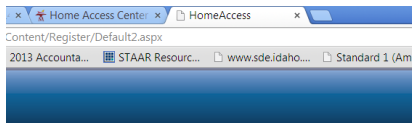


How to set up a Home Access Center Account

Instructions for Parents and Students

Instructions for Parents

1. Go to Magnoliaisd.org.
2. Scroll to the tab FOR PARENTS AND STUDENTS.
3. Scroll down to HOME ACCESS CENTER – HAC.
4. Click on HAC LOGIN AND REGISTRATION.
5. Click on CLICK HERE TO REGISTER FOR HAC.
6. Next, you will see a box that looks like this.

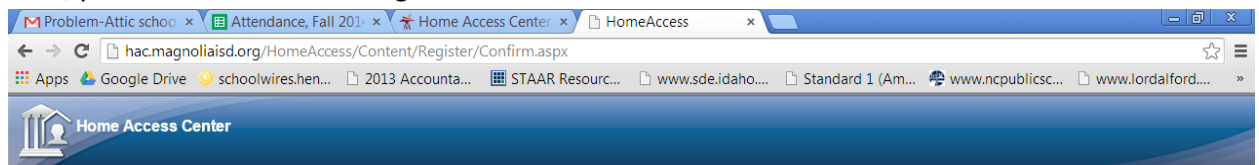
A screenshot of a registration form titled 'Home Access Center User Registration'. It contains four input fields: 'First Name*', 'Last Name*', 'City*', and 'Zip Code*'. A 'Register' button is located at the bottom right of the form.

7. Fill in the information for you, the parent. Please type your name, first and last, the city you live in, and your zip code. DO NOT enter your child's name. Click REGISTER.
8. Next, you will see the following screen.

A screenshot of a web browser window showing the 'Home Access Center User Registration' confirmation screen. The browser address bar shows 'hac.magnoliaisd.org/HomeAccess/Content/Register/Confirm.aspx'. The page title is 'Home Access Center User Registration'. Below the title, there is a 'Username:' field. A section titled 'Compose 3 challenge questions and provide appropriate answers' contains a table with two columns: 'Questions' and 'Answers'. Below this table are sections for 'Terms of Use' and 'Privacy Policy'. At the bottom, there is a 'Finish' button.

At the top, enter the username you wish to have for the account. Next, enter three challenge questions and answers. Those questions and answers will be emailed if you forget your information to your personal email account.. Click FINISH when you are done.

9. Next, you will receive this message.



Home Access Center User Registration
Registration Statement Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

10. In your email, you will receive a message like this.

Dear (Your name)

Registration Statement

To create your password, click the link below:

[Create your Home Access Center password](#)

11. When you click on the link, CREATE YOUR HOME ACCESS CENTER, you will receive this message.

Question	Answer
What is your favorite restaurant?	<input type="text"/>
What type of dog is Ayden?	<input type="text"/>

Continue

It will ask two of your challenge questions, you specifically created.

12.

Home Access Center

My Account

Name:
Address:
Logged in as:
Email Address:
Last Login:

Change Password

The password must contain 3 of the following 4 character types (Uppercase, Lowercase, Numbers, Symbols).<p />

New Password:
Confirm New Password:

Continue to HomeAccess Center Logoff

Create your new password. Next, click continue to Home Access Center.

13. Enter your username and password. It is case sensitive.

14. Finally, it will open up your account. Click on the third tab, CLASSES to see all grades for all classes.

Instructions for Students

Every student has a Home Access Center Account. You can find out your account information one of two ways. First, you can ask your English teacher. They have a list of all their students, and their account information, login and password. Second, you can see Mrs. Betts, in room 1319, next to the counselor's office.

If you have any problems or questions, please call Kristen Betts at 281-252-2550 X 7295 or email KBetts@magnoliaisd.org, for assistance.

Home Access Center Account

Checking grades with Smart Phones or Tablets

Checking grades with SMART PHONES or TABLETS.

What is the easiest way to check your grades? Download the Magnolia West app from your App store.

1. When searching for the app, type in Magnolia West. The app is free! Click INSTALL.



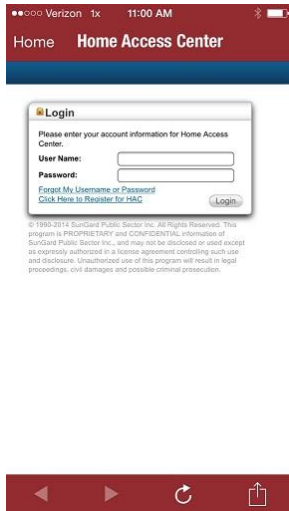
2. Once you click OPEN, the main page will appear.



