



# Akron Public Schools™

---

## Home Access Center

Akron Public Schools ∴ 70 N. Broadway ∴ Akron, Ohio 44308

## How to log into the Home Access Center

1. Navigate to [www.akronschools.com](http://www.akronschools.com), click on **Home Access Center** of the Akron Public School website.



2. Click on the icon.

The full address for this icon is <https://homeaccess.akron.k12.oh.us>

3. Input your username in the Username field and your password in the Password field.

### Passwords are case-sensitive.

You may retrieve your initial username and password from school. You will be given a temporary password that you will be prompted to change on the first log in. Parents must provide an ID. Students will receive log-on credentials at school. Your log on name is the email that you provided the school in your student's registration packets.

*If you have forgotten your username and/or your password, you can use the "Forgot my Username or Password" function.*

A screenshot of the 'Login' form. The title is 'Login'. Below the title is the instruction 'Please enter your account information for Home Access Center.' There are two input fields: 'User Name:' and 'Password:'. Below the 'User Name' field is a blue link that says 'Forgot My Username or Password'. To the right of the 'Password' field is a 'Login' button.A screenshot of the 'Forgot Username Or Password' form. The title is 'Forgot Username Or Password'. Below the title is the instruction 'Please enter either your Username or Email Address'. There are two radio buttons: 'Username:' (which is selected) and 'Email Address:'. Below the 'Email Address' radio button is a greyed-out input field. To the right of the input fields is a 'Submit' button.

Parent email will only work if the email address in the student system is correct. If you do not have an email, please contact your student's school for assistance. If you remember your username, simply enter it and answer the challenge questions from when you first set up your account. If you have forgotten your challenge question answers and the email on file, you will need to go to the school to reset your password.

4. Press the **LOG IN** button.

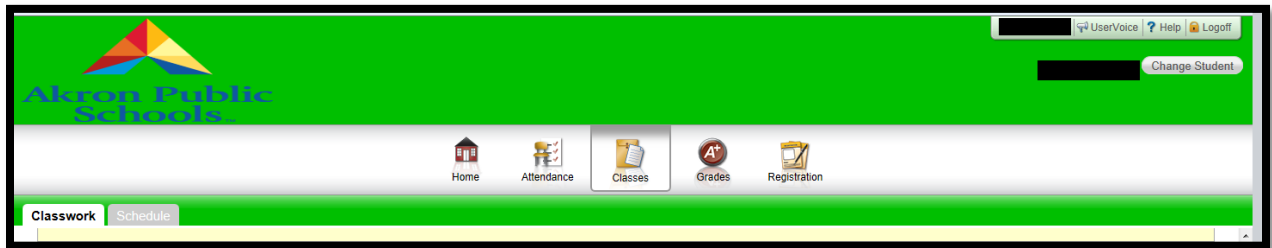
5. The next screen has two outcomes:

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.

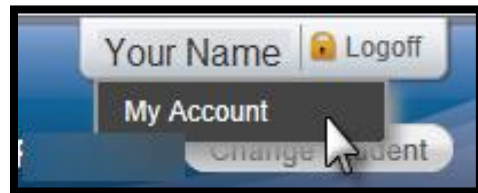
b. If you have *previously logged in* and provided the security questions/answers, you will be taken directly to the Home Access Center *Classes View Screen*.

You will see a screen that looks similar to the one below:



### 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 screenshot of the 'Change Password' form. It has three input fields: 'Old Password:\*', 'New Password:\*', and 'Confirm New Password:\*'. Below the fields is a 'Change Password' button.

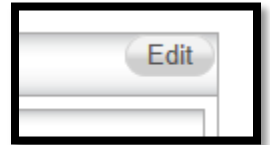
## How do I change my email?

If you would like to update your email in HAC, you may do so. **Note: your username will remain the same.**

In order to update your email account, click on the Registration button.

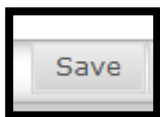


Scroll down to the Contacts header and click on the Edit icon on the far right.



Scroll down the Guardian header, change the email on file to the email where you would like to receive notifications regarding Home Access Center. This is the email that teachers will be able to use to contact you.

