

Home Access Center



Home Access Center at Lakota!

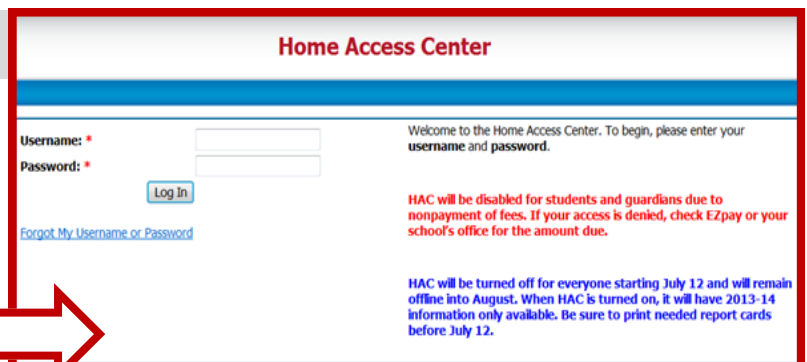
Welcome to Home Access Center (HAC), a student and parent portal. HAC is integrated with Lakota's Student Information System and the teachers' Gradebooks. The data provided are the same the teachers, administrators and office staff use daily. The HAC website is provided for the express use of active Lakota students and parents to assist in the communication of important educational information. This document will highlight ways HAC will assist you in effectively communicating with your teachers and building administrative staff. Additional information is available in the Home Access Center User Manual found on the Home Access Center page on LakotaOnline.

What can you do in HAC?

You are able to view your Student Schedule, Class Work, Teacher Comments and Attachments, Attendance History, Interim Progress Reports, Report Cards, Transcripts, and Registration (Demographic) information. In addition to viewing and printing your data, you are able to email your teachers. You are also able to update limited information within HAC which will update it for the office staff and teachers.

Logging into the System...

1. Go to **LakotaOnline.com**
2. Click on **Home Access Center** under the Quick Links menu then **Home Access Center Login**
3. Enter your username and password as they appear in your letter from your school or issued by the Enrollment Center
4. Click the **Log In** button



The screenshot shows the Home Access Center login interface. It includes a header with the title 'Home Access Center', a login form with fields for 'Username' and 'Password', and a 'Log In' button. There are also links for 'Forgot My Username or Password' and a 'Log Out' button. A welcome message and a red warning about HAC being disabled for nonpayment of fees are visible.

Minimum Web Browser Requirements

- Internet Explorer 5.5 or higher for Windows
- Internet Explorer 5.0 or higher for Macintosh
- Netscape Navigator 6.0 or higher
- Opera 6.0 or higher
- Firefox 3.x
- Safari 1.0 or higher

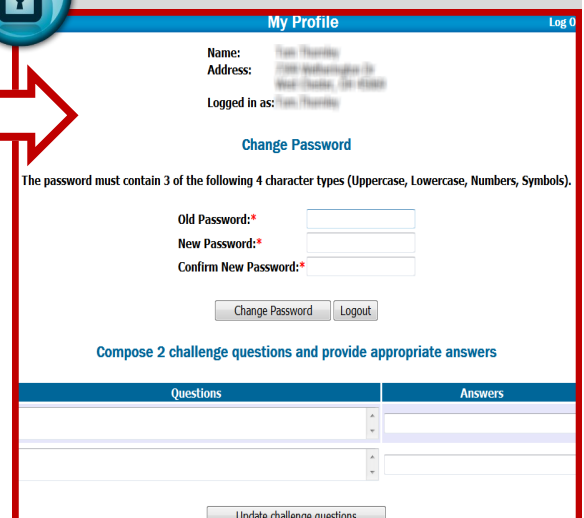
Changing Your Password...

1. Click **My Profile** from the menu on the left
2. A pop-up box will open (see right)
3. Enter your **Old Password**
4. Enter your **New Password**
5. **Confirm** your New Password by retying it
6. Click **Change**

Note: Please make sure that your pop-up blocking software or toolbars have been disabled to allow for this site. Your password must be between 8 and 20 characters, is case sensitive and must include 3 of the 4 character types listed on the My Profile screen. Create your own challenge questions and answers.



Keep Your Password Secure. Don't Share It with Your Friends!



The screenshot shows the 'My Profile' page. It displays user information (Name, Address, Logged in as) and a 'Change Password' link. Below this, there are fields for 'Old Password', 'New Password', and 'Confirm New Password', along with 'Change Password' and 'Logout' buttons. A note specifies password requirements. At the bottom, there are sections for 'Questions' and 'Answers' to create challenge questions.



