



# HomeAccess

C E N T E R





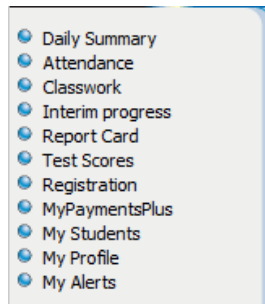
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## Before you get started....

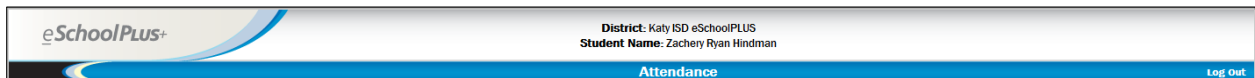
### Main Menu

When this guide refers to the main menu that is the menu of links on the left side of each screen in the **Home Access Center**.



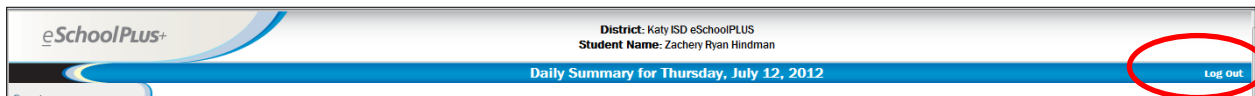
### Banner

The banner of each screen is the top portion of each web page. Depending on which page you are on, the banner may change.



### Log Out Link

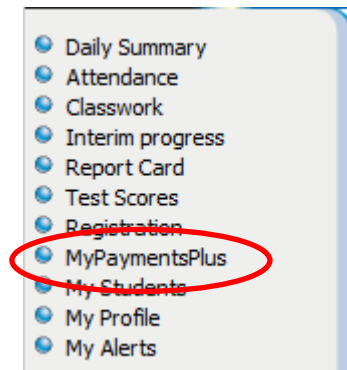
Each web page has a **Log Out** link. It is located in the top right of the banner on each page.



### Links to other applications

Links to other applications, such as "MyPaymentsPlus" which is the meal-pay website for Katy ISD, will be displayed in the main menu. When you click that link, a new window will open with that website.

**Note:** After you click on a link that takes you to another website you are still logged into the **Home Access Center**. It is recommended that you log out of eSchoolPLUS when you leave the **Home Access Center** or leave your computer idle.



## Privacy Statement

The Katy ISD Privacy Statement is accessible by scrolling to the bottom of any page of the **Home Access Center**. That statement is as follows:

### Home Access Center Privacy Statement

Information contained herein is released only in accordance with the Texas Public Information Act and the Family Educational Rights and Privacy Act (FERPA). It is the policy of Katy ISD not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technology programs, nor in its employment practices.

## Terms and Conditions

The Katy ISD Terms and Conditions are accessible by scrolling to the bottom of any page of the **Home Access Center**. That statement is as follows:


### Home Access Center Terms of Use

Home Access Center is intended for the use of a parent/legal guardian of the student (s) or the student. The username and password used to access the information contained herein should not be shared with unauthorized individuals. Access to this information is limited under the Federal Education Right to Privacy Act (FERPA). Failure to abide by these Terms of Use may result in denial of access to the system.

## How to log into the Home Access Center

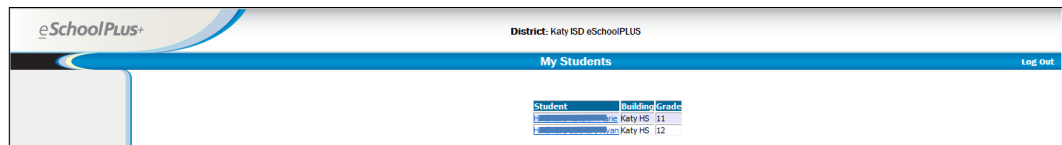
1. Navigate to <http://www.katyisd.org/hac/>.



