

Once per school year, at the beginning of the year, Capital School District will mass create accounts for new students and their parents that are missing accounts. Usernames are automatically generated and an email is sent to the guardian's email addresses, with their username and access code.

If your student enrolls after the first week of school, please call your student's school to have an account manually created for you. **Only guardians are able to have Home Access Center access**. Emergency contacts or other contacts listed with a student will not be able to have accounts.

How to Login to Home Access Center

Go to the website: https://hacdoe.doe.k12.de.us/homeaccess. At the login screen:

- If you have an email with an access code and need to setup your account, click the link at the bottom of the screen that says **Click here to register with Access Code** and use the information provided in the email that contains your access code.

- If you have your username and password, click the drop-down to select **Capital School District** and enter your username and password

- If you do not know your username or password, click the link at the bottom that says **Forgot My Username or Password**
    o If you are trying to reset your password, you will need to correctly answer your security questions on your account. If you are unable to reset your password on your own, your student's school will be able to reset your password for you.
    o If the link does not work and you cannot retrieve your username, please call your student's school. They will be able to tell you your username, but they will not be able to tell you your password – they can only reset it.
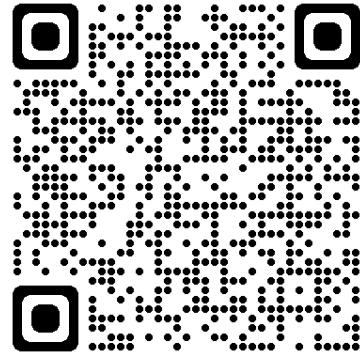
How to get Help with Home Access Center

Use your phone camera to open this QR code. It will take you to Capital School District's website with our Home Access Center Help page.

Every school building has an email address dedicated to helping parents with HAC issues, and each building's email address is listed on this web page.

If you cannot use the QR code, you can use the URL below:

https://www.capital.k12.de.us, under **For Families** > **Home Access Center**

General User Guide

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.
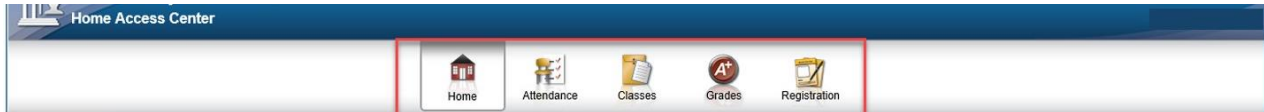
For example, the Grades option displays a page with tabs on interims, report cards, and other items associated with grading. Most HAC pages also include links that when clicked, display a window with additional details.

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

Home	
Week View	Displays a student's attendance, scheduling, and assignment information for the current week, as well as activities and events. Previous and future weeks can also be displayed. Links are provided for viewing scores and details on individual courses and assignments.
Calendar	Displays a month-view of the student's attendance, scheduling, and assignment information, as well as activities and events. Previous and future months can also be displayed.
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 detailed information on absence information.
Classes	
Classwork	Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for Gradebook assignments, as well as the overall percentage. Teachers select whether an assignment and its score should be published for HAC. Unpublished assignments/scores are not included in the displayed student's average for a course.
Schedule	Displays the student's schedule for the entire year. 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. 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.
Report Cards	Displays information from the student's most recent report card run. The page lists marks and comments related to the student's courses. Additional information includes the sum of earned credits for the report card run, 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.
Transcript	Displays the student's transcript information.

Registration	
Demographic	Displays the student's basic demographic information, including date of birth, gender, grade, building, house/team, and counselor. Additional information displays, such as contact information, student and guardian addresses and phone numbers, transportation to and from school, and sensitive information from the Personal page.

User Options

My Account	Allows guardians and students to change their email address, HAC passwords and modify security questions for resetting their password
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.

Home

Week View Page

The Week View page displays the following information for your student:

- Scheduling
- Assignments

- Course Averages
- Attendance

You can view information for the current week, as well as previous and future weeks in the current school year. In addition, you can use the page's links to access detailed information on these records.

To display the Week View page, click 🏠 **Home** on the HAC menu.

View class schedules

- To view your student's class schedule for a specific day of the week, click the day's link above its column. For example, to display Monday's classes on the Schedule window, click Monday. The window lists periods, times, courses, teachers, and rooms.
- To view your student's complete schedule, click **View Full Schedule** to display the Schedule page.

View other weeks

- To display the week view for other weeks, use the ‹ › arrows to navigate forward or backward a week at a time. To return to the current week, click **Today.**

Display course work for the current average

- To display assignments and scores associated with an average, click the average's link.

Display course details

- ☐ To view additional details on a course, click its description link in the Class column to display the Course window. The window lists the course, building, department, teacher, room, class periods, days, and marking periods.

Display detail for assignments

- ☐ To view additional details on an assignment, click its description link to display the Assignment (untitled) window. The window lists the course, assignment, category, dates assigned and due, total points, weight, extra credit, and description. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip.

Send an email to a course's teacher

- ☐ To send an email to a teacher, click the teacher's name in the class column, if the name appears as a link. Your email window displays with the teacher's address inserted in the To box.

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**.

📋 **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.

Classes	

CLASSWORK PAGE

Use the Classwork page to view your student's assignments. This page only includes assignments and scores that teachers have selected to publish.

To display the Classwork page for courses (default view), click 📝 **Classes** on the HAC menu.

Quick View versus Full View

Two views have been provided for assignments. You can switch your view by clicking the appropriate button:

- **Quick View** - Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.

- **Full View** - Displays additional fields related to averaging assignment scores so you can see more detail about your student's average for the class.

View assignments by class

1. Select Course.

2. Enter selections in the following fields: Report Card Run, Show, and Order by.

3. Click **Refresh View**.

4. If needed, select a Marking Period, then click **Continue**.

View assignments by due date

1. In the Order by field, select Date Due.

2. Click **Refresh View**.

View course detail

 Click the link in the course header for the course you want to view. The pop-up displays the course code, name, building, department, teacher, room, periods, days, and marking periods. The link only displays if you have selected to order assignments by Class.

View course attachments

 Click the link in the course header for the course you want to view. The pop-up includes a link to any attachments the teacher may have added for the course.

View assignment score detail

 Click the assignment link for the assignment you want to view. A window displays the course, assignment description, category, date assigned, due date, points, weight, and extra credit information for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. In addition, you can access any attachments the teacher may have added for the assignment.

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.

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

🅐⁺ **Grades**

INTERIM PROGRESS REPORT PAGE

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.

REPORT CARD PAGE

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.

TRANSCRIPT PAGE

The Transcript page displays your student's academic information from the current and previous years, such as courses, credits, grades, and GPAs. The page also displays personal information, including the student's address, phone number, and birth date.

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

 Registration

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.
- **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.

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

Update contact Email information

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

| **User Options** | |

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 can 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**.

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.

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*.

What are Security 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. When you click the link in the email, you will be prompted to answer your challenge questions.

Create Security Questions

The first time you log into HAC, you will be asked to enter challenge questions and answers.

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 Security 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**.

1. On the Forgot Username or Password page, enter either:

   • Your Home Access Center username *or*

   • The email address you supplied when you set up your Home Access Center account.

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.

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 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 account login, confirm the new password, and then click **Continue to Home Access Center**.