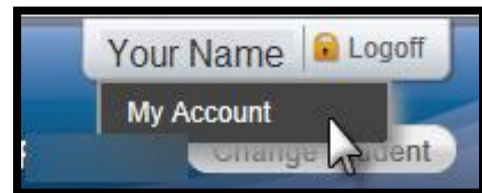
Guardian:	Email: <input type="text"/>
-----------	-----------------------------



Click  when finished.

## How do I change my challenge questions?

The challenge questions allow one to reset one's password and/or username. It 'unlocks' the door to the Registration page if one does forget that information.



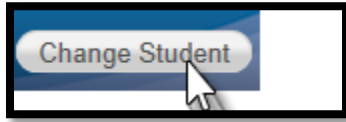
To update your challenge questions and answers, run your cursor over your name in the top right of the web page and then click on **My Account**.

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.

Challenge Questions	
Compose 2 challenge questions and provide appropriate answers	
Questions	Answers
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="button" value="Update challenge questions"/>	

## I have more than one student with APS. Do I need more than one account?

No, as a parent or guardian, the one account works to view all your students' information. Simply click **Change Student**, select another and then click **Submit**. If you have more than one student and the other names do not appear, please call your school and notify them that your accounts are not linked.



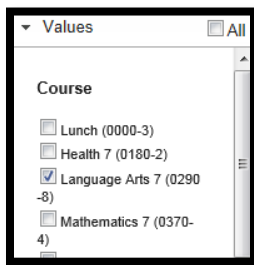
Students with access (grades 4 and up) only have access to their individual student accounts.

## What do the buttons across the top of the screen do?



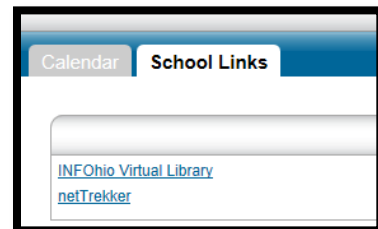
### ***The Home Button***

The Home Screen displays a calendar of day, week or month view work due by course. Assignments post here that teachers have published a due date. This screen is meant to act as an organizer for weekly classwork. By clicking on any of the assignment names, more details regarding that assignment will appear in another window.



You may remove filters to view only certain courses by deselecting the checkmarks on the left side of the screen.

The Home Screen has another view with *School Links*. Links will populate here that the district shares.

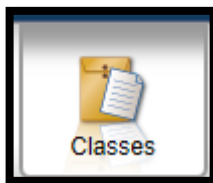
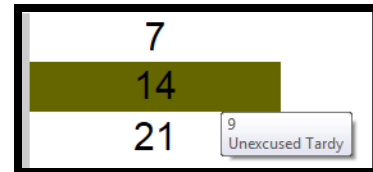




### The Attendance Button

The Attendance Screen displays a monthly calendar of attendance with codes for entries. A color coded legend appears at the bottom of the screen. If the student has no absences or tardies, the screen will be blank.

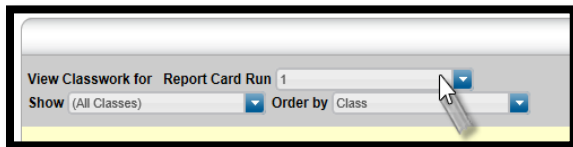
By hovering over any of the colors on the calendar, a pop up will display codes that were entered for that day.



### The Classes Button

This screen displays the actual classwork assigned to students on a course by course basis. The default view shows quick information about student assignments with date due, assignment name, class category, score and total points available.

To change the view, adjust the filter drop downs on the left side of the screen.