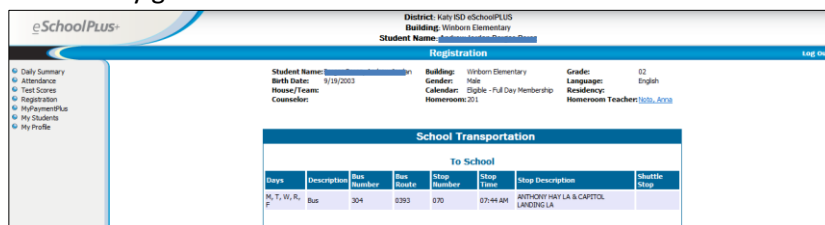
2. Click on the  icon.
3. Input your username in the **Username** field and your password in the **Password** field. Passwords are **case-sensitive**.

**Note:** A “Home Access Login Letter” is mailed out just prior to the current school year. Your username and password is in that letter. If you did not receive a letter, go to your student’s campus for assistance.

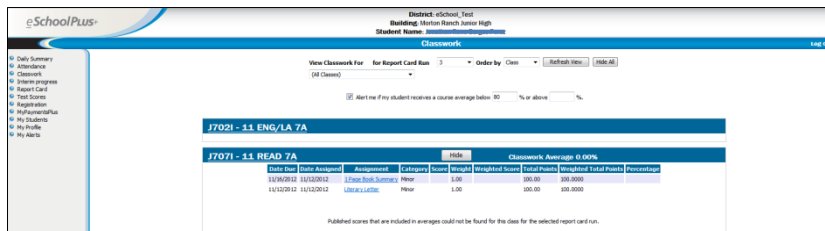
4. Press the **LOG IN** button.
5. The next screen has two outcomes:
  - a. If this is the first time that you have logged into the **Home Access Center**, you will be asked to provide two security questions and answers. Press the **CONTINUE** button after you have completed this task.
  - b. If you have previously logged in and provided the security questions/answers, you will now see either a screen that lists all of your students enrolled in Katy ISD.....



.....or, you will go straight into the **Registration** screen if you one student that is in an Elementary grade.....



.....or the **Classwork** screen if you have one student in a Secondary grade.



## What you will see when you log into the Home Access Center

### Parents/Guardians of Elementary students

When you log into the Home Access Center, you will see the Registration screen. This screen displays basic student and contact information. Parents/Guardians will be able to view their student's Homeroom Teacher in this screen.

District: Katy ISD eSchoolPLUS  
 Building: Winborn Elementary  
 Student Name: [Redacted]

**Registration** Log Out

Student Name: [Redacted] Building: Winborn Elementary Grade: 02  
 Birth Date: 9/19/2003 Gender: Male  
 House/Team: [Redacted] Calendar: Eligible - Full Day Membership  
 Counselor: [Redacted] Homeroom: 201 **Homeroom Teacher: Nota, Anna**

**School Transportation**

To School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Bus	304	0393	070	07:44 AM	ANTHONY HAY LA & CAPITOL LANDING LA	

### Parents/Guardians of Secondary students

When you log into the Home Access Center, you will see the Classwork screen.

District: eSchool\_Test  
 Building: Morton Ranch Junior High  
 Student Name: [Redacted]

**Classwork** Log Out

View Classwork For: for Report Card Run: 3 Order by: Class Refresh View Hide All

Alert me if my student receives a course average below 80 % or above %

**J7021 - 11 ENG/LA 7A**

**J7071 - 11 READ 7A** Classwork Average: 0.00%

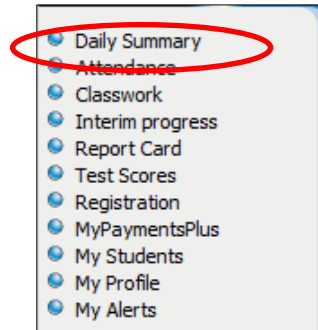
Date Due	Date Assigned	Assignment	Category	Score	Weighted Score	Total Points	Percentage
11/26/2012	11/12/2012	Shane Book Summary	Minor	1.00	100.00	100.0000	
11/12/2012	11/12/2012	Utahary Letter	Minor	1.00	100.00	100.0000	

Published scores that are included in averages could not be found for this class for the selected report card run.

## How to get around in the Home Access Center

### Daily Summary

The **Daily Summary** link is the first link in the main menu.

