Home Access Center – Account Access Information

Home Access Center is the Fulton County system to connect parents to student information. All parents are assigned a username and password. You can pick up your username and password at any school where you have a child in attendance. You must come to the school with a photo ID to pick up your information. Fulton County policy prohibits any usernames and passwords from being given over the phone or via email. If you have multiple children in Fulton County Schools, you may go to any of your children's schools and the school can link and/or combine all of your students into a single logon.

Prior Home Access Center users: The login and password you received last year is still active as long as you have at least one child enrolled in Fulton County Schools.

You can access the Home Access Center by following these steps:

- Go to the following URL: www.fultonschools.org.
- Click on the Student and Parent icon located at the top of the page
- Click Home Access
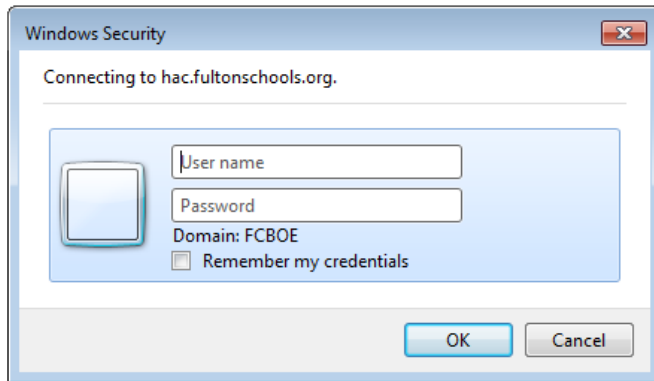

- Select the "Home Access Center" icon.

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

‣ Enter the Username and Password you received from the school office. Please note, the passwords are case sensitive – you must observe upper/lowercase letters.


Enter your **User name** as:
(Ex: P00001)
Enter your password – **(the password is case sensitive):**
(Ex: 3m479TP)

View another student

If you are a guardian for multiple students, you can quickly change the student you are viewing.

‣ In the Home Access Center banner, click **Change Student**.
‣ On the Choose Your Student pop-up, select the student to display.
‣ Click **Submit**.

If you have more than one student and cannot access all students from the same username, please contact the school your child attends.
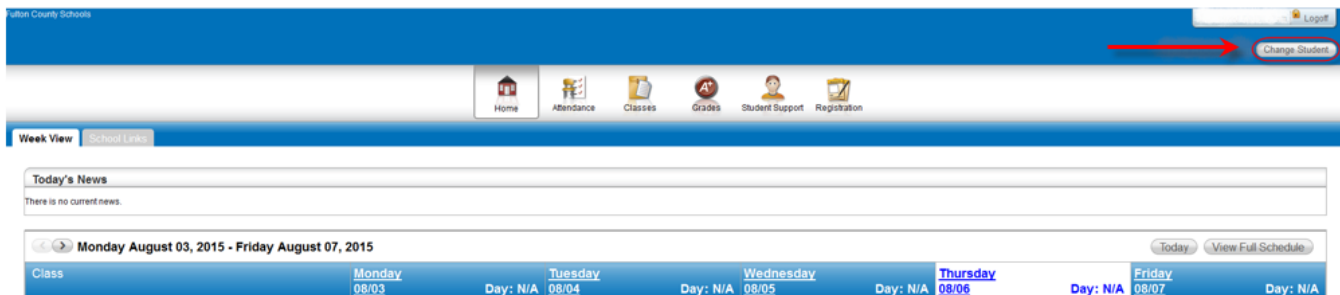
‣ Parents will access the **Home/Week View** page first.

Week View Page

The Week View page displays the following information for your student:

- Scheduling
- Assignments
- Course Averages
- Attendance
- Discipline Incidents

You can view information for the current week, as well as previous and future weeks in the current school year. In addition, you can use the page's links to access detailed information on these records.

To display the Week View page, click **Home** on the HAC menu.

View class schedules

- To view your student's class schedule for a specific day of the week, click the day's link above its column. For example, to display Monday's classes on the Schedule window, click Monday. The window lists periods, times, courses, teachers, and rooms.

