NISD's Home Access Center Quick Start Guide

The Home Access Center (HAC) Quick Start Guide will guide you through the initial set up process for the Home Access Center. You can access HAC by going to https://hac.nisd.net. Your user name is the email address where you recieved the NISD Parent Portal Account Information email. Your temporary password was given in the email and will need to be reset.

The first time you log-on to HAC you will be automatically directed to the **MY ACCOUNT** page.

1. It is important that you create a new password that only you know and will remember.

   - The password must be 8 - 15 characters.

   - The password may contain letters, numbers, and symbols.

2. Select **CHANGE PASSWORD** when finished.

Note: *HAC will lock your account when five incorrect attempts have been made. You may try to reenter your account after one hour.*

3. Create three challenge questions to help secure your account.

   - You may enter any three questions and answers.

   - The questions and answers cannot be the same word or phrase.

   - The three questions cannot be the same.

   - The three answers cannot be the same.

4. Select **UPDATE CHALLENGE QUESTIONS** when finished.

Setting Up "My Alerts"

You will notice your name in the upper right hand corner of the webpage next to the logoff button. When you hover on your name you have the option to select **MY ALERTS**. You may then choose which alerts you would like to turn on for each child listed in your account. Changes to the Alerts will automatically save.

When you turn on alerts for Attendance, you have the option to limit the types of Attendance notifications by clicking on the hyperlinked text, *Limit alerts to specific absence codes* and a pop-up will appear. You may choose which alerts you prefer. If you choose to limit these alerts, you must save your changes by selecting the **SAVE** icon.

If an update to your student's account triggers an alert, you will receive an email in the evening notifying you of the event. If multiple changes are made and you have signed up for multiple alerts you will receive one email per alert. If you have alerts set up for multiple children in your account, you will receive an email for each child.

To switch between the children on your account, you would select the **CHANGE STUDENT** button next to your child's name. A pop-up screen will appear. Choose the student you would like to view and select **SUBMIT**.

When you complete the set-up steps click on the *Home* tab and you may begin exploring your student's information.

When you are finished using Home Access Center select the **LOGOFF** icon to end your session.