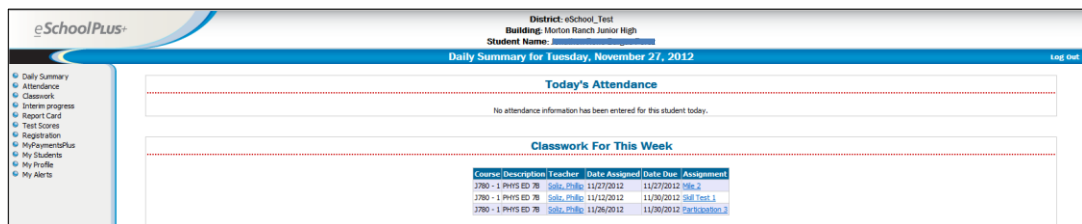


Click on the **Daily Summary** link to view:

- **Today's Attendance** – data will display ONLY IF your student has been absent or has been tardy. Otherwise, no data displays here.
- **Classwork for this Week** – this displays classwork assigned by your student's teachers FOR THE CURRENT WEEK.

**Note:**

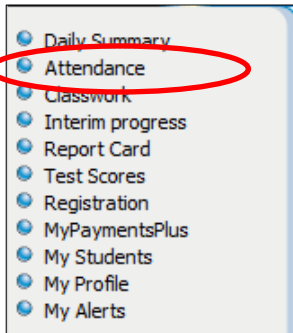
- Classwork will only display here if your student's teacher publishes the classwork.
- Classwork for previous weeks as well as grades for all assignments, quizzes, and tests can be viewed by clicking on the **Classwork** link in the main menu.





## Attendance

Click on the **Attendance** link in the main menu to view a record of your student’s absences and tardies for your student.



**Note:** if your student is NOT ABSENT and does not have any tardies, nothing will display here.

**Color Legend**

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

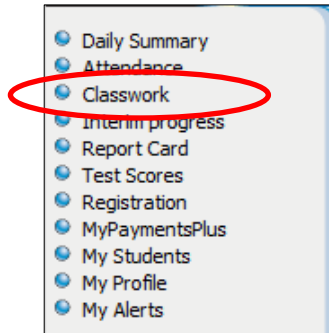
September 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### Attendance Highlights

- 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.
- If you have questions concerning **Attendance** entries, please contact your student’s campus Attendance Clerk.
- Days that are grayed-out are not days for which attendance/tardies are recorded.
- To navigate to a month before or after the month currently being viewed, click on the “<<” or “>>” respectively.

## Classwork

Click on the **Classwork** link in the main menu to see your student's classwork and associated grades.



### Classwork Screen 'Filters'

A filter allows you to specify exactly what you want to display on this screen.



**View Classwork For:** You can view one class at a time or view All Classes by clicking on the down arrow of this filter. In the example above, the “0331 – 4 ECO-FE” course was specified.

**For Report Card Run:** a ‘report card run’ is a grading period – i.e., 1<sup>st</sup> 6 weeks, 2<sup>nd</sup> 6 weeks, etc. for secondary students and 1<sup>st</sup> 9 weeks, 2<sup>nd</sup> 9 weeks, etc. for Elementary students. Select the grading period for which you want to view your student’s grades for the class or classes chosen. In the example above, the 2<sup>nd</sup> grading period for the “0331 – 4 ECO-FE” course was specified.

**Order by:** you can sort how you see the classwork by class or by date due. In the example above, the 2<sup>nd</sup> grading period for the “0331 – 4 ECO-FE” course was specified to be sorted by class.

**Refresh View:** after you have made the filter changes above, press the **REFRESH VIEW** button to see the results of your specifications.

## Course Average Alert

To receive email alerts when your student’s course averages exceed a specified number, check the box next to “Alert me if my student receives a course average below....” Then you will need to specify the course average thresholds. Here are examples:

Alert me if my student receives a course average below  % or above  %.

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.

## Grades Table

**Note:** this manual serves as a guide in using the **Home Access Center**. Questions regarding grade calculations, grading scales or any other Katy ISD grade-related policies should be referred to your student’s teacher(s).

The Grades Table will display the following for each course that your student is taking:

- [Daily Summary](#)
- [Attendance](#)
- [Classwork](#)
- [Interim progress](#)
- [Report Card](#)
- [Test Scores](#)
- [Registration](#)
- [MyPaymentsPlus](#)
- [My Students](#)
- [My Profile](#)
- [My Alerts](#)

View Classwork For for Report Card Run 3 Order by Class Refresh View Hide All

(All Classes)

Alert me if my student receives a course average below  % or above  %.