### Example of Quick View of Classwork

0370 - 4 Mathematics 7			Running Average of assignments scored		Average 64.66%
Date Due	Date Assigned	Assignment	Category	Score	Total Points
11/22/2013	11/21/2013	<a href="#">4.3 WS</a>	Homework	6.00	5.00
11/22/2013	11/22/2013	<a href="#">Mid-Topic Quiz #4 with Open Notes</a>	Quiz	8.00	10.00
11/18/2013	11/15/2013	<a href="#">Bellwork, Pjus 4.1 WS, Bequn In-Class</a>	Class Participation		10.00
11/14/2013	11/12/2013	<a href="#">Topic 4 Pre-Test Online In-Class on 11/14</a>	Computer Lab		10.00
11/11/2013	11/08/2013	<a href="#">Topic 3 Test Online In-Class &amp; Given as a Hard Copy Re-Take on 11/14</a>	Test	26.00	30.00
11/11/2013	11/11/2013	<a href="#">Bellwork on Mr. Berringer's "Lesson #45"</a>	Class Participation		10.00
11/08/2013	11/07/2013	<a href="#">Topic 3 Review WS</a>	Homework	10.00	10.00
11/06/2013	11/05/2013	<a href="#">9.11 WS on % Change, Mark-Up &amp; Discount</a>	Class Participation		15.00
11/05/2013	11/04/2013	<a href="#">Digits 3.6 #1-6 with Online Access In-Class on 11/5</a>	Computer Lab	2.00	5.00
11/04/2013	11/04/2013	<a href="#">10/31 &amp; 11/1 HW, 3.5 #1-8, 10</a>	Computer Lab		N/A
11/04/2013	11/04/2013	<a href="#">10/30 In-Class Work on Word Search, post "42" Movie</a>	Class Participation		N/A
11/04/2013	11/04/2013	<a href="#">11/1 Bellwork, Step-by-Step Review of Digits 3.5 Lesson &amp; 5 Problems to Finish by the Bell</a>	Class Participation	3.00	10.00

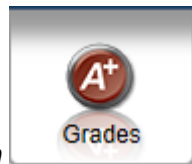
If you would like to see the percent averages and running total grades, click on the **Full View** button on the top right of the screen.



In *Full View Mode*, you will be able to see the running total percent for each course as well as the percentage score on each assignment. If you have questions about the scores on this screen, please contact the course's teacher.

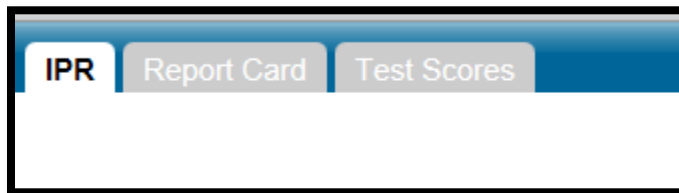
The Class View Screen also has a tab for *Schedule*.

By clicking on **Schedule**, a list of courses that a student is scheduled in today appears. A hyperlink to each teacher's name appears. If you have an email client installed on your computer, click the teacher's name to instantly be connected to an email to them. If you do not have an email client installed, you may right click copy and then paste the email address on the web based email system you might use (for example, Google or Yahoo email).



### **The Grades Button**

The Grades Screen displays Interim Progress Report (IPR), Report Card and Test Score data.



IPR and Report Card marks are for the current year only.

These are not official report cards, but a summary of the scores entered. IPR data marks the midway point between the start and the end of the marking period. It is important to capture this information because it is an opportunity to see how performance is progressing so far and assist with improvement when needed.

Report Card Data is published at the conclusion of Report Card windows at schools. These vary year to year. The calendar on the Akron Public Schools website will display

the dates for marking period completion. If you have questions about the Report Card results on this screen, please contact the school.

Test Score Data is a raw score of results from state and national testing. These are not classroom tests. This list may be very long as it records all testing data since kindergarten.




***Registration Button***

The Registration Screen displays the most current information that has been provided to the school.

If you would like to make corrections to any of this information, please contact your school directly to provide updates. It is helpful if you take some time to verify the information on the screen is correct so that the office has the most up to date information. You may edit and update your email account information via this page if needed.

**I would like to offer suggestions for improvements to Home Access Center.**

The software for Home Access Center is created by a company called Sungard, a leading educational technology solution for public schools. If you would like to see a certain feature considered in the software updates, you may make recommendation to

them by using the  icon at the top of the screen. You may also 'vote' on suggestions made by other parent users. Please contact the school directly to talk to teachers regarding individual student progress.