Some Frequently Asked HAC Questions
Navigational Tips/Tricks

How do I Access HAC:

In order to access your HAC account, please do the following:

1. Log into the Fulton County website:
   a. www.fultonschools.org
2. Click on Students and Parents
3. Drop down to and click on Home Access

Home Access Center

Once you click the "Click Here for Access" link, the logon screen will appear. Be sure to enter your logon credentials as shown.

Example: User Name: P123456 - Password: 1Mn456 (passwords are case sensitive)

NO LONGER USE **@FCS.ORG** AFTER THE USERNAME WHEN LOGGING INTO THE HOME ACCESS CENTER

Password changes for your Home Access Center login can be made by clicking on the link to the Password Reset Utility below. Instructions for use are located via the link to the right.

Password Reset Utility | Instructions for using the Password Reset utility

To Login:
   a. Enter your Login ID

How do I view my student's entire schedule?

When you log into HAC, there are several Icon's located at the top to assist you in navigating to the correct page.

A. Home – Shows student's full schedule

B. **How do I see my student's attendance record for the current year?**

Attendance Icon – Show's student's full Attendance for the current month

a. If you check the email box, you will be alerted when attendance is entered for your student (Absences, Tardies, etc)

C. **How do I see my student's classwork/assignments**?

Classes Icon – Show's the student's current classwork
   a. View Classwork for Report Card Run
   b. You can change the Report Card Runs by changing the number for the run and click on Refresh View
      i. 1 = 1st Qtr Connections only
      ii. 2 = 2nd Qtr Connections AND 1st Semester (Yr long classes)
      iii. 3 = 3rd Qtr Connections only
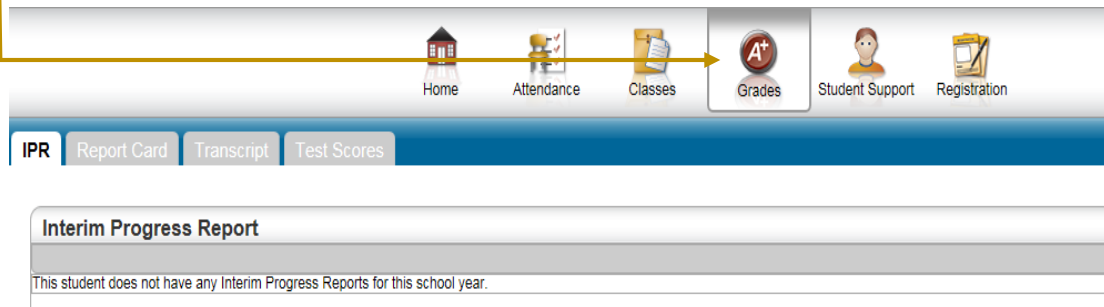   iv. 4 = 4th Qtr Connections AND 2nd Semester (Yr long classes)
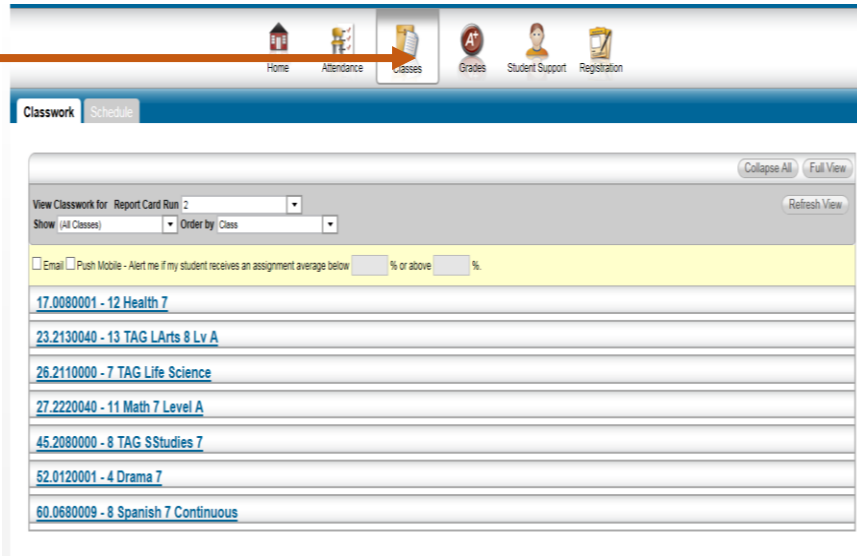
D. **How do I see my student's current grades for**:
   a. Interim Progress Report
   b. Report Card
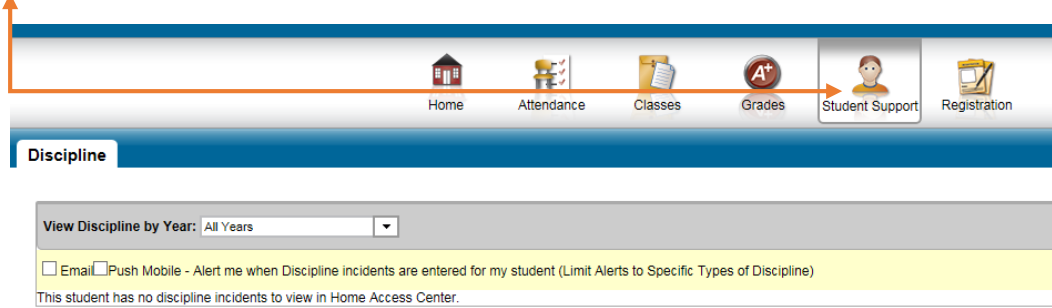   c. Transcript if applicable
   d. Test Scores if applicable

Grades Icon shows students information **(a thru d)** mentioned above.

