

GRANADA HILLS  
CHARTER HIGH SCHOOL



# Home Access Center (HAC) 3.0

## Parent Handout

# Using Home Access Center

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## Login Instructions

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1. Go to our school website <http://www.ghchs.com>
2. Click on the Home Access Center Tab towards the center of the page
3. Click on the blue Home Access Center Login button
4. From the Home Access Center login screen, please enter your assigned Username and Password.

Note: Passwords ARE Case Sensitive

5. If it is your first time logging into Home Access Center, you will be directed to enter 2 security questions. Please compose 2 challenge questions and provide appropriate answers.

## Home Access Center Menu

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The menu options in the Home Access Center banner provide access to HAC's main pages. Clicking an icon displays a page with related tabs, each of which is a self-contained page of information on your student.

The following pages can be accessed using the menu options in the HAC banner:

### 1. Home

#### Week View

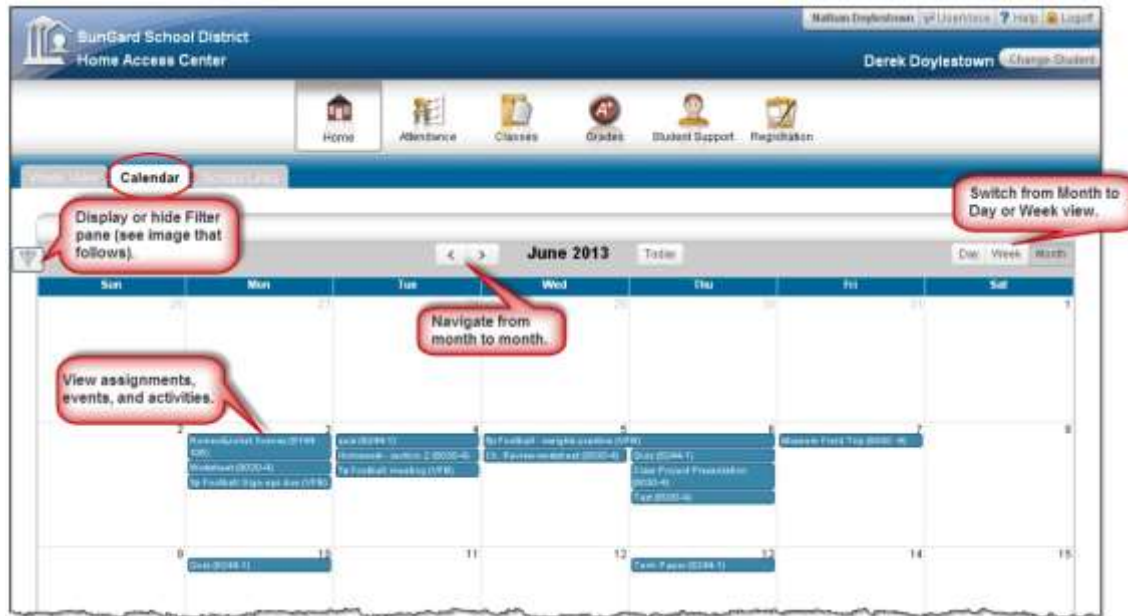
Displays a student's attendance, schedule, assignments, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing details on individual courses and emailing teachers.



Class	Current Average	Monday 06/17 Day M	Tuesday 06/18 Day T	Wednesday 06/19 Day W	Thursday 06/20 Day T	Friday 06/21 Day F
<b>Glob St 1</b> 8244 - 1 Per. 1 Chalfont C	<b>89.00</b>		Unexcused Absence Family Vacation	Unexcused Absence	Unexcused Absence	

## Calendar

Displays a month-view of the student's attendance, scheduling, assignment, and discipline information, as well as activities and events that have been posted by the student's teachers. Checkboxes are provided for configuring the type of information that displays, while buttons are included for changing the calendar to a daily or week view. Previous and future months can also be displayed.



## School Links

Displays school links that have been made available to parents/students.



## 2. Attendance

### Month View

Displays a month-view of the student's attendance that can be toggled to access all months within the current school year. A color legend identifies the type of attendance displayed. Place the mouse pointer over a day to view more detailed information on absences and tardies



Subscribed to Attendance alerts.

Alert me when attendance is entered for my student. (Alerts Are Limited. Click View List of Selected Choices.)

Navigate from month to month.

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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						

Determine attendance for a date by referring to the Color Legend.

Display details for a date in a tooltip.

