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

   Welcome to
   Home Access Center

   Select a District

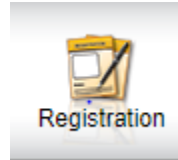 | Interboro School District   ▾ |

   User Name

   [   ]

   Password

   [   ]

   Forgot My User Name or Password

   | **Sign In** |

4. Click on the registration button

Registration

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:	Building:	Grade:
Birth Date:	Gender:	Language:
House/Team:	Calendar:	Homeroom Teacher:
Counselor:	Homeroom:	

Emergency [Edit]

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

Personal

Social Security Number:	Meal Status:
Ethnicity:	Classification:

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.

7. Don't forget to Save!