Using Home Access Center (HAC)

1. Open your web browser and navigate to **https://istudent.d303.org/**

   Or go to www.d303.org and click on the **FOR PARENTS** option and then **HOME ACCESS CENTER**

   (HAC) and click the **Begin Using HAC** icon on this page

   **You can also find directions on this page if needed

2. Type in your user name and password.

   Guardians can register for their own username and password by providing their First name,

   Last name, City and zipcode. An email with the password will be sent to the email address we

   have on file.

   **If this is the first time you are logging in, you will need to setup 2 security questions.

3. To change your password, move the cursor over **your name** located at the upper-right

   corner of the page, and then click on **My Account**. Follow the prompts to change your

   password. The new password must be at least 8 characters long.
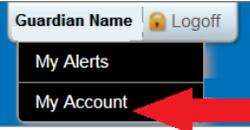
Email Alerts

To get your student's Attendance, Progress Reports and Report Cards delivered via email, click

the **MY ALERTS** option under your name in the upper-right corner and click the alerts you

would like to receive.
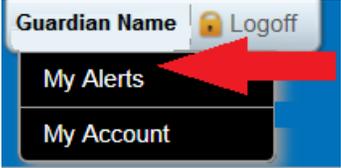
Registration

On the Registration screen, you can verify or change your email address and phone numbers. You may only change your phone numbers and your students, if the student lives with you. You may not change emergency contact phone numbers as those may be associated with other students. Please contact the school if you need to make a change to the emergency contact numbers. To change phone or email information, click on the **Edit** button under the **Contacts** area to make any changes.
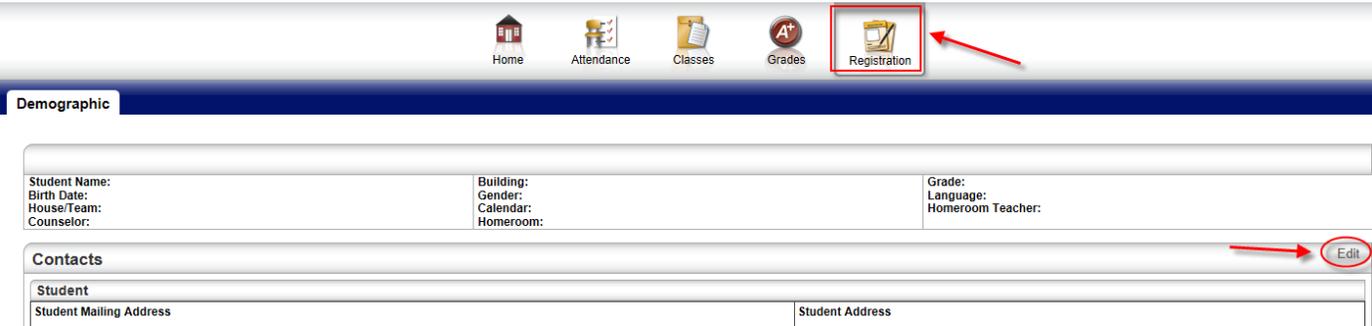
2. In the pop-up window, scroll down to the section labeled **Guardian** and enter/change your email address and any phone numbers. Make sure you have a Home/Primary number – this is the phone number we will use to make calls from our automated calling system.
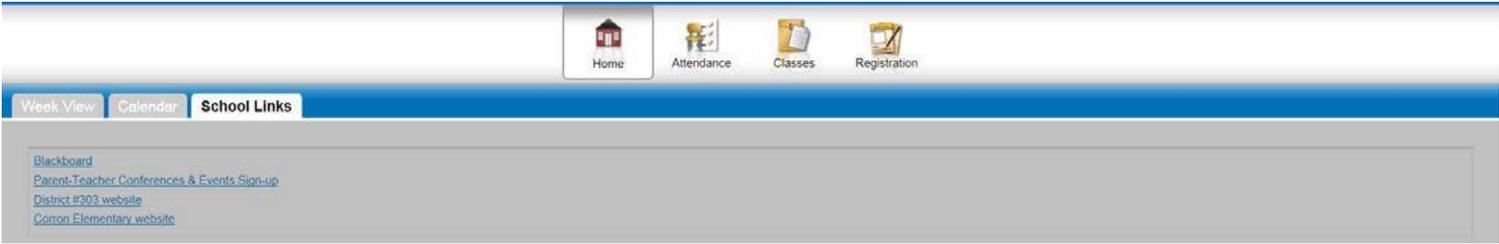

Home page

Week View - Shows the assignments, activities, and other events occurring during the current week.

Calendar - Shows the assignments, activities, and other events occurring during the current month.

School Links - Links to other important school related web sites.

Attendance page

You can view your student's attendance by month.

1. Any absences or tardies are color-coded. Hover your mouse cursor over a date to see the specific information regarding that absence. You will see the periods and reasons for the absence.

2. You can scroll through the months by using the arrows at the top corners of the calendar.

Classes page

Classwork - View a snapshot of the student's assigned classwork.

Full View/Quick View - On the right hand side click the FULL VIEW button to display the class average and category totals. Click the QUICK VIEW button to change back to only the assignment view.

Assignment – Title of the assignment. The blue hyperlink shows the name of the assignment and may

include a course attachment.

Category – The category the assignment is in

Score – The score the student received on the assignment

Total Points – The number of points the assignment was worth

Percentage – The percentage the student received on the assignment

The Categories section summarizes the total points earned for each category as well as how the teacher weighted each category to determine the final grade.

Schedule - This screen shows your student's class schedule for the year.

| Home | Attendance | Classes | Registration |

Schedule

2014 - 2015 Schedule

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Status
E1010 - 1	First Grade Language Arts (1MK)	1	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1010 - 1	First Grade Language Arts (1MK)	2	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1020 - 1	First Grade Math (1MK)	3	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1030 - 1	First Grade Science (1MK)	4	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1040 - 1	First Grade Social Studies (1MK)	5	Kriz, Marirose	202	M, T, W, R, F	T1, T2, T3	Active
E1060 - 1	First Grade Music (1MK)	6	Simon, Ruth E.	A8	M	T1, T2, T3	Active
E1050 - 1	First Grade Art (1MK)	7	Carney, Sharon	410	W	T1, T2, T3	Active
E1070 - 1	First Grade Wellness (1MK)	8	Benson, Ryan	Gym	M, T, W, R	T1, T2, T3	Active