



# Bedford Public Schools Home Access Center (HAC)

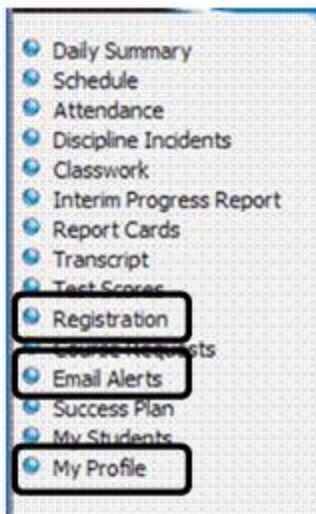
The Home Access Center (HAC) is a web-based application, which can be accessed through Internet Explorer or your current internet browser. HAC is accessible from any PC or MAC. Each student and guardian is issued a separate HAC account. You can contact the Help Desk at 734-850-6095 to request your username and password.

Please follow the directions below to set up individual accounts. The 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 and passwords are **not** case sensitive.

## HAC Menu



To customize your password once you are logged in, go to the Menu on the left side of the page and click on the **My Profile** 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 button. You will receive a message that the password was successfully changed.
5. Click the Close box.

## Change Password

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.

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

## Receive Attendance, Discipline, Gradebook, Progress Report, & Report Card updates by email

1. Guardians may enter and manage email addresses and contact information by clicking on the **Registration** link. The system will only allow guardians who share the same residence as the student to enter and manage contact information. Please contact the office of your child's building if you are unable to edit contact information and someone will assist you.
2. Under *Contact Information* click on the **Edit Information** link to change phone numbers or email address. A phone number **MUST** be present in the home phone field. If you only have a cell phone please list that number for both home and cell fields.
3. Next, click on the **Email Alerts** link and check the boxes for the email alerts you would like to receive then click **Save**. You must have a valid email address on file to receive email alerts.

If you encounter problems logging in to your HAC account, please contact the Help Desk at 734-850-6095.