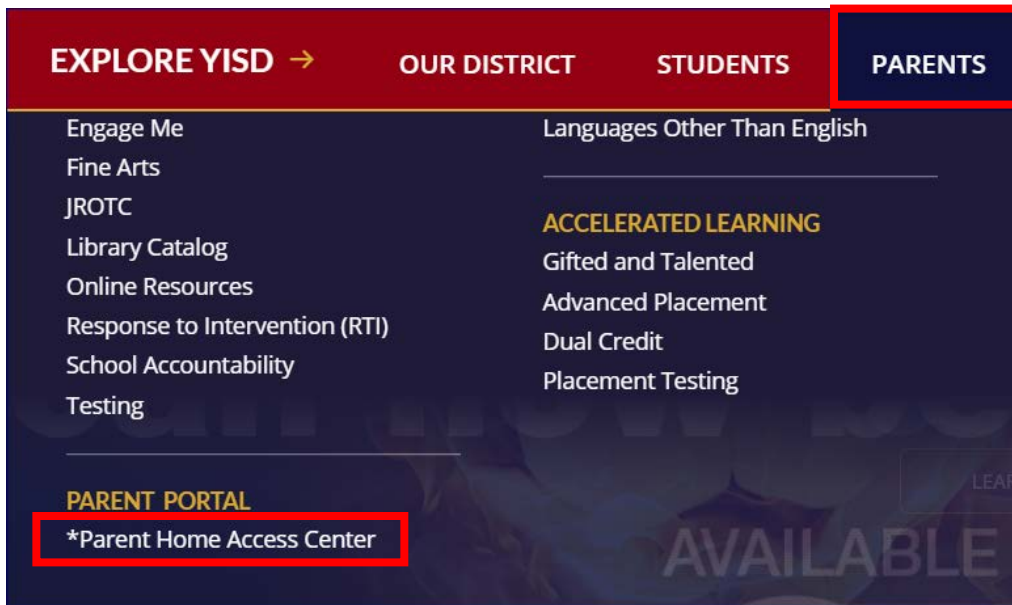


# HAC - Student Alert Setup

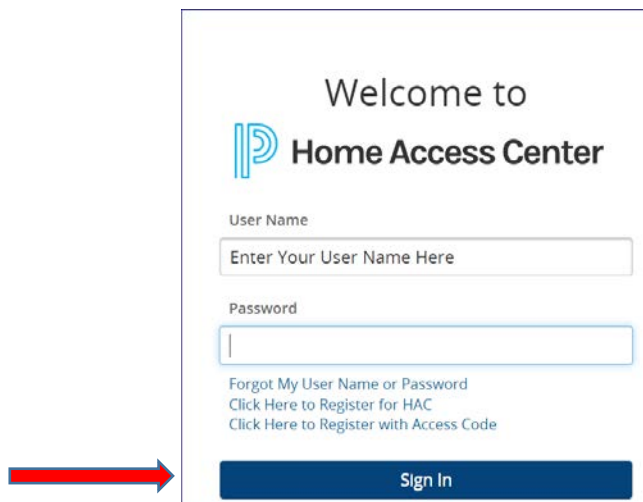
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This document describes how to setup student attendance and/or grade alerts in Home Access Center (HAC).

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



# HAC - Student Alert Setup

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Limit alerts to specific absence codes.</a>

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

Receive alerts for the attendance selected below:

<input checked="" type="checkbox"/>	Any
<input type="checkbox"/>	Out of School Suspension
<input type="checkbox"/>	Remote Conferencing Present
<input type="checkbox"/>	Contact Tracing Health
<input type="checkbox"/>	Remote Conferencing Absent
<input type="checkbox"/>	Absent
<input type="checkbox"/>	Tardy
<input type="checkbox"/>	Present
<input type="checkbox"/>	Business on Campus

Save Cancel

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Limit alerts to specific absence codes.</a>
Course Average	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives a course average below <input type="text" value="79"/> % or above <input type="text" value="90"/> %.
Classwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If my student receives an assignment average below <input type="text" value="79"/> % or above <input type="text" value="95"/> %.
Interim Progress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I would like to receive Interim Progress alert when it becomes available.
Report Card	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

11. Logout (upper right-hand corner)

