



HomeAccess

C E N T E R




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How to log into the Home Access Center

1. Navigate to <http://www.katyisd.org/hac/>.



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

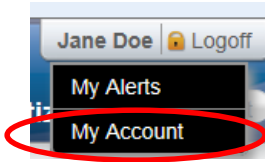
Note: If you have forgotten your username and/or your password, you can use the “Forgot my Username or Password” function. This will only work if your email address in the student system is correct. If you do not get an email, please contact your student’s campus for assistance.

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.

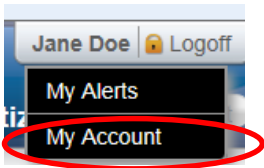
Click on the **Change Password** button when you are finished.

A form titled 'Change Password'. It contains three input fields: 'Old Password:*', 'New Password:*', and 'Confirm New Password:*'. Below the fields is a button labeled 'Change Password'.

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.

A form titled 'Challenge Questions'. Below the title is the instruction 'Compose 2 challenge questions and provide appropriate answers'. The form contains a table with two columns: 'Questions' and 'Answers'.

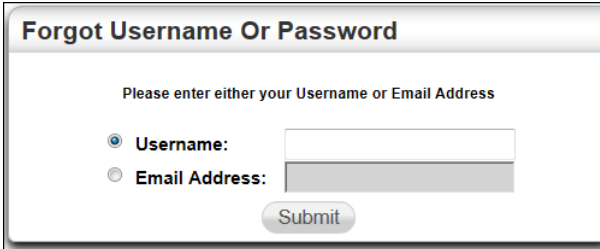
Questions	Answers
What's the name of the street I grew up on?	Carson
My cocker spaniel name was?	Princess

At the bottom of the form is a button labeled 'Update challenge questions'.

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.



The screenshot shows a web form titled "Forgot Username Or Password". Below the title is the instruction "Please enter either your Username or Email Address". There are two radio button options: "Username:" (which is selected) and "Email Address:". Each option has a text input field next to it. At the bottom of the form is a "Submit" button.

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.

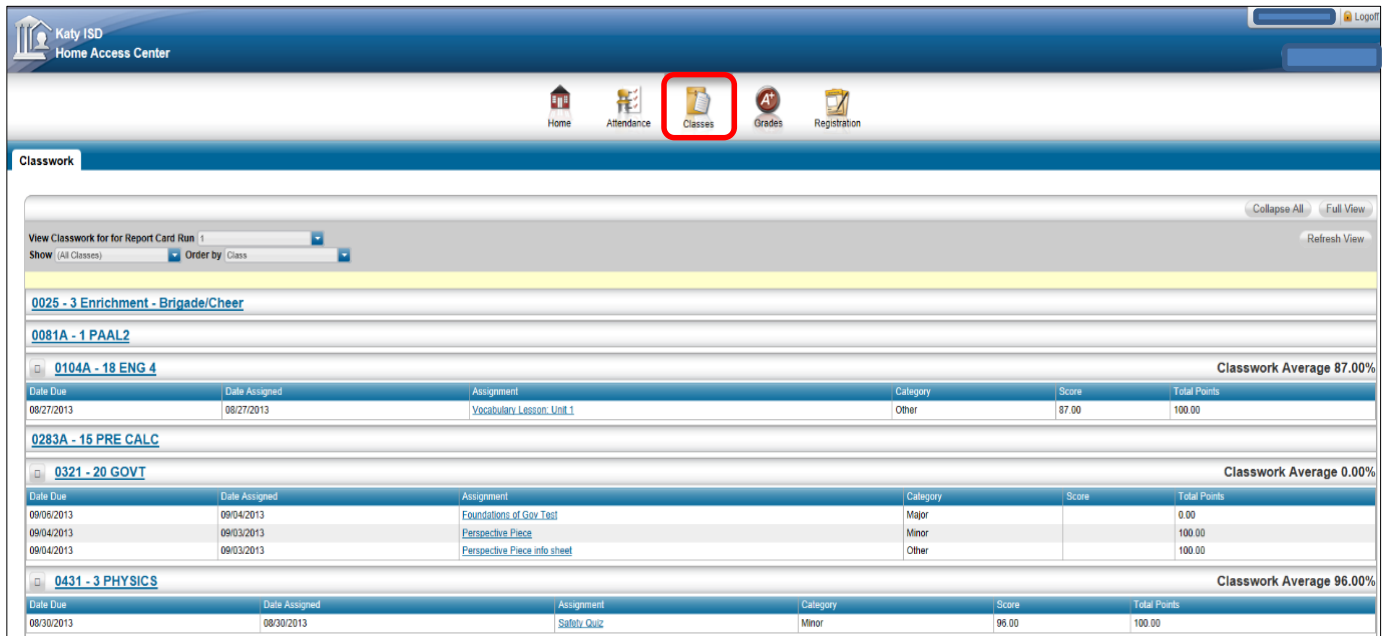
I have never logged into the Home Access Center. How do I get my username and password?

