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How to log into the Home Access Center

2. Click on the icon.
3. Input your username in the Username field and your password in the Password field. Passwords are case-sensitive.

**Note:** If you have forgotten your username and/or your password, you can use the “Forgot my Username or Password” function. This will only work if your email address in the student system is correct. If you do not get an email, please contact your student’s campus for assistance.

4. Press the LOG IN button.
5. The next screen has two outcomes:
   a. If this is the first time that you have logged into the Home Access Center, you will be asked to provide two security questions and answers. Press the CONTINUE TO HOME ACCESS CENTER button after you have completed this task.
   b. If you have previously logged in and provided the security questions/answers, you will be taken to Home Access ‘Classwork’ screen.
How do I change my password?
If you wish to change your password, run your cursor over your name in the top right of the web page and then click on My Account.

Input your old password in the Old Password field. Then input your new password in the New Password and the Confirm New Password fields.

Click on the Change Password button when you are finished.

How do I change my challenge questions?
The challenge questions allow you to reset your password and/or username. It ‘unlocks’ the door to the Registration page if you have forgotten that information.

To update your challenge questions and answers, run your cursor over your name in the top right of the web page and then click on My Account.

Select the text in the Question and Answer fields and then re-type new questions and answers. Click on the Update Challenge Questions button when you are finished.
What do I do if I have forgotten my username or my password?
To reset your password and/or find your username, follow these directions:

1. Go to the Home Access Login page and click on the Forgot my Username or Password link at the very bottom of the login page.
2. You have two choices on the screen that appears:
   a. If you know your username, input that in the Username field and then click Submit.
   b. If you have forgotten your username as well as your password, click on the button next to email address, input your email address, and then click Submit. Note: this must be the email address that is on file for you in the student system.
3. An email will be sent to you with a link. Click on that link.
4. On the web page that appears, you will input the answers to the challenge questions that you previously defined.
5. Once you have input your challenge questions, you will be asked to reset your password and will then get into the Home Access Center.
6. Once in the Home Access Center go to the My Accounts page. Your username is shown in the top left next to the text Logged in as.

What if I have forgotten the answers to my challenge questions?
You will need to go to your student’s campus and request that they provide you with a HAC Login letter with your username and password.

I have never logged into the Home Access Center. How do I get my username and password?
You will need to go to your student’s campus to verify that you are your student’s parent/guardian. The Campus will then be able to print your login data in a HAC Login letter.
How do I view my student’s grades?
Click on the Classes icon. This will display all of your student’s classes and the assignments in those classes. Assignments only display if the teacher for the class has created the assignment. If the teacher has published grades for the assignments, those grades will also display.

Note: Published and unpublished assignment scores are reflected in the Classwork Average.

How do I view my other student’s data?
To view other students, click on the Change Student button at the top right of the web page...

....and you will get a list of your other students. Just select the student that you now wish to view and click Submit.

Note: if you have more than one child enrolled in the district but the My Students link is not displaying, your children are not ‘linked’. Go to your student’s campus for assistance.
Can I get an email when my student’s grade goes above or below a certain grade?
Yes, use the course average alert feature that is in the top left side of the Classes screen.

Here’s how to set the parameters for the alert.

1. Click the box in front of the “Alert me if my student...”
2. Input the grade or grades for which you want to receive the alert. Here are examples:
   
   Example 1: if you want to receive an email alert when your student has a classwork average that is under 70%, you will input 70 in the first field and you may leave the second field blank.
   
   Example 2: if you wish to receive an email when your student receives a grade higher than 80, leave the first field blank and input 80 in the second field.
   
   Example 3: if you wish to receive an email when your student receives a grade lower than 70 AND higher than 90, input 70 in the first field and input 90 in the second field.

   Note: If your student attends multiple campuses, you may receive multiple email alerts.

   Note: You can also set this on the My Alerts page. Run your cursor over your name in the top right of the page and click on My Alerts.
How do I check my student’s attendance?

Click on **Attendance** on the banner to view a record of your student’s absences and tardies. If your student has no absences or tardies, the days will be blank.

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

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.

Note that each absence is color-coded. This will help you see at a glance what types of absences and/or tardies have been recorded for your student.

Days that are grayed-out are not days for which attendance/tardies are recorded.
Can I update my contact information?
Click on Registration on the banner to view your contact information. Click the Edit icon to change your contact information.

*You can update your student’s Primary Phone Number, your Phone Numbers and your Email. Your student’s Email is their district email, please do not change. You will need to go to your student’s campus to make any updates to your address or your emergency contacts.
**MyPaymentsPlus**
Click on the MyPaymentsPlus link to view the www.MyPaymentsPlus.com website. Parents can view student meal balances, food items purchased, be notified via email for low/zero balances, and set up auto replenish.

**Notes:**
- MyPaymentsPlus is a third party website and is not maintained by Katy ISD. Should you have questions about that website contact MyPaymentsPlus support.
- MyPaymentsPlus opens in a new window. Remember that you are still logged into the Home Access Center. If you wish to log-out of the Home Access Center, click on that window and then click on the Log-Out link.