



# Bedford Public Schools Home Access Center (HAC)

The Home Access Center (HAC) is a web-based application, which can be accessed your internet browser. Each student and guardian is issued a separate HAC account. You can contact the district helpdesk at 734-850-6095 during the hours of 7:15 am through 3:45 pm to request your username and password or via email at [helpdesk@mybedford.us](mailto:helpdesk@mybedford.us)

The direct URL is <https://hac.lisd.us/homeaccess> (please note the "s" in https)

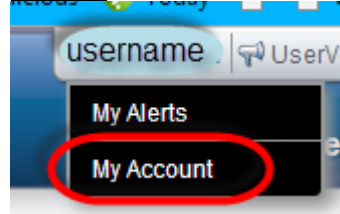
1. Pull down the *Select a District* menu on the HAC login page and select **Bedford Public Schools**.

2. Enter your username.

3. Enter your password.

\*Usernames are **not** case sensitive.

To customize your password once you are logged in, go to your username in the top right corner and click on the **My Account** link.



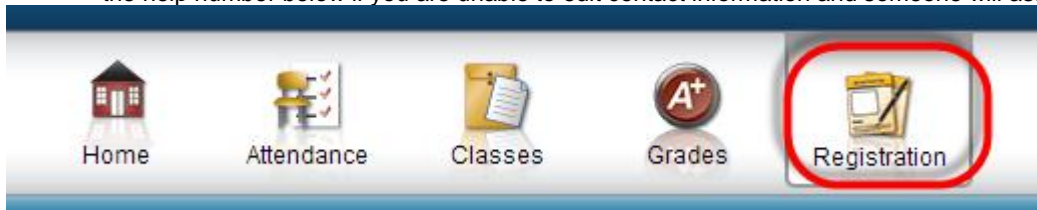
1. Enter the password you used to log in to HAC in the first box.
2. Type your new password in the New Password box. *\*Passwords must be 8 characters.*
3. Retype your new password in the Confirm New Password box.
4. Click the Change Password button. You will receive a message that the password was successfully changed.
5. Compose 2 security questions and answers and click Update button.

Once logged in, the first page lists students that are linked to the guardian for every school building. Click on the name of the student to view their available information. Click on **My Students** link from left sidebar to return to the list of students attached to your account.

**Note\*** A guardian with multiple children in the District will have a single login account to HAC.

## Receive Attendance, Discipline, Gradebook, & Report Card updates by Email

1. Guardians may enter and manage email addresses by clicking on the **Registration** link from the top menu. The system will only allow guardians who share the same residence as the student to enter and manage contact information. Please contact the help number below if you are unable to edit contact information and someone will assist you.



If you encounter problems logging in to your HAC account, please contact District Helpdesk at 734-850-6095

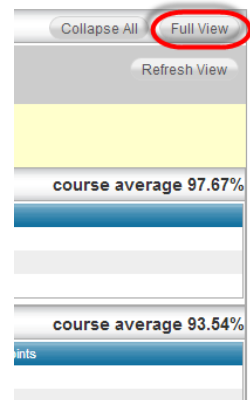
- Click the *Edit* button on the far right side in the Contact header to change or add an email address. You must contact the office to change phone numbers.



- Next, click on the username again in the top right corner of the page and go to **My Alerts** and check the boxes for the email alerts you would like to receive and fill in any other pertinent information and click **Save**.

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

To view student classwork...click Classes from the top menu. In this quick view student course percentages will be visible on the far right side of the page. The view a comprehensive breakdown of each assignment as well as percentages by assignment category click on the full view button in the top right corner.



## Viewing Class Work Quick View

0161 - 2 HON ENGLISH 10 A (Last Updated: 11/23/2013)						course average 97.67%
Date Due	Date Assigned	Assignment	Category	Score	Total Points	
11/22/2013		<a href="#">Book Trailer Background</a>	Assignment	12.00	12.00	
11/15/2013		<a href="#">Grammar Set 5 Quiz</a>	Test	20.00	21.00	
11/07/2013		<a href="#">Descriptive Prose Rough Draft</a>	Report	10.00	10.00	

## Full view

11/07/2013	11/07/2013	<a href="#">Chapter 13 Quiz</a>	Test	7.00	8.00	1.00	7.00	8.0000	87.50%
11/06/2013	11/04/2013	<a href="#">Chapter 13 work</a>	Assignment	10.00	10.00	1.00	10.00	10.0000	100.00%
11/05/2013	11/04/2013	<a href="#">Chapters 11 and 12 timeline</a>	Project	10.00	10.00	1.00	10.00	10.0000	100.00%
11/04/2013	11/04/2013	<a href="#">October Presidential Project due 10/31</a>	Project	27.00	30.00	1.00	27.00	30.0000	90.00%

Categories						
Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points	
Assignment	50.00	50.00	100.00%	20.00	20.00000	
Project	57.00	60.00	95.00%	35.00	33.25000	
Test	61.00	69.00	88.40%	35.00	30.94200	
Total Points:				90.00	84.19200	

Course overall average is: 84.19200 / 90.00 = 93.54 %

[Show All Averages](#)