**J7021 - 11 ENG/LA 7A**

Hide **Classwork Average 0.00%**

Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Total Points	Weighted Total Points	Percentage
11/16/2012	11/12/2012	1 Page Book Summary	Minor	1.00	1.00	100.00	100.0000		
11/12/2012	11/12/2012	Literary Letter	Minor	1.00	1.00	100.00	100.0000		

Published scores that are included in averages could not be found for this class for the selected report card run.

**J7141 - 20 MATH 7**

Hide **Classwork Average 85.00%**

Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Total Points	Weighted Total Points	Percentage
11/16/2012	11/16/2012	Problem Solving - Est. of Fractions	Other	X	1.00		100.00	100.0000	0.00%
11/15/2012	11/15/2012	Est. of Fractions Skill	Other	80.00	1.00	80.00	100.00	100.0000	80.00%
11/14/2012	11/14/2012	Mult. of Fractions Skill Practice	Other	80.00	1.00	80.00	100.00	100.0000	80.00%
11/13/2012	11/13/2012	Mult. of Fractions Models	Other	80.00	1.00	80.00	100.00	100.0000	80.00%
11/12/2012	11/12/2012	Blanker Wk. 1	Other	100.0	1.00	100.00	100.00	100.0000	100.00%

**Categories**

Category	Student's Points	Maximum Points	= Percent	Category Weight	= Category Points
Other	390.00	460.00	85.00%	15.00	12.75000
<b>Totals:</b>				<b>15.00</b>	<b>12.75000</b>

**Course Number:** the course number is located at the top left of the Grades Table. A short description will accompany the course number. In the example above, “0321” is the course number, “2” is the section of the course, and “GOVT” is an abbreviation of “Government”.

**Hide Button:** You can hide/show the assignments and grades for a course by pressing the Hide/Show button.

**Classwork Average:** this is the average of all of your student’s grades for this course.

**Note:** the Classwork Average may include grades that have been assigned and scored but have not been published.

**Date Due and Date Assigned:** the date due was the date that the classwork was due or, in the case of a quiz or test, the date they were taken. The date assigned was the date that the classwork was assigned.

**Assignment:** the description of the classwork, quiz, or test.

**Category:** this is the category type associated with the classwork, quiz or test. The category types that are used in Katy ISD are “Major”, “Minor”, and “Other”.

**Score:** this was the grade that your student made on the classwork, quiz or test.

**Weight:** this is weighting that is used to calculate the weighted score.

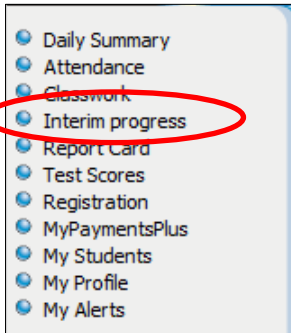
**Weighted Score:** This is the student’s score after the Weight has been multiplied by the Score.

**Total Points:** these are the maximum number of points that your student could get on the assignment, quiz, or test.

**Total Points:** these are the maximum number of points that your student could get on the assignment, quiz, or test using the weighting value in the calculation.

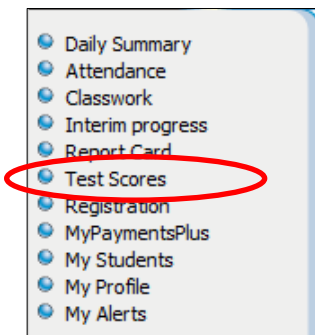
## Interim Progress Report and Report Cards

Click on the **Interim Progress Report** or **Report Card** links at the time when IPRs or Report Cards are generated. You will see an electronic version of these reports at those appointed times.



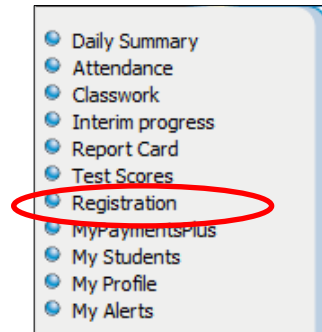
## Test Scores

Selected test scores will be shown on this page of the **Home Access Center**.



