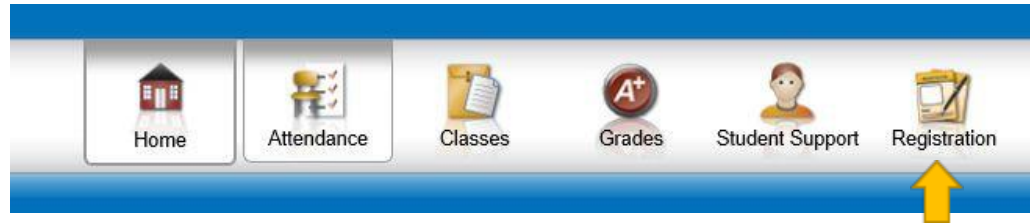


How to Update Guardian Email Address and Telephone Numbers

Log into your Home Access Center (HAC) account



Go to the Registration Tab

Select Edit on the Contacts Tab

A screenshot of the HAC Registration page. At the top, there is a navigation bar with icons for Home, Grades, Student Support, and Registration. Below this is a blue header with the word 'Demographic' and a note: 'Information could not be found for this student.' The main content area is divided into several sections: 'Demographic' (with fields for Student ID, Name, Birth Date, House/Team, Counselor, Building, Gender, Calendar, Homeroom, Grade, Language, Homeroom Teacher, State ID, Locker Number, and Locker Combination), 'Emergency' (with fields for Doctor, Phone, Hospital, Insurance, Group, and Subscriber), 'Personal' (with fields for Social Security Number, Ethnicity, Meal Status, and Classification), 'Transportation' (with fields for To School and From School), and 'Contacts' (with fields for Student, Guardian, and Other Contacts). The 'Contacts' section is highlighted in yellow, and an 'Edit' button is visible next to it.

Here you will be able to update the Guardian Email address and telephone numbers. Please note: The student information will show first, scroll down to Guardian Information. Please **DO NOT** update any student information. Save any changes

Update Select Contact Information
Save Cancel

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

Student: SRCTestStuFN_DSR1 SRCTestStuMN_DSR1 SRCTestStuLN_DSR1
Email: ssrceteststu0001@stu.hinsdale86.oi

Type	Phone Number		Ext.	Listing Status
Emergency Number 1:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Emergency Number 2:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Father Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Father Work:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Guardian Cell Phone:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Guardian Work Phone:	<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"/>
Mobile:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Mother Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Mother Work:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Pager:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Stepfather Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Stepmother Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Summer School Emergency Number:	<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: SRCTestG1FN_DSR1 SRCTestG1LN_DSR1
Email: g1email@bogus.com

Type	Phone Number		Ext.	Listing Status
Emergency Number 1:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Emergency Number 2:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Father Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Father Work:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Guardian Cell Phone:	<input type="text" value="(111) 222-2222"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Guardian Work Phone:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Home:	<input type="text" value="(111) 111-1111"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Mobile:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Mother Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Mother Work:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Pager:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Stepfather Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Stepmother Cell:	<input type="text"/>	X	<input type="text"/>	Listed <input type="button" value="v"/>
Summer School Emergency Number:	<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"/>

If you have any further questions, please contact:

Hinsdale Central - Julie Van Ness (jvanness@hinsdale86.org) at 630-570-8214

Hinsdale South - Tracy Marshall (tramarsh@hinsdale86.org) at 630-468-4216