Instructions to Home Access Center in eSchoolPLUS

Home Access Center (HAC) allows parents/guardians to view student registration, attendance, assignments (if the teachers publish), and grade information.

Parents/Guardians must first provide their email address to the child's school to be entered into ESP.

Welcome to

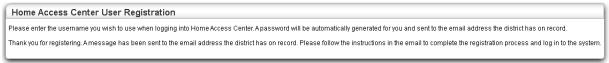
- 1. To register for HAC go to: https://hac.lhric.org/HomeAccess (you can also get to the login screen by going to the District website: www.portchesterschools.org. Click on the Parent/Community tab at the top of the screen and then select eSchool Plus login).
- 2. Click on the link at the bottom of the dialogue box titled "Click here to Register for HAC".
- 3. You will be prompted to select your District from the "Select a District" drop down box. Enter the required information in the text boxes and then click "Register".



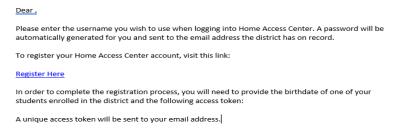
Home Access Center

Port Chester UFSD

4. The following message will appear:



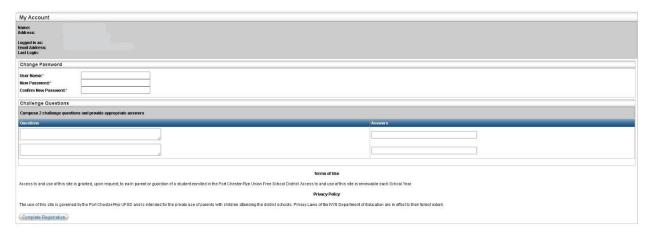
5. In the email you receive, click on the **Register Here** link.



6. You will see this dialog box after clicking the link. Copy and paste the unique access token from the email and enter the birthdate of your student.



7. You will be prompted to create a username and password (you will need to confirm the password). Also, you will be asked to create 2 challenge questions and answers for security purposes, remember the answers are case sensitive. Click the "Complete Registration" button at the bottom of the page.



Be sure to write down your username, password, and security questions/answers as we cannot retrieve them.

Once you are logged in, the icons at the top of the page will allow you to scroll from page to page. HAC allows a parent/guardian to edit email addresses and phone numbers from the registration page.

If all your District registered children are linked in ESP, you will be able to see information for each of them. You can switch students at the top right-hand corner of the screen.