

# Alisal High School



## **Home Access Center Instructions for Parents 2011-2012**

# Home Access Center Instructions

You must obtain a user name and password from Alisal High School to log in to Home Access Center. User names and passwords are mailed to the address of the student's guardian. Information regarding logins and passwords will not be provided by telephone.

1. Open your web browser.
2. Type the web address for Alisal High School home page in the address bar <http://www.salinas.k12.ca.us/sites/AHS/Index.htm>
3. Click on the [Homeaccess](#) option.

Home Page for Alisal High School - Windows Internet Explorer

File Edit View Favorites Tools Help

http://www.salinas.k12.ca.us/sites/AHS/Index.htm

Salinas Union HS District Mail... Home Page for Alisal Hig... x

Alisal High School

Excellence in Education

School Home Page  
Principal's Message  
Bell Schedule  
Bus Schedule  
Location  
Activities  
About  
Athletics  
Academic Performance Index  
School Accountability Report Card  
Student Learning Objectives  
Statistics  
Departments  
Calendar  
Contact Us

ALISAL HIGH SCHOOL

Home of the TROJANS!

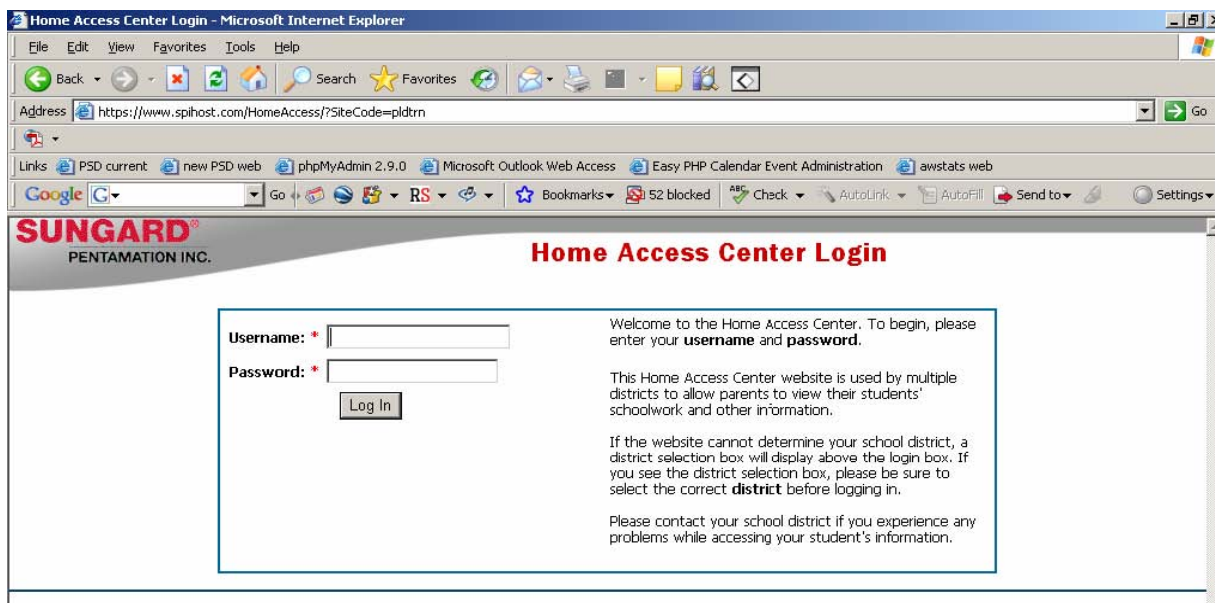
Welcome to the official website for Alisal High School. You will find various useful & current information on this Web site for students, staff, parents and the community.

**THE HOME ACCESS CENTER**  
Parents you can view your child's grades, class assignments, homework, attendance, etc., by clicking on this link [Home Access Center](#) website on your home computer.

**EL CENTRO DE ACCESO DESDE SU CASA ESTÁ LISTO PARA SU USO**  
Ustedes, padres de familia, podrán tener acceso a las calificaciones, las tareas, la asistencia escolar de sus hijos, etc. dando sus nombres en su computadora personal. Ustedes bien fácil podrán entrar al sitio web al hacer clic en