## Registration

Click on the **Registration** link to view student-related data.



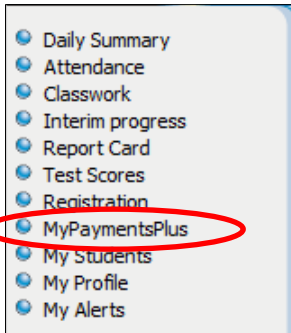
### Change your email address and/or phone numbers

1. After you click on the **Registration** link in the main menu, click on the Edit Information link beneath the Contact Information title.
2. To update your email address, select the email address and then type the new email address. To change one or more phone numbers, select the number and then type a new phone number.
3. **SAVE BEFORE YOU LEAVE** this window. Scroll all the way to the bottom of the window and press the Save button.

**Note:** you will only be able to change your email address. Please **DO NOT** change the email address for a secondary student.

## MyPaymentsPlus

Click on the **MyPaymentsPlus** link to view the [www.MyPaymentsPlus.com](http://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.

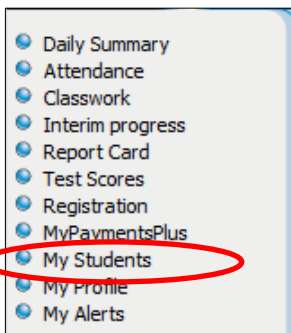


### Notes:

- **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.

## My Students

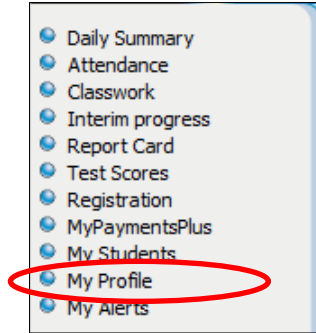
If you have more than one student, this link will display in the main menu. If you only have one student in the district, this link will not display. Once you click this link you will see all of your children and can switch to another child's information.



**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.

## My Profile

Click on the **My Profile** link in the main menu to change your password or update your security questions and answers.



### Change your password

1. After you click on the **My Profile** link in the main menu, input your old password in the **Old Password** field.

A screenshot of a 'Change Password' form. It has three input fields: 'Old Password:\*', 'New Password:\*', and 'Confirm New Password:\*'. Below the fields are two buttons: 'Change Password' and 'Logout'.

2. Input your new password in the **New Password** field and the **Confirm New Password** fields.
3. Click on the **CHANGE PASSWORD** button. You will be informed that your password was changed.

### Change your security questions and answers

1. After you click on the **My Profile** link in the main menu, select the text in one of the **Questions** fields. Type your new question.

A screenshot of a form titled 'Compose 2 challenge questions and provide appropriate answers'. It features a table with two columns: 'Questions' and 'Answers'. The first row shows the question 'Where were you born' and the answer 'Atlanta'. The second row shows the question 'What is your dog's name' and the answer 'Champ'. Below the table is an 'Update challenge questions' button.

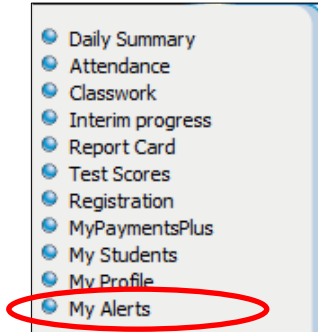
Questions	Answers
Where were you born	Atlanta
What is your dog's name	Champ

2. Select the answer on the same row and input a new answer.
3. Repeat if necessary for the other question and answer.
4. Click on the **UPDATE CHALLENGE QUESTIONS** button.



## My Alerts

Click on the **My Alerts** page to set opt-in for an email alert when you student's course averages exceed a specified threshold.



To receive email alerts when your student's course averages exceed a specified number, click on the My Alerts link in the main menu. If you have more than one student you can set grade thresholds for all students or selected students. Check the box that is in the space to the right of the "Course Average" text. Then you will need to specify the course average thresholds. Here are examples:

 A screenshot of a configuration form for email alerts. It shows two rows of input fields. The first row has a checkbox that is unchecked. The second row has a checkbox that is checked. The text next to the checked checkbox reads "If my student receives a course average below 70 % or above 80 %".

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 [Classwork](#) page.