

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.fultoncountyschools.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

Login

Please enter your account information for Home Access Center.

User Name:

Password:

[Forgot My Username or Password](#)

no longer use @fcs.org to sign in

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

Home Attendance Classes Grades Student Support Registration

Week View School Links

Monday August 17, 2015 - Friday August 21, 2015 Today View Full Schedule

Class	Monday 08/17 Day: M	Tuesday 08/18 Day: T	Wednesday 08/19 Day: W	Thursday 08/20 Day: R	Friday 08/21 Day: F
Phys Ed 7 (36.0080001 - 9) Per: 1 HILL, SHELLEY M					
Invention/Innovat7 (21.0220001 - 5) Per: 2 CLAWSON, EDWARD A					
Spanish 7 Continuous (60.0680000 - 8) Per: 4 NIKOLAQU, AMY B					
Math 7 Level A (27.2220040 - 11) Per: 5 MCNAMARA, MATTHEW C					
TAG Life Science (26.2110000 - 7) Per: 6 KNUDSON, KAITLIN D					
TAG LArts 8 Lv A (23.2130040 - 13) Per: 7 BUTLER, ROBIN B					
TAG SStudies 7 (45.2090000 - 8) Per: 8 WESKER, MARISA B					
Advsm/Hrm 07-12					

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

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

Home Attendance Classes Grades Student Support Registration

Month View

Email Push Mobile - Alert me when attendance is entered for my student

August 2015 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

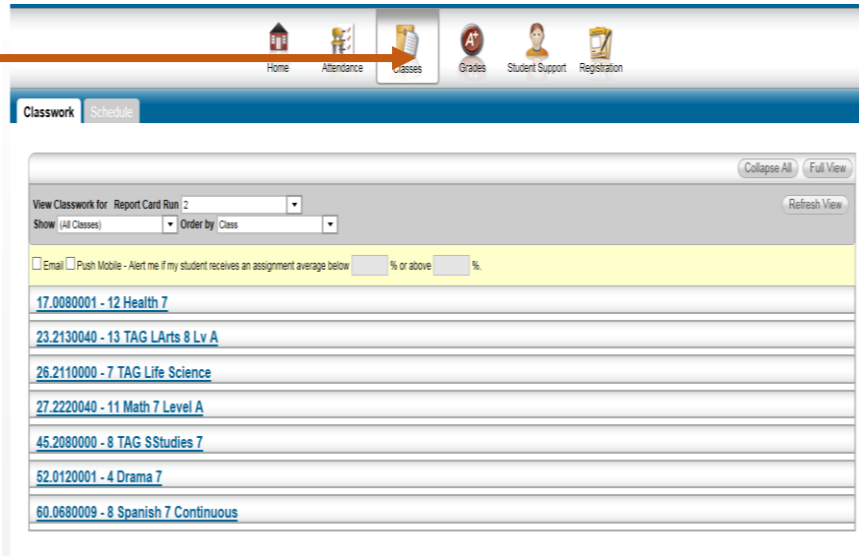
Color Legend

Extended Day	Extended Day tardy
Field Trip	In school suspension
Page	School activity
Approved	Death/Family
Hazardous	Legal/Court
Medical	Religious
STATE USE ONLY	After School
Tardy After-school	Out of school suspension
Excused Tardy	Unexcused
Early Dismissal	Unexcused Tardy
Multiple Attendance Codes	School Closed

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)



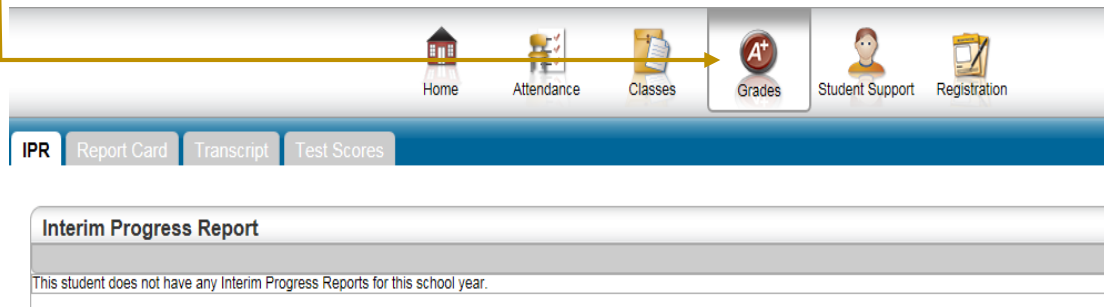
Select Full View to see student's average for the class