Color Legend

- Excused Tardy
- Excused Absence
- Optional
- Unexcused Absence
- Unexcused Tardy
- Early Dismissal
- Family Vacation
- In School Suspension
- Truant
- College Visit

1. Unexcused Absence  
2. Unexcused Absence  
3. Unexcused Absence  
4. Unexcused Absence  
5. Unexcused Absence  
6. Unexcused Absence  
7. Unexcused Absence

## 3. Classes

### Classwork

Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for the Gradebook assignments available in a class. When assignments are ordered by class, class average information is shown below the student's list of assignments. Teachers can select whether an assignment and its score should be published on HAC. However, unpublished assignments may be included in the student's overall averages for a course.

NOTE: TO SEE CUMMULATIVE PERCENTAGES, the **Report Card Run** Box should say “(ALL RUNS)” and the **Show** box should say “(ALL CLASSES)” Then click on “REFRESH VIEW”

SunGard School District Home Access Center

Nathan Doylestown | User Profile | Help | Logout

Derek Doylestown | Change Student

Home | Attendance | Classes | Grades | Student Support | Registration

Classwork | Current Period | Assignments | Attendance

Select options for listing assignments.

Change the display of assignments.

View Classwork for Courses | Competency Groups for Report Card Run

Show (All Classes) | Order by Class | Assignment counts toward one or more competencies | Refresh View

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

Alert me if my student receives an assignment average below % or above %

Subscribe to Course Average Alerts.

View course averages.

8030 - 4 Math IS Seis (Last Updated: 8/7/2013) | Marking Period 80.33%

Date Due	Date Assigned	Assignment	Category	Score	Total Points
06/06/2013		Class Project Presentation	Class Project		100.00
06/06/2013		Test	Tests		100.00
06/05/2013		Ch. Review worksheet	Homework	85.00	100.00
06/04/2013		Homework - section 2	Homework	81.00	100.00
06/03/2013		Worksheet	Homework	75.00	100.00

Click link for course detail.

Click a link for assignment detail.

8144 - 105 English 9 (Last Updated: 8/7/2013) | Marking Period 79.97%

Date Due	Date Assigned	Assignment	Category	Score	Total Points
06/19/2013		Capitol and Montpelier Exam *	Tests		8.00
06/14/2013		Capitol and Montpelier Pre-Test	Tests		100.00
06/03/2013		Modern Shakespeare Bridges *	Group Presentations		50.00

## Schedule

Displays the student's schedule. Links are provided for viewing detailed course information and sending emails to teachers.

SunGard School District Home Access Center

Nathan Doylestown | User Profile | Help | Logout

Derek Doylestown | Change Student

Home | Attendance | Classes | Grades | Student Support | Registration

Classwork | Current Period | Schedule | Attendance

Click a link for course detail.

Click a link to send an email to the teacher.

Click the icon for a course note.

2012 - 2013 Schedule

Course	Description	Period	Teacher	Room	Days	Marking Periods	Building	Status
8244 - 1	Math Studies I	1	Spencer, G.	0220	M, T, W, R, F	M1, M2	Sungard Building 2	Active
9992 - 1	Trigonometry	1	Howard, H.	C352	M, T, W, R, F	M3, M4	Sungard Building 2	Active
9264 - 2	Mod 20th AM	2	Jasper, J.	C127	M, T, W, R, F	M1, M2	Sungard Building 2	Active
8030 - 4	Math IS Seis	2	Boudreau, R.	C120	M, T, W, R, F	M3, M4	Sungard Building 2	Active
8653 - 1	Computer App	3	Lawson, L.	0215	T, R	M1, M2	Sungard Building 2	Active
9903 - 18		3	Andrew, A.	10VM	M, W, F	M3, M4	Sungard Building 2	Active
8444 - 5		4	Lincoln, L.	0221	M, T, W, R, F	M1, M2, M3, M4	Sungard Building 2	Active

## 4. Grades

### Report Card

Displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, grades, and comment codes.