3. Swipe from the right to the left, and the second page will appear. Click on the third icon on the top line, Home Access Center.



4. When it opens, you will sign in using your account information, username and password.



5. If you have already created your account, you will see this screen.



If you have not set up your account previously, you will continue the registration process. If you have already completed the set-up of your account, please skip to #11.

6. Next, you will see the following screen.

Home Access Center User Registration
Please enter the username you wish to use when logging in to Home Access Center. An email will be sent to the email address the district has on record for you with further instruction on creating your new Home Access Center Password.
Username:
Compose 3 challenge questions and provide appropriate answers

Questions	Answers
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Terms of Use
Terms of Use By clicking "Finish" on this application, you are declaring that you understand and agree that Magnolia Independent School District and its employees are not responsible for and are not obligating themselves to guarantee against internet access to your student's grades by persons who do not have your authorization or consent to access those grades. BY CLICKING "FINISH" ON THIS APPLICATION, YOU WAIVE AND RELEASE ANY AND ALL CLAIMS OR CAUSES OF ACTION THAT YOU MAY HAVE AGAINST MAGNOLIA ISD AND/OR ANY OF ITS EMPLOYEES BY REASON OF ANY UNAUTHORIZED ACCESS TO THE GRADES POSTED ON THE WEBSITE.

Privacy Policy
Privacy Statement Magnolia Independent School District will not make your username/password publicly available, and the account is designed so that the grades of your student posted on the website can be accessed only by someone who knows your username and password; however, the District cannot and does not warrant or represent that the website cannot be accessed by someone who is not authorized to do so. In addition, by clicking "Finish" on this application, you agree not to access the grade information of any other student without the written consent of that other student's parent or guardian, or the student, if the student is eighteen (18) or older. Finally, by clicking "Finish" on this application, you further commit to immediately notify Magnolia ISD if you believe your username and password have been obtained by someone else without your knowledge and consent.

At the top, enter the username you wish to have for the account. Next, enter three challenge questions and answers. Those questions and answers will be emailed to you if you forget your information. Click FINISH when you are done.

7. You will receive this message.

Home Access Center User Registration
Registration Statement Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

8. In your email, you will receive a message like this.

Dear (Your name)
Registration Statement
To create your password, click the link below:
[Create your Home Access Center password](#)

9. When you click on the link, you will receive this message.

Challenge Questions
Please provide answers to the following questions

Question	Answer
What is your favorite restaurant?	<input type="text"/>
What type of dog is Ayden?	<input type="text"/>

It will ask you two of your challenge questions, you specifically created.

10.

Home Access Center

My Account

Name:
Address:
Logged in as:
Email Address:
Last Login:

Change Password

The password must contain 3 of the following 4 character types (Uppercase, Lowercase, Numbers, Symbols).

New Password:
Confirm New Password:

Continue to HomeAccess Center Logoff

Create your new password. Next, click continue to Home Access Center. Enter your username and password. It is case sensitive.

11. Finally, it will open up your account. Click on the third tab, CLASSES to see all grades for all classes. On this screen you will be able to see all of your classes, the assignments, individual grades, and current averages. On this screen you can also set notifications to be sent to your phone if you grade or average falls below a certain point or is above a certain grade.

Classwork

View Classwork for Report Card Run

Show (All Classes) Order by Class

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

1441 - 2 English 4 AP Current 9 Wk Average 92.50%

Date Due	Date Assigned	Assignment	Category	Score	Total Points
11/07/2014	11/03/2014	Item Song Explanation	Formative/Class work	95.00	100.00
11/03/2014	11/03/2014	Strategic Art Unit Practice #1-7	Formative/Class work	100.0	100.00
10/30/2014	10/27/2014	AP MC "All I See, Diverse" #8-7	Formative/Class work	100.0	100.00
10/27/2014	10/27/2014	Week 3&4 Vocab	Formative/Quizzes	89.00	100.00

2572 - 12 Economics Current 9 Wk Average 96.86%

Date Due	Date Assigned	Assignment	Category	Score	Total Points
11/04/2014	11/04/2014	Test DE	Summative	97.00	100.00
10/28/2014	10/28/2014	Minimum Wage Summary	Formative	90.00	100.00
10/28/2014	10/28/2014	Minimum Wage Summary	Formative	100.0	100.00
10/27/2014	10/27/2014	Government Regulations	Formative	100.0	100.00

If you have any problems logging in, please see Mrs. Betts in room 1319, or email her at Kbetts@magnoliaisd.org.

*Students, remember all information will be emailed to your campus email account.