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.

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".

4. The following message will appear:

   Home Access Center User Registration

   Please enter the username you wish to use when logging into Home Access Center. A password will be automatically generated for you and sent to the email address the district has on record.

   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 complete the registration process and log in to the system.

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

   Dear ,

   Please enter the username you wish to use when logging into Home Access Center. A password will be automatically generated for you and sent to the email address the district has on record.

   To register your Home Access Center account, visit this link:

   Register Here

   In order to complete the registration process, you will need to provide the birthdate of one of your students enrolled in the district and the following access token:

   A unique access token will be sent to your email address.

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.

Welcome to

Home Access Center

Access Code

[   ]

Student Birthdate

[   ]

Sign In

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.

My Account

Name:
Address:

Logged in as:
Email Address:
Last Login:

Change Password

User Name:*   [   ]
New Password:*   [   ]
Confirm New Password:* [   ]

Challenge Questions

Compose 2 challenge questions and provide appropriate answers

Questions	Answers
[ ]	[ ]
[ ]	[ ]

Terms of Use

Access to and use of this site is granted, upon request, to each parent or guardian of a student enrolled in the Port Chester-Rye Union Free School District. Access to and use of this site is renewable each School Year.

Privacy Policy

The use of this site is governed by the Port Chester-Rye UFSD and is intended for the private use of parents with children attending the district schools. Privacy Laws of the NYS Department of Education are in effect to their fullest extent.

(Complete Registration)

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.