**Report Card For Reporting Period 4**

View the Report Card for Reporting Period 4

I would like to receive a Report Card alert when it becomes available. **Subscribe to report card alerts.**

Course	Description	Period	Teacher	Room	Alt. Credit	Em. Credit	MP1	MP2	EXM1	SEM1	MP3	MP4	EXM2	SEM2	COM
8244 - 1	<a href="#">Glob Studies I</a>	1	Chalfont C	I220	0.5000	0.5000	91	92	97	91	96	95	91	95	
9833 - 1	<a href="#">Micro Excel I</a>	2	Bedford B	C130			84		80	83					
9836 - 1	<a href="#">PowerPoint</a>	2	Bedford B	C130			85		80	83					
8853 - 1	<a href="#">Computer App</a>	3	Lansing L	I215				82	87	85					
8903 - 18	<a href="#">Well Fitness</a>	3	Andover A	IGYM	0.5000	0.5000					91	85	95	93	
9831 - 1	<a href="#">Micro Word I</a>	3	Milton M	C112				94	88	92					
		4	Lincoln L	I321	0.5000	0.5000	88			87	88	84	82	85	157
		5	St...	H113	0.5000	0.5000					75	72	78	77	
				C126											
8348 - 104	<a href="#">Algebra 1</a>			I301	0.5000	0.5000					84	85	79	81	
8144 - 105	<a href="#">English 9</a>			I204	0.5000	0.5000					82	75		74	106

**Student Competencies**  
There are no student competencies entered for this student.

**Comment Legend**

Comment	Description
106	Completes assignments in a timely fashion
157	Grade does not reflect effort

## Test Scores

Displays your student's standardized test scores. For each test, the listing includes the test, test date, subtests, and scores, as well as the grade and age of your student at the time the test was taken.



Subject	Scores
CAPA Level	CAPA Level
English	Performance Level: Advanced Scaled Score: 407 CA Reading List Level: 13- EAP CSU/CCC Readiness: Ready Test version: CST
Math	Performance Level: Advanced Scaled Score: 428 Test Type: Summative HS Math EAP CSU/CCC Readiness: Ready Test version: CST
EOC Science	Performance Level: Advanced Scaled Score: 474 Test Type: Biology
Grade 10 Life Science	Performance Level: Scaled Score: Test version:
World History	Performance Level: Scaled Score:
Grade 11 U.S. History	Performance Level: Advanced Scaled Score: 506

## 5. Student Support



### Discipline

Displays all discipline incidents involving your student as an offender, victim, or witness. Incidents are listed from newest to oldest. The Discipline page's Incident and Role columns display links you can click for additional details on an incident.



Subscribe to Discipline alerts.

Alert me when Discipline incidents are entered for my student (Alerts Are Limited. Click to View List of Selected Choices.)

School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2013	<a href="#">Cheating</a>	Cheating	Sungard Building 2		1/17/2014 12:00:00 AM	<a href="#">Offender</a>
2013	<a href="#">Bus Violation</a>		Sungard Building 2		7/1/2013 12:00:00 AM	<a href="#">Victim</a>
2013	<a href="#">Computer Misuse</a>	Computer	Sungard Building 2		2/5/2013 12:00:00 AM	<a href="#">Offender</a>
2013	<a href="#">Truant</a>	Attendance	Sungard Building 2		10/2/2012 12:00:00 AM	<a href="#">Offender</a>

Click a link for details on an incident.

Click a link for details on the student's role.

## 6. Registration



### Demographic

The Demographic page includes the following sections listing information on your student:

- Demographic - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.



- Emergency - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data.
- Personal - Sensitive information, including Social Security number, ethnicity, meal status, and classification.
- Transportation - Information on the student's transportation arrangements to and from school.
- Contacts - Student and guardian information, including addresses and phone numbers.

Nathan Doylestown Use Voice Help Logoff

SunGard School District  
Home Access Center

Derek Doylestown Change Student

Home Attendance Classes Grades Student Support Registration

**Demographic** Update Registration Fees

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**Student Name:** Doylestown, Derek      **Building:** SunGard Building 2      **Grade:** 09  
**Birth Date:** 7/14/1999      **Gender:** Male      **Language:** English  
**House/Team:** HIGH      **Calendar:** Regular School Year      **Homeroom Teacher:** Garwood G  
**Counselor:** Avalon A      **Homeroom:** C116

[Click to update emergency information.](#) Edit

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**Emergency**

**Doctor:** Victor Milam MD      **Insurance:** Meridian HealthCare Group: Benson Industries Inc  
**Phone:** (610)262-7149 Ext:      **ID:** WFEU1492876A  
**Hospital:** Sacred Heart Hospital      **Subscriber:** Nathan Doylestown

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**Personal**

**Social Security Number:** 177-44-4177      **Meal Status:** Free Lunch  
**Ethnicity:** White      **Classification:**

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**Transportation**

**To School**

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Bus	4560	26	18	07:50 AM		

**From School**

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Bus	3815	26	18	03:20 PM		

[Click to update contact information.](#) Edit

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**Contacts**

**Student**

**Student Mailing Address**  
Derek Doylestown  
71 Hokendauqua ST  
Bethlehem, PA 18018  
Email: DD Doylestown@eSchool.edu  
(610) 867-0658