Who Gets a Username and Password?

The school supplies a letter stating your username and password for HAC. If you lose or forget your username and password, please go to the building with identification and see the school secretary who will be able to reset your password. Your username will be in the format of Firstname.Lastname, such as John.Doe. If more than one person in the District has the name, the username may be appended by a number; e.g. John.Doe2. Parents (labeled as "Guardians" in the system) should have one username/password combination that accesses all their children's information. **If you, as a guardian, have more than one username to access your children's information, please notify your school's office. Changes will be made to correct the family linking.**

HAC Views

Daily Summary

The first screen after you log into the system will be the **Daily Summary** page (right). The **Daily Summary** page is the equivalent of a home page for HAC. It shows snapshot of today's information included in HAC and makes it readily available on one page.

More comprehensive information is available through the views on the menu on the left.

Daily Summary for Friday, May 31, 2013 Log Out

Today's News

05/30/2013 - HOME ACCESS CENTER DOWN DURING SUMMER - Home Access Center will be down starting July 12 and will continue to be down into August. Only 2013-14 information will be available when HAC is back online in August. Please print your 2012-13 report cards prior to July 12.

Today's Attendance

No attendance information has been entered for this student today.

Today's Schedule

Period	Course	Description	Teacher	Room
1 (07:50 AM - 08:41 AM)	13102 - 51	English 91	Butts, Lisa M	F119
2 (08:45 AM - 09:35 AM)	73002 - 52	Fine Art I	Welker, Nathan	F109
3 (09:39 AM - 10:29 AM)	33252 - 54	Honors Biology	Terndrup, Glenn	F201
4 (10:33 AM - 12:37 PM)	42002 - 60	World Study 91	Revelette, III, Joseph C	F122
5 (12:41 PM - 01:31 PM)	25002 - 57	Honors Geometry	Carlin, Kevin E	F218
6 (01:35 PM - 02:25 PM)	66002 - 53	Latin I	Wilson, Glynette	F216
8 (02:35 PM - 02:40 PM)	EH14 - 58	Extra Help	Hundemer, Lorraine	F104

Classwork For This Week

Course	Description	Teacher	Date Assigned	Date Due	Assignment
13102	English 91	Butts, Lisa M	05/30/2013	4th Qtr, English	

Schedule

The schedule for the year is displayed. The Marking Period column shows the quarters the class meets.

Attendance

A year view of attendance includes color coding to show excused and unexcused absences. The total number of minutes missed is calculated for report card totals.

Classwork

Classwork and assignment details are provided, along with the current average for the course.

IPR / RC/Transcript

Interim Progress Reports (IPR's) and report cards are published on HAC for the current school year only. Unofficial transcripts are available for students who have earned credit.

Test Scores

Some standardized test scores are published in HAC, such as the Ohio Achievement, InView, and TerraNova.

Registration

Basic registration information shows along with bus, emergency, and contact information. See **Updating Your Personal Information in HAC** to the right.

Success Plan

Plans exist for students receiving Gifted, LEP, or 504 services.

Logging Out

Use the Log Out button near the top right to end your session.

Updating Your Personal Information in HAC

Select the **Registration** menu option from the menu on the left. Click the **Edit Information** link below the Contact Information title to enter or update the email addresses and/or phone numbers for yourself and your child. Emergency numbers (A1,A2,A3) are for use with the **student** only. These phone numbers are instantly available to our schools. HAC may become an important communications vehicle for teachers and administrators, so please keep the email addresses updated. You cannot change other people's information and your child does NOT have permissions to change email addresses in HAC.

Frequently Asked Questions

Where do I find Home Access Center?

Please go to www.lakotaonline.com and select Home Access Center from the Quick Links on the left.

How do I contact the teacher if I have questions regarding grades or comments?

Click on the hyperlink for the teachers' name. If the email program installed on your computer supports it, a message box will open for you to type the message to the teacher.

Why did Home Access Center log me out?

You are automatically logged out of Home Access Center after 20 minutes of inactivity. After you are taken back to the logon screen, you may log back in and continue reviewing your information.

Why can't I see the additional information when I click on the links? For example, when I click the notes link nothing happens.

Please make sure that if you are using pop-up blocking software or utilities such as Google or Yahoo! toolbar, they allow pop-ups within Home Access Center.