- To view your student's complete schedule, click **View Full Schedule** to display the Schedule page. Besides the schedule of all courses in the current school year, the page lists requests for the next school year. For more information, refer to the Schedule Page topic.

View other weeks

- To display the week view for other weeks, use the arrows to navigate forward or backward a week at a time. To return to the current week, click **Today**.

Display course work for the current average

- To display assignments and scores associated with an average, click the average's link.

Display course details

- To view additional details on a course, click its description link in the Class column to display the Course window. The window lists the course, building, department, teacher, room, class periods, days, and marking periods.

Display detail for assignments

- To view additional details on an assignment, click its description link to display the Assignment (untitled) window. The window lists the course, assignment, category, dates assigned and due, total points, weight, extra credit, and description. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information. Classwork Page

Use the Classwork page to view your student's assignments as they relate to either courses or competencies, depending on your display settings. This page only includes assignments and scores that teachers have selected to publish.

To display the Classwork page for courses (default view), click **Classes** on the HAC menu.

Quick View versus Full View

Two views have been provided for assignments. You can switch your view by clicking the appropriate button:

- **Quick View** - Displays basic assignment information to help you get an at-a-glance view of upcoming assignments and how your student scored on completed assignments.

- **Full View** - Displays additional fields related to averaging assignment scores so you can see more detail about your student's average for the class.

<div style="text-align:center; color:red;">QUICK VIEW IS THE DEFAULT VIEW SETTING</div>

View assignments by class

1. If you have an option to select Course or Competency Groups, select Course.
2. Enter selections in the following fields: Report Card Run, Show, and Order by.
3. Click **Refresh View**.
4. If needed, select a Marking Period, then click **Continue**.

View assignments by due date

1. In the Order by field, select Date Due.
2. Click **Refresh View**.

View course detail

- Click the link in the course header for the course you want to view. The pop-up displays the course code, name, building, department, teacher, room, periods, days, and marking periods. The link only displays if you have selected to order assignments by Class.

View course attachments

- Click the link in the course header for the course you want to view. The pop-up includes a link to any attachments the teacher may have added for the course.

View assignment score detail

- Click the assignment link for the assignment you want to view. A window displays the course, assignment description, category, date assigned, due date, points, weight, and extra credit information for the assignment. You can also position the mouse pointer on an assignment to display a summary of this data in a tooltip. If appropriate, the window also displays scores and competency information, including the rubric used to grade the assignment. In addition, you can access any attachments the teacher may have added for the assignment.

Demographic Page

The Demographic page includes the following sections listing information on your student:

- **Demographic** - Basic data, such as the student's name, birth date, counselor, building, gender, grade, language, and homeroom teacher.
- **Emergency** - Information for use in medical emergencies, such as physician's name and phone number, preferred hospital, and health insurance data.
- **Personal** - Sensitive information, including Social Security number, ethnicity, meal status, and classification.
- **Transportation** - Information on the student's transportation arrangements to and from school.
- **Contacts** - Student and guardian information, including addresses and phone numbers.
- **FERPA** - A list showing the student's settings regarding the release of information under the Family Educational Rights and Privacy Act (FERPA).

To display the Demographic page, click **Registration** on the HAC menu.

Update emergency information

- To update the Emergency section, click **Edit**. Add to or change the information displayed in the Update Emergency Information window, then click **Save**.

Update contact information

- To update the Contacts section, click **Edit**. Add to or change the email and phone information displayed in the Update Contact Information window, then click **Save**.

Update FERPA settings

- To update the FERPA section, click **Edit**. Check or uncheck the boxes in the Update FERPA Information window as needed, then click **Save**. When a FERPA box is checked, the student information indicated cannot be released. Discipline Page

The Discipline page lists discipline incidents involving your student as an offender, victim, or witness. Incidents are listed from newest to oldest. The Discipline page's Incident and Role columns display links you can click for additional details on an incident.

To display the Discipline page, click **Student Support** on the HAC menu.

Display discipline incidents

- In the View Discipline by Year field:

  To display all incidents from all years, select All Years

  or

  To limit the display of incidents to the current year, select Current Year Only.