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.



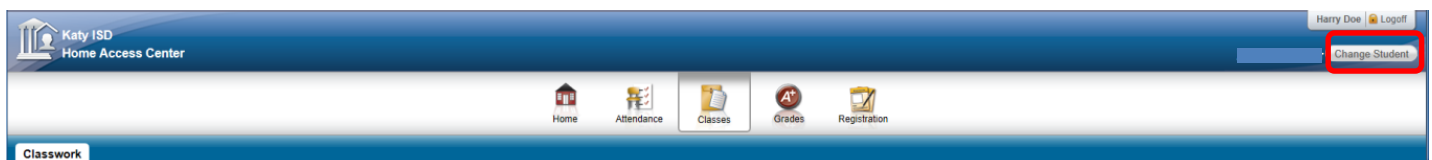
The screenshot shows the Katy ISD Home Access Center interface. The 'Classes' icon in the navigation bar is highlighted with a red box. Below the navigation bar, the 'Classwork' section is visible, showing a list of classes and their assignments. The classes listed are:

- 0025 - 3 Enrichment - Brigade/Cheer
- 0081A - 1 PAAL2
- 0104A - 18 ENG 4 (Classwork Average 87.00%)
- 0283A - 15 PRE CALC
- 0321 - 20 GOVT (Classwork Average 0.00%)
- 0431 - 3 PHYSICS (Classwork Average 96.00%)

Each class entry includes a table of assignments with columns for Date Due, Date Assigned, Assignment, Category, Score, and Total Points.

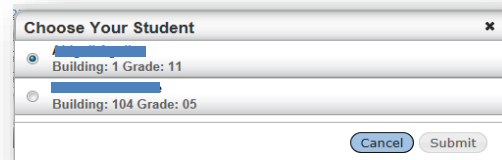
How do I view my other student's data?

To view other students, click on the Change Student button at the top right of the web page...



The screenshot shows the Katy ISD Home Access Center interface. The 'Change Student' button in the top right corner is highlighted with a red box. The navigation bar includes icons for Home, Attendance, Classes, Grades, and Registration.

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



The 'Choose Your Student' dialog box is shown, with a list of students to select from. The first student is selected (radio button checked):

- Building: 1 Grade: 11
- Building: 104 Grade: 05

Buttons for 'Cancel' and 'Submit' are visible at the bottom right of the dialog box.

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.

The screenshot shows the 'Classwork' interface. At the top, there is a blue header with the word 'Classwork'. Below it, there is a section for 'View Classwork for for Report Card Run' with a dropdown menu set to '6'. Underneath, there are two dropdown menus: 'Show (All Classes)' and 'Order by Class'. At the bottom of this section, there is a yellow highlighted area with a checkbox and the text 'Alert me if my student receives a course average below' followed by an input field, '% or above' followed by another input field, and a percentage sign.

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:

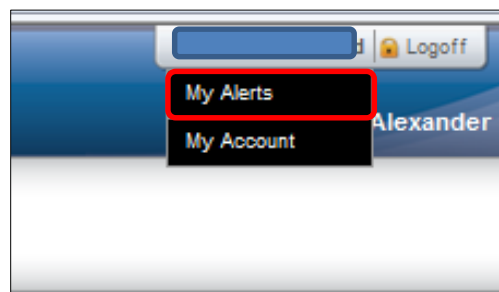
Example 1: if you want to receive an email alert when your student has a classwork average that is under 70%, you will input 70 in the first field and you may leave the second field blank.

