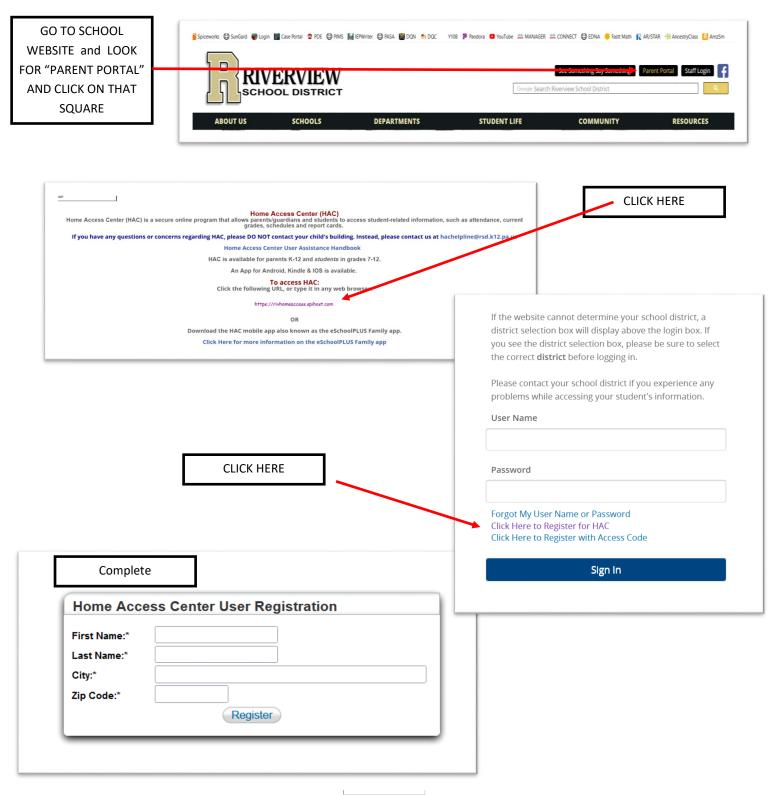
## DIRECTIONS FOR PARENTS TO LOG INTO GRADEBOOK and VIEW GRADES



Unregistered Guardians and Students: For an account to be created for you within the Home Access Center (HAC), please be sure to complete and return the "Emergency Care" cards provided to all students at the beginning of each school year or upon registration within the District. If you have had a change in the registered email, please contact your student(s) building secretaries to update the system.

Registered Guardians and Students: If you do not remember your HAC login information, please send an email to the HACHelpLine@rsd.k12,pa.us. Please include your student(s) name(s) and building attending. Once the email is received, your request will be handle as quickly as possible. All request must be from the registered email on file with the District due to confidentiality of student information. If it is not requested from the email on record, the information will not be provided, or may be sent to the email account that is registered with the District. All usernames and passwords will remain the same from year to year. Should you wish to change either your user name or password, please send an email to the HACHelpLine@rsd.k12,pa.us.

If you have multiple students within the district, your username and password will provide access to all of them in one login, you will not need a separate login for each one of your students. To switch between your students, after you have logged in, use the "Change Student" button switch students. If you do not see your additional student(s) listed, please send an email to the HACHelpLine@rsd.k12.pa.us please include your student(s) name(s) and building attending.

If you have any questions or concerns regarding the Home Access Center (HAC), please contact us at hachelpline@rsd.k12.pa.us . Please DO NOT contact your student(s) Teacher or Guidance Counselor.