Contents

How to log into the Home Access Center ................................................................. 3
Username and Password .......................................................................................... 4
How do I view my elementary student’s homeroom teacher? .............................. 4
How do I view my secondary student’s schedule? .................................................. 4
How do I view my student’s grades? ..................................................................... 5
How do I view my student’s Report Card? ............................................................ 6
How do I Print a Report Card from the Home Access Center? ............................. 8
How do I view my other student’s data? ............................................................... 9
Can I get an email when my student’s grade goes above or below a certain grade? 9
How do I check my student’s attendance? ............................................................ 11
Can I update my contact information? ................................................................. 12
A+ Pay N’ Go ........................................................................................................ 13

2. Click on the icon.

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

4. Press the Sign In button.
Username and Password

Use the Katy ISD Password Self-Service Tool at http://passwordreset.katyisd.org to:

- Create a password for a new user.
- Change a password
- Create or update Security Questions.
- Reset a forgotten password:
  - Via answering pre-established Security Questions.
  - Via verification code sent by text or email.
- Find out your Username (Guardians only)

For Help on how to use the Katy ISD Password Self-Service Tool, go to the link at: https://publicbiapps.katyisd.org/IdAutoForm/PasswordResetToolHelp.html

How do I view my elementary student’s homeroom teacher?

In the Home Access Center (HAC), click on the Registration icon. Once a teacher is assigned, the Home Room teacher will be listed where you see the blue arrow in the screen shot below.

![Home Access Center Screenshot](image)

How do I view my secondary student’s schedule?

In the Home Access Center (HAC), if the students schedule is available, you will see the schedule when clicking on Home, then the Week View tab.
### 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.

<table>
<thead>
<tr>
<th>Class</th>
<th>Current Average</th>
<th>Monday 09/21</th>
<th>Tuesday 09/22</th>
<th>Wednesday 09/23</th>
<th>Thursday 09/24</th>
<th>Friday 09/25</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGIN SCI A</strong></td>
<td>97</td>
<td>Ch. 53 Partic.</td>
<td>100/100</td>
<td>Exercise 53.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APENVIR A</strong></td>
<td>84</td>
<td>APC Progress Check 1</td>
<td>100/100</td>
<td>Unit 5 Test</td>
<td>75.5/100</td>
<td></td>
</tr>
<tr>
<td><strong>APUSGOVT</strong></td>
<td>82</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APCALCAB A</strong></td>
<td>92</td>
<td>Exam 2.3.2.3</td>
<td>76/100</td>
<td>Quiz 5.2.3</td>
<td>90/100</td>
<td></td>
</tr>
<tr>
<td><strong>APCALCAB A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENG 4A</strong></td>
<td></td>
<td>General Boost</td>
<td>90/100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ENG 4A</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do I view my student’s Report Card?

Click on the Grades icon. For Grades 9-12, you should see an IPR tab, a Report Card tab, a Transcripts tab and a Test Scores tab under this section. Grades PK-8, you will see an IPR tab, a Report Card tab, and a Test Scores tab. All grade levels will select the Report Card tab.

For Grades 6-12, you should see the Report Card Grades and Comments display immediately once you click on the Report Card tab.
For Grades 1-5, you should also see the Report Card Grades and Comments display immediately once you click on the tab.

For Grades Pre-Kindergarten and Kindergarten, you will see the list of competencies display once you select the Report Card tab.
Kindergarten Report Card displayed in HAC:

<table>
<thead>
<tr>
<th>Description</th>
<th>Teacher</th>
<th>GP1</th>
<th>GP2</th>
<th>GP3</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have VERIFIED that all grades are correct</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>LANGUAGE ARTS</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>- Upper/lower case letter identification</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>- Letter Sound connections</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>- High frequency words</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

Pre-Kindergarten Report Card displayed in HAC:

<table>
<thead>
<tr>
<th>Description</th>
<th>Teacher</th>
<th>GP1</th>
<th>GP2</th>
<th>GP3</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have VERIFIED that all grades are correct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>READING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Engages in reading activities, self-selects books, and recognizes that text has meaning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Distinguishes between letters, words, and pictures and understands directionality of print</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Selects, responds, and predicts about text</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Recognizes rhyming words</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Uses a wide variety of words to label and describe people, places, things, and actions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Blends and segments syllables in words</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Blends consonants and vowels to form a familiar one-syllable word</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Produces a word that begins with the same sound as a given pair of words</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRITING</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Independently writes to communicate his/her ideas for a variety of purposes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Uses marks, letters, or symbols to record language and verbally share meaning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How do I Print a Report Card from the Home Access Center?

Secondary parents/students and Elementary parents have the ability to print a report card from the Home Access Center (HAC). To view the electronic grade reports, please click on the “Grades” icon and select the Report Card Tab.

In the “Report Card for Reporting Period” ribbon, select the Print button.

The following is an example of what the report card will look like.
Any grade changes will be visible on the Report Card summary tab in the HAC on the following school day after the grade change. The printable report card on the parent’s/student’s HAC will NOT reflect grade changes until the next marking period report cards are generated.

**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.
A+ Pay N’ Go

Click on the A+ Pay N’ Go link to view the website https://katyisd.revtrak.net/. Student meal balances, food items purchased, be notified via email for low/zero balances, and set up auto replenish.

Select Login and use your email and password to login. If you have never logged in to A+ Pay N’ Go, you can select the option to “Create New Account".

If you have forgotten your password, select Forgot Password on the login screen. To learn more about A+ Pay N’ Go, you can Select “New User Assistance” once you are logged in.

Notes:

• A+ Pay N’ Go 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.