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.

The screenshot shows the Home Access Center interface for Katy ISD. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades, and Registration. A red arrow points to the Attendance icon. Below the navigation bar, there is a "Month View" section for February 2013. The calendar shows days from Sunday to Saturday. A red callout box points to the "Attendance" icon with the text "Navigate from month to month." Another red callout box points to the calendar header with the text "Determine attendance for a date by referring to the color legend." A third red callout box points to a tooltip over the date 20 with the text "Display details for a date in a tooltip." The tooltip shows "Absent - Unexcused". Below the calendar is a "Color Legend" with various categories and their corresponding colors.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	1	2
10	11	12	13	14	8	9
17	18	19	20	21	15	16
24	25	26	27	28	22	23

Color Legend

- Absent - Unexcused
- Dr. Note due to excessive abs.
- Excused Absence w/note
- Human Services activities
- Medicaid Eligible
- Out of School Suspension
- Present b/not in class
- Truancy
- Court Appearance
- Ex Absence due to healthcare
- Excused Late/Early Dismissal
- In-School Suspension
- Mentorship Absence
- Personal Illness w/note
- Religious Holy Day
- UIL Activities
- Doctor Note
- Excused - Course
- Homebound Instruction/CEHI
- KISD Approved Absence
- No Show
- Present
- School Activities non-UIL
- Unexcused Late Arrival/Early Depart

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.

The screenshot shows the Home Access Center interface. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades, and Registration. A red arrow points to the Registration icon. Below the navigation bar, there is a 'Demographic' section with an 'Update Registration' button. The main content area displays student information, including name, birth date, building, gender, calendar, and grade. Below this is a 'Contacts' section with an 'Edit' button circled in red. The 'Contacts' section includes fields for Student, Guardian, and Other Contacts, each with sub-fields for Name, Address, and Emergency Contact.

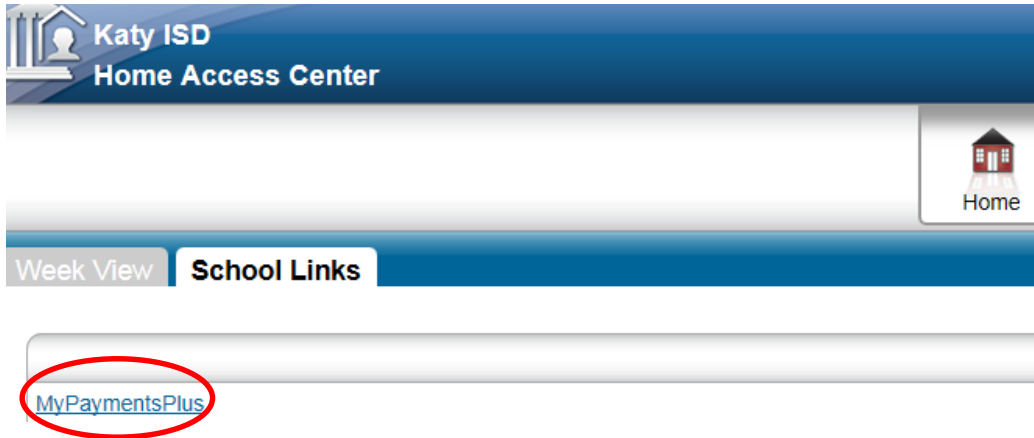
The screenshot shows the 'Update Select Contact Information' form. The form is titled 'Update Select Contact Information' and contains fields for Student and Guardian information, and three tables for contact information. The first table is circled in red. The form includes a 'Save' button and a 'Cancel' button. The text below the form reads: 'Contact the office in case there is other information to be updated.'

Type	Phone Number	Ext.	Listing Status
Automated Contact Number:	<input type="text"/>	X <input type="checkbox"/>	Listed <input type="text"/>
Other Phone 1:	<input type="text"/>	X <input type="checkbox"/>	Listed <input type="text"/>
Other Phone 2:	<input type="text"/>	X <input type="checkbox"/>	Listed <input type="text"/>
Primary Phone Number:	<input type="text"/>	X <input type="checkbox"/>	Listed <input type="text"/>
Text:	<input type="text"/>	X <input type="checkbox"/>	Listed <input type="text"/>

*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.