View discipline incidents

- To view additional information on an incident, click its Incident link to display the Discipline Incident Detail window.

View discipline incident role details

- To view additional information on your student's role as an offender, victim, or witness, click the incident's Incident Role link to display the appropriate detail window.

Subscribe to discipline email alerts

- To subscribe to email alerts on discipline, check the "Alert me..." box above the list.

- To select the types of discipline incidents you would like to receive alerts for, click the "Limit Alerts..." link. In the Discipline Alerts window, check the boxes for the incidents of interest, then click **Save**. If you do not select any box, you will receive alerts for all incidents involving your student.

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Interim Progress Report page

The Interim Progress Report page displays your student's most recent Interim Progress Report (IPR), if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, interim progress marks, and comment codes. The legend at the bottom of the page provides a key to the comments entered for your student.

To display the Interim Progress Report page, click **Grades** on the HAC menu.

View IPR details

- To view additional details on a course, click its description link to display the Home Access Course window.

View previous IPRs

- To display an IPR from an earlier period, select the period in the View the Interim Progress Report for Reporting Period field. This field displays only if another IPR is available.

Subscribe to IPR alerts

- To subscribe to IPR email alerts, check the "Alert me..." box above the course listing. The emails include courses, interim progress marks, teachers' names and comments, and other information from the student's IPR.

The Report Card Page

The Report Card page displays your student's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, credits attempted and earned, rank information, attendance, grades, and comment codes. A grading scale is provided to explain certain marks, while the legend at the bottom of the page provides a key to the comments your student has received.

To display the Report Card page, click **Grades** on the HAC menu, then click the **Report Card** tab.

View report card details

- To view additional details on a course, click its description link to display the Home Access Course window.

- If a mark displays as a link, click the link to display the Classwork window. The window lists assignment dates, scores, points for classwork, and classwork average information.

View previous report cards

- To display a report card from an earlier period, select the period in the View the Report Card for Reporting Period field. This field displays only if another report card is available.

Print report cards

- To print a copy of the student's report card, click **Print**.

Subscribe to report card alerts

- To subscribe to report card email alerts, check the "Alert me..." box above the course listing. The alerts include courses, grades, credits, teachers' names and comments, and other information from the student's report card.

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The Schedule Page

- The Schedule page displays your student's schedule for the current school year. Classes that your student has dropped display at the bottom of the list with a Dropped status. This page also displays a list of the course requests for the next school year.

- To display the Schedule page, click **Classes** on the HAC menu, then click the **Schedule** tab.

The Test Scores Page

The Test Scores page displays your student's standardized test scores. For each test, the listing includes the test, test date, subtests, and scores, as well as the grade and age of your student at the time the test was taken.

To display the Test Scores page, click **Grades** on the HAC menu, then click the **Test Scores** tab.

My Alerts

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

To display this page, move your pointer over your user name in the Home Access Center banner, then select **My Alerts**.

Subscribe to HAC Alerts

The My Alerts page includes checkboxes for the following types of alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated.

- **Attendance** - Allows email alerts to be sent when absence, tardy, and attendance codes are entered for your student. You can limit the alerts to certain codes. When the Attendance box is checked, its description becomes a link. Click the link to display a window listing the available codes. To receive all alerts, leave the Any box checked. To select individual codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.

- **Course Average** - Allows email alerts to be sent on your student's course averages. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To enable alerts for all averages regardless of their level, leave the two fields blank.

- **Discipline** - Allows email alerts to be sent when your student is involved in a discipline incident. You can limit the alerts to certain types of incidents. When the box is checked, its description becomes a link. Click the link to display a window listing the available discipline codes. To receive all alerts, leave the Any box checked. To select specific codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.

- **Classwork** - Allows email alerts to be sent on averages for class assignments. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To display averages for all assignments regardless of their level, leave the two fields blank.

- **Interim Progress** - Allows you to receive alerts when Interim Progress Reports become available.

- **Immunization** - Allows you to receive alerts when immunizations for your student are required.

- **Report Card** - Allows you to receive alerts when Report Cards become available.

Note: When you leave the My Alerts page, all of your entries are saved automatically.