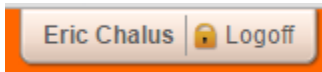


How to set Alerts in Home Access Center

As a parent and student you can set Home Access Center (HAC) to send alerts via email or to your cell phone if you use the mobile application. Below are directions about how to set the alerts.

How to Access My Alerts

1. To access the alerts click on your name in the top right corner of the HAC home page and choose **My Alerts**.



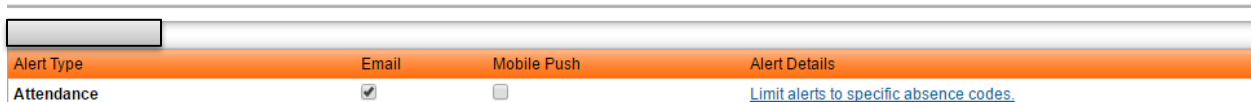
2. The Alert Types and settings for each alert displays:

Alert Type	Email	Mobile Push	Alert Details
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	Limit alerts to specific absence codes.
Course Average	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> % or above <input type="text"/> %.
Classwork	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text"/> % or above <input type="text"/> %.
Report Card	<input type="checkbox"/>	<input type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

3. To receive any alert check the box or Email or Mobile Push or both.

How to set Attendance Alerts (Parents only)

1. To receive attendance alerts daily check the box for Email or Mobile Push or both. *The Limit alerts to specific absence codes* will change to a hyperlink.



Alert Type	Email	Mobile Push	Alert Details
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limit alerts to specific absence codes.

2. Click on the hyperlink and a list of all Attendance Codes displays for you to select the codes for which you want to be alerted.

If you do nothing here, **Any** is selected and you will receive an alert for every code your student receives for attendance. You can be selective.

For example, you may want to only know when your student receives an unexcused absence or tardy. You may want to know any time your student is tardy unexcused or excused.

Note: Independence Middle School and Bethel Park High School take period by period attendance so you will receive multiple attendance alerts one for each period for your student no matter what codes you choose .

If you choose the Present code in the list, you will receive multiple codes when your student is

present in class every day. If you only choose to know if they are absent, then choose only absent codes you want to see.

Receive alerts for the attendance selected below:

Any

Early Release - Medical

Early Release

Early Release Second in the day

UNEXCUSED ABSENCE HALF DAY

Late No Absence

OTHER EXCUSE ABSENT

Field Trip

ABSENT HALF DAY

ICE

Illegal Absence

Medical Excused - Absence All Day

Out of School Suspension

Present

Returned

Sent Home by Nurse

Sports Release

Tardy Unexcused

Tardy - Excused

Tardy - Medical

Unexcused Absence

Late to Class

STUDENT ABSENCE(PARTIALDAY-COURT,RELIGIOUS,FUNERAL,APPRENTICESHIPS,ER'S)

STUDENT ABSENCE -2ND THAT DAY

SPORTING EVENT - 2ND THAT DAY

EARLY RELEASE UNEXCUSED

Field Trip - Second in the day

sent home by nurse - unexcused

Excused Absent

EXCUSED ABSENT X (FULL DAY: COURT, RELIGIOUS,FUNERAL,HOLIDAY,STRIKE CODE)

HOME NURSE --MEDICAL NOTE RECEIVED

ILLEGAL ABSENCE HALF DAY

Save Cancel

How to Set up Course Average and Classwork alerts

1. Check the box if you want to receive these alerts weekly.
2. You can limit your alerts to an average range. For example, if you want to know when the average falls below 80 and is above 90 you could enter these numbers.

If you do nothing, you will get a weekly alert of your student's average

Course Average	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text"/> % or above <input type="text"/> .
Classwork	<input type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text"/> % or above <input type="text"/> .

Report Card Alert

1. Check this alert on to be notified when the Report Cards are posted.