*When grades are entered by the teacher, these will be available for view

E. **How do I see my students discipline reports**

Student Support – Shows discipline incidents

Discipline

View Discipline by Year: All Years

☐ Email ☐ Push Mobile - Alert me when Discipline incidents are entered for my student (Limit Alerts to Specific Types of Discipline)

This student has no discipline incidents to view in Home Access Center.

F. **How can I view my student's Demographic information**

Registration Tab – Show's all of the student's personal demographic information
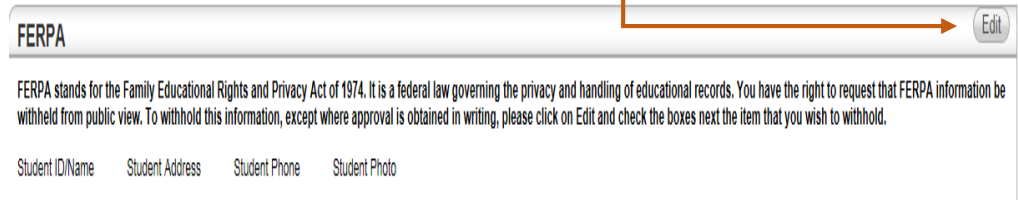
a. Name
b. School
c. Grade
d. Homeroom Teacher
e. Team
f. DOB
g. Counselor
h. Gender
i. Bus Transportation – to and from school
     i. **This is updated by the Fulton County Transportation Department not AMMS**
j. Contact Information
     i. Parent/Guardian Information
     ii. Parent/Guardian email
     iii. Parent/Guardian phone information
     iv. Mailing Address
     v. Cell
     vi. Home
     vii. work
k. Emergency/Other Contacts
     i. Individuals allowed to sign student out in case of an emergency
          1. 3 Emergency Contacts allowed

G. How can I make sure that certain information is withheld from public view while other information is okay for viewing

    a. FERPA – at the bottom of the Demographic tab on the Registration page
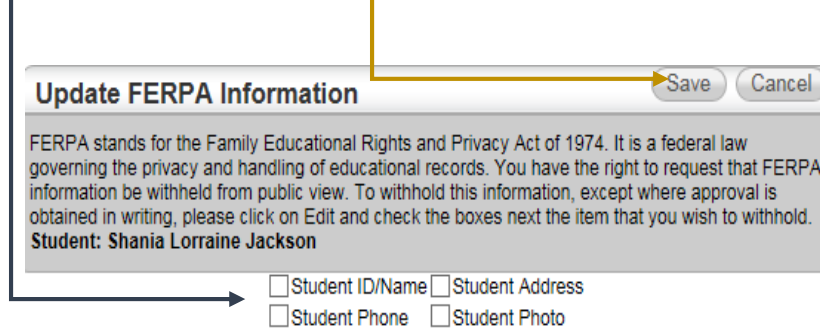
        i. Click on the edit button

FERPA   Edit

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records. You have the right to request that FERPA information be withheld from public view. To withhold this information, except where approval is obtained in writing, please click on Edit and check the boxes next the item that you wish to withhold.

Student ID/Name   Student Address   Student Phone   Student Photo

        ii. Click in the radio boxes of the information you want withheld and then click save

Update FERPA Information   Save Cancel

FERPA stands for the Family Educational Rights and Privacy Act of 1974. It is a federal law governing the privacy and handling of educational records. You have the right to request that FERPA information be withheld from public view. To withhold this information, except where approval is obtained in writing, please click on Edit and check the boxes next the item that you wish to withhold.
Student: Shania Lorraine Jackson

☐ Student ID/Name ☐ Student Address
☐ Student Phone ☐ Student Photo

H. How can I receive alerts for classwork, attendance and/or discipline entered by my student's teachers?

   a. Click on your Parent/Guardian Name located in the top right of the HAC

   b. Drop down and click on "Alerts"
   c. Click in the boxes of how you would like alerts
      i. Email is the best choice
         1. Please make sure your email address is up-to-date

I. My Account – Show the Parent Guardian's
   a. Name
   b. Address
   c. Login ID
   d. Last date and time of Login in
      i. If you have a current date and time of login (this school year), it is from the school HAC administrators – Technology Specialist/Data Clerk