

# Home Access Center

## Parents User Assistance Document

### Pleasant Valley School District

**2014-2015**



## Using Home Access Center

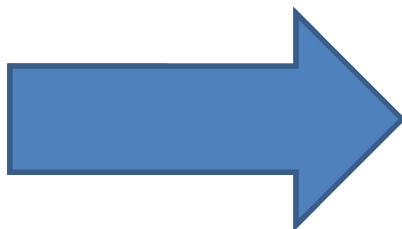
Home Access Center (HAC) is a browser-based student information system that allows you to view student registration, report card, attendance, discipline, transcript, classwork, and scheduling information as it is entered in the school district's database.

### Accessing the Home Access Center Menu

The Pleasant Valley School District website provides a link for you to visit your child's Home Access Center account. The website is [www.pvbears.org](http://www.pvbears.org). The menu path is Parents > Home Access Center (HAC) hyperlink.

### Logging into Home Access Center

Once you have clicked the HAC hyper link, a log-in page is displayed. This is where you type in your Username and Password in the appropriate fields. **If you have forgotten your Username and Password, click on the hyperlink Forgot My Username and Password prior to contacting your HAC Administrator.** See picture below:



### Login

Please note: all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

Please enter your account information for Home Access Center.


User Name:

Password:





[Forgot My Username or Password](#)




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## Home Access Center Menu

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. For example, the  Grades option displays a page with tabs on IPRs, Report Cards, and other subjects associated with grading. Clicking a tab displays the page indicated. Most HAC pages also include links that when clicked, display a window with additional details.

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

 <b>Home</b>	
Week View	Displays a student's attendance, scheduling, assignment, and discipline information for the current week. Previous and future weeks can also be displayed. Links are provided for viewing scores and other details on individual courses and assignments, accessing student fee information, and emailing teachers.
 <b>Attendance</b>	
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.
 <b>Classes</b>	
Classwork	Displays course assignments, including the dates assigned, due dates, categories, potential points, and scores for the Gradebook assignments available in a class. The class assignments average information is shown on the same line as the Course Title; however, unpublished assignments may be included in the student's average for a course.
Schedule	Displays the student's schedule for the entire year. Links are provided for viewing detailed course information and sending emails to teachers.
 <b>Grades</b>	
Interim Progress Report	Displays the student's most recent interim progress report, including courses, marks, and comments for an IPR run based on information in the IPR data warehouse. If comments were entered for the student, a comment legend displays below the course information.

Report Cards	<p>Displays information from the student's most recent report card run. The page lists marks, comments, and absences related to the student's courses or competencies.</p> <p>Additional information can include (based on grade level) the sum of earned credits for the report card run, class rank, and current, semester, and cumulative credits and GPAs. If comments were entered for the student, a comment legend appears below the report card information.</p>
Transcript	Displays the student's transcript information based on the Transcript data warehouse. This option is only available for High School students.
 <p><b>Student Support</b></p>	
Discipline	Displays all discipline incidents involving the student. The information includes the type of incident, category, location, date and time, and the student's role, such as offender, victim, or witness. Additional information on the incident can be viewed by clicking a link to display a popup window.
 <p><b>Registration</b></p>	
Demographic	Displays the student's basic demographic information, including date of birth, gender, grade, building, house/team, and counselor. Additional information may also display, such as contact information, student and guardian addresses and phone numbers, medical emergency information, and transportation to and from school.
 <p><b>User Options</b></p>	
My Alerts	Allows guardians and students to subscribe to alerts for sending emails on attendance, discipline, course averages, classwork, interim progress reports, report cards, and immunizations. This option is available for High School students only.
My Account	Allows guardians and students to change their HAC passwords and modify the challenge questions that are asked when users forget their passwords.
Logoff	Closes the current HAC session, and returns you to the Log On page.
Change Student	Allows guardians who have two or more students to display a pop-up window for selecting another student.

## View another 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.
3. Click **Submit**.

## Attendance Month View Page

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The Attendance Month View page enables you to view your student's attendance during any month in the current school year. If your student was absent or tardy on a date, the day will display with a colored background. The Color Legend below the month indicates the type of attendance each color represents.

To display the Month View page, click  **Attendance** on the HAC menu.

### Change months

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

### View attendance details


- 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.

## Calendar Page


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The Calendar page provides a month view of the following information on your student:

- Class Assignments
- Class Events
- Activity Events

To display the Calendar page, click  **Home** on the HAC menu, then click the **Calendar** tab.

### Change calendar views

- To display other months, use the  arrows to navigate forward or backward a month at a time.

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