Directions on how parents can change their phone information in the Home Access Center (HAC).

1. Go to the Interboro School District Website https://www.interborosd.org/

2. Click on the Home Access Center icon (this is below the video/pictures)



Home Access Center

3. Login with your username and password



Select a District

Interboro School District

User Name

Password

Forgot My User Name or Password



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5. Look down until you see 'Contacts. All the way to the right of 'Contacts' you will see 'Edit'. Please click on Edit.

Demographic					
Student Name	Duildings		Crade		
Birth Date:	Gender:		l'anguage:		
House/Team:	Calendar:		Homeroom Teacher:		
Counselor:	Homeroom:		the second		
Emergency				Edit	
Doctor:		Insurance:			
Phone:		Group:			
Hospital:		ID: Subscriber:			
Personal					
Social Security Number:		Meal Status:			
Eunicity.		Classification.			
				(FP)	
Contacts				Edit	
Student					
Student Mailing Address		Student Address			
Guardian					
Guardian		Guardian			
Other Contacts					
Emergency Contact					
Home Phone:					

6. You will then be brought to the screen below. Please ONLY update the info in the red box. Do NOT make any changes to the student section. You MUST have a phone number in the Guardian Home Phone field - even if it is the same number you use for the cell phone field.

Update Select Contact Information					
Contact the	office in case there is other info	rmation to be update	ed.		
Student:		Email:			
Туре	Phone Number		Ext.	Listing Status	
Cell:		X		Listed •	
Home:		X		Listed T	
Work:		Х		Listed •	
Guardian:		Email:			
Туре	Phone Number		Ext.	Listing Status	
Cell:		Х		Listed T	
Home:		X		Listed v	
Work:		Х		Listed v	
Guardian:		Email:			
Туре	Phone Number		Ext.	Listing Status	
Cell:		Х		Listed v	
Home:		X	Ţ,	Listed v	
Work:		X		Listed v	
Emergency:		Email:			
Туре	Phone Number		Ext.	Listing Status	
Cell:	8	Х		Listed v	
Home:		X		Listed v	
Work:		Х		Listed v	

7. Don't forget to Save!