



Home Access Center (HAC) Instructions: Review & Update Information

Once logged in, click the registration tab



Once the registration tab is selected, you can view the demographic information we have on file in the format noted below:

Demographic

Student Name: Birth Date: House/Team: Counselor:	Building: Glenolden MS Gender: Calendar: Homeroom:	Grade: Language: Homeroom Teacher:
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Emergency

Doctor: Phone: Ext: Hospital:	Insurance: Group: ID: Subscriber:
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Contacts

Student	
Student Mailing Address	Student Address
Home Phone:	Home Phone:
Guardian	
Guardian	Guardian

You have the ability to update email addresses and phone numbers online by clicking "edit"

Once you click "edit" you will see the below screen open:

Update Select Contact Information

Contact the office in case there is other information to be updated.

Student: **Email:**

Type	Phone Number		Ext.	Listing Status
Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Dental Emergency:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Emergency:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Home:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Other:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Work:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>

Guardian: **Email:**

Make the appropriate changes then click "save"

**** Please note that additional contacts need to be submitted to your School Building and address changes must be processed at the Administration Building. Visit the district website to view the required documentation. ****