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

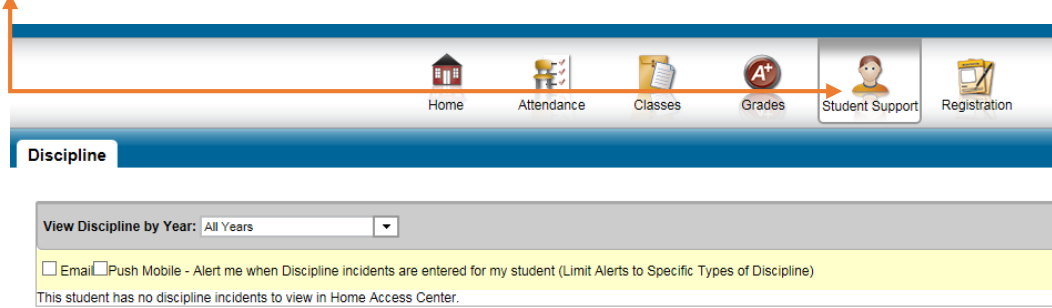
Grades Icon shows students information **(a thru d)** mentioned above.

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



E. How do I see my students discipline reports

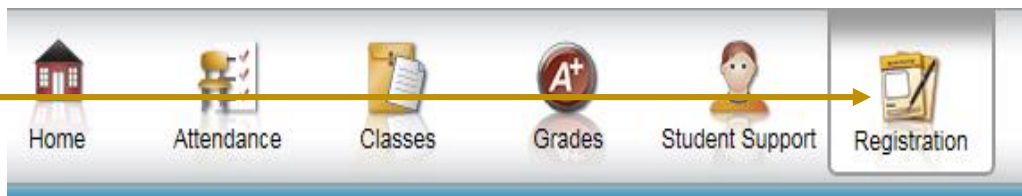
Student Support – Shows discipline incidents



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

Registration Tab – Show's all of the student's personal demographic information

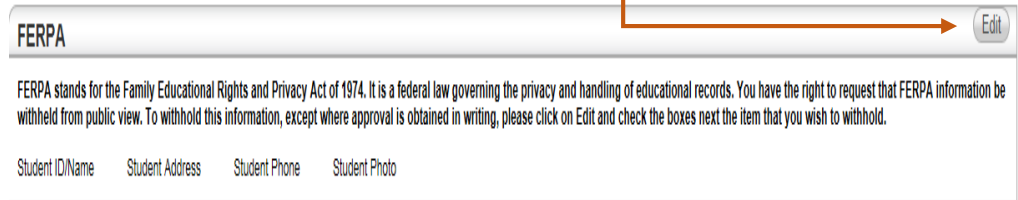
- a. Name
- b. School
- c. Grade
- d. Homeroom Teacher
- e. Team
- f. DOB
- g. Counselor
- h. Gender
- i. Bus Transportation – to and from school
 - i. **This is updated by the Fulton County Transportation Department not AMMS**
- j. Contact Information
 - i. Parent/Guardian Information
 - ii. Parent/Guardian 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



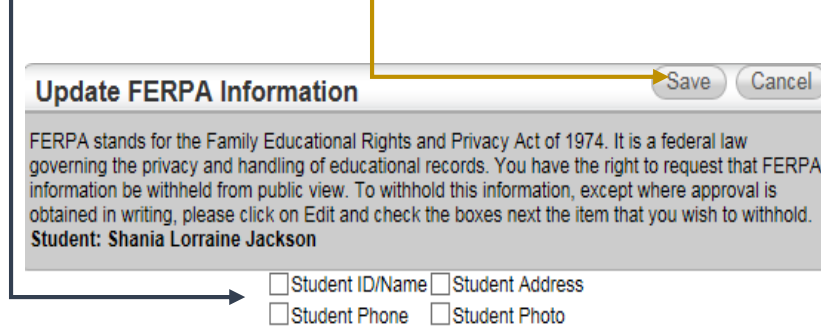
FERPA

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

An orange arrow points from the text 'Click on the edit button' to the 'Edit' button in the top right corner of the FERPA information box.

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

A yellow arrow points from the text 'Click in the radio boxes of the information you want withheld and then click save' to the 'Save' button. A blue arrow points from the same text to the checkboxes for 'Student ID/Name', 'Student Address', 'Student Phone', and '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

The image shows the "My Alerts" configuration page. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. Below this, there is a table with the following columns: Alert Type, Email, Mobile Push, and Alert Details.

Alert Type	Email	Mobile Push	Alert Details
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Limit alerts to specific absence codes.
Discipline	<input type="checkbox"/>	<input type="checkbox"/>	Limit alerts to specific types of discipline.
Classwork	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text"/> % or above <input type="text"/> %.

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

The image shows the "My Account" information box. It contains the following fields: Name, Address, Logged in as, Email Address, and Last Login. A brown arrow points from the "My Account" option in the dropdown menu to this box.