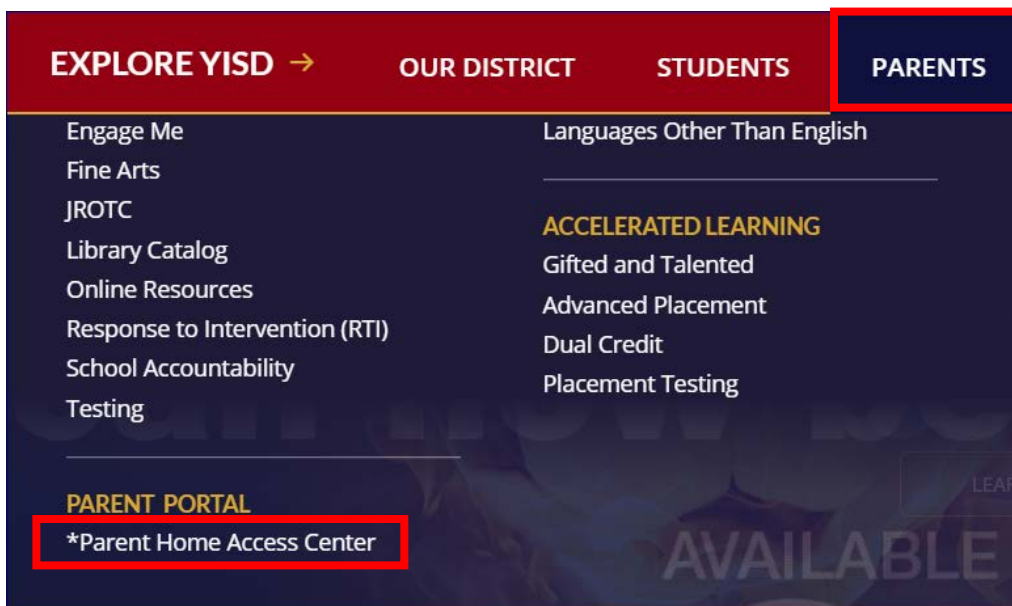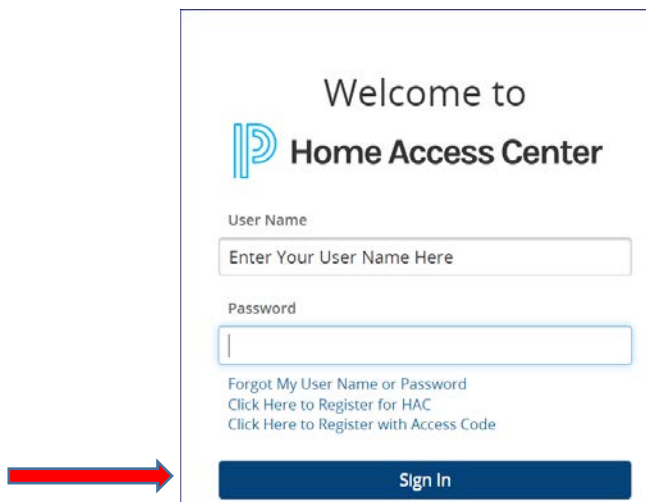# HAC - Student Alert Setup

This document describes how to setup student attendance and/or grade alerts in Home Access Center (HAC).

1. Go to the YISD Website
2. Locate PARENTS
3. Locate PARENT PORTAL
4. Click on *Parent Home Access Center



5. Enter your User Name and Password
6. Click on the Sign In button

7. Click on your name in the upper right-hand corner and select My Alerts



8. The following screen will display. Click on the attendance Email and click on the Detail link to open applicable absence codes. Currently, the Mobile Push option is not available.

| Alert Type | Email | Mobile Push | Alert Details |
|---|---|---|---|
| Attendance | ☑ | ☐ | Limit alerts to specific absence codes. |

9. Click on Any or select all absence codes that you wish to be notified and Save



Receive alerts for the attendance selected below:

- ☑ Any
- ☐ Out of School Suspension
- ☐ Remote Conferencing Present
- ☐ Contact Tracing Health
- ☐ Remote Conferencing Absent
- ☐ Absent
- ☐ Tardy
- ☐ Present
- ☐ Business on Campus

10. Click on all Email alert checkboxes for each Alert type and select the below and above averages. Currently, the Mobile Push option is not available.

**My Alerts**

| Alert Type | Email | Mobile Push | Alert Details |
|---|---|---|---|
| Attendance | ☑ | ☐ | Limit alerts to specific absence codes. |
| Course Average | ☑ | ☐ | If my student receives a course average below 79 % or above 90 %. |
| Classwork | ☑ | ☐ | If my student receives an assignment average below 79 % or above 95 %. |
| Interim Progress | ☑ | ☐ | I would like to receive Interim Progress alert when it becomes available. |
| Report Card | ☑ | ☐ | I would like to receive Report Card alert when it becomes available. |

11. Logout (upper right-hand corner)  🔒 Logout