**Student Address**  
Derek Doylestown  
71 Hokendauqua ST  
Bethlehem, PA 18018  
Email: D Doylestown@eSchool.edu  
(610) 867-0658

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**Guardian**

**Guardian**  
Nathan Doylestown  
71 Hokendauqua ST  
Bethlehem, PA 18018  
Email: ndoyle@pdq.net  
(610) 867-0658

**Guardian**  
Amanda Doylestown  
238 Market ST  
Bethlehem, PA 18018  
Email: amanda192@yahoo.com  
(610) 691-9935

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**Other Contacts**

**Emergency Contact**  
Danielle Doylestown  
Heitrich Springs - 800 Mickey RD Apt. 8T3  
Whitehall, PA 18052  
(610) 884-8841

**Emergency Contact**  
Robert Alentown  
128 Hokendauqua ST  
Bethlehem, PA 18018  
Email: home4560@verizon.net  
(610) 555-4190

## Update Registration Page

You can use this page to access Enrollment Online to update your student's registration information. The page can display the following links for displaying a form:

**New** – Clicking the link displays a new form for updating your student's information. Use this link if you have never submitted an Enrollment Online form.

**Edit** – Clicking the link displays a form that you previously started or submitted, but has not been processed. In this case, you can add to or change the form's information.

**View** – Clicking the link displays a form that you previously submitted and has been processed. In this case, you can only view the form's information.



## User Options



### **My Alerts**

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

### **My Account**

Use the My Account option to view your account data. Your account data includes your username, address, email address, and the last date and time that you accessed Home Access Center.

Additionally, you may be able to change your password and enter challenge questions to be used if you forget your username or password.

### My Account

**Name:** Nathan Doylestown  
**Address:** 13 Market ST  
Bethlehem, PA 18018  
**Logged in as:** ndoylestown  
**Email Address:** ndoyle@odg.net  
**Last Login:** 7/17/2013 5:08:14 PM

#### Change Password

**Old Password:**   
**New Password:**   
**Confirm New Password:**

#### Challenge Questions

Compose 3 challenge questions and provide appropriate answers

Questions	Answers
<input type="text" value="My first car?"/>	<input type="text" value="VW"/>
<input type="text" value="My 1st grade teacher's first name?"/>	<input type="text" value="Delores"/>
<input type="text" value="My favorite film?"/>	<input type="text" value="Citizen Kane"/>

### Logoff

Closes the current HAC session, and returns to the Log On page

### Change Student

If you are a guardian for multiple students, you can quickly change the student you are viewing.

1. In the Home Access Center banner, click Change Student.
2. On the Choose your Student pop-up, select the student to display.

#### Choose Your Student

**Anthony Doylestown**  
Building: 2 Grade: 11

**Derek Doylestown**  
Building: 2 Grade: 09

3. Click Submit.

### Home Access Center Privacy Statement

Granada Hills Charter High School recognizes the importance of protecting the privacy of all information provided by users within the Home Access Center Program.

- a. The school provides the use of the Home Access Center program for use only by parent/guardian of students that attend classes at Granada Hills Charter High School. The student should use the Student Access Center SAC using their gaggle login and password. **Parent/guardian should not share HAC login and password with their student.**
- b. All information maintained and provided by the school through the Home Access Center program is secure, confidential, and intended only to provide information regarding the academic progress of students registered with the school.
- c. Granada Hills Charter High School does not provide information regarding legal guardians or students to outside sources or third party organizations.

### Home Access Center Terms of Use

Users are prohibited from violating or attempting to violate the security of the Home Access Center site, including, without limitation:

- a. Accessing data not intended for such user or logging into an account which the user is not authorized to access
- b. Attempting to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without proper authorization.
- c. Attempting to interfere with service to any user, host or network, including, submitting a virus to the site, overloading, “flooding”, “spamming”, or “crashing”
- d. Sending unsolicited e-mail, including promotions and/or advertising of products or services.
- e. Forging any TCP/IP packet header or any part of the header information in any e-mail or newsgroup posting.

Violations of system or network security may result in civil or criminal liability. Granada Hills Charter High School will investigate occurrences, which may involve such violations and will cooperate with law enforcement authorities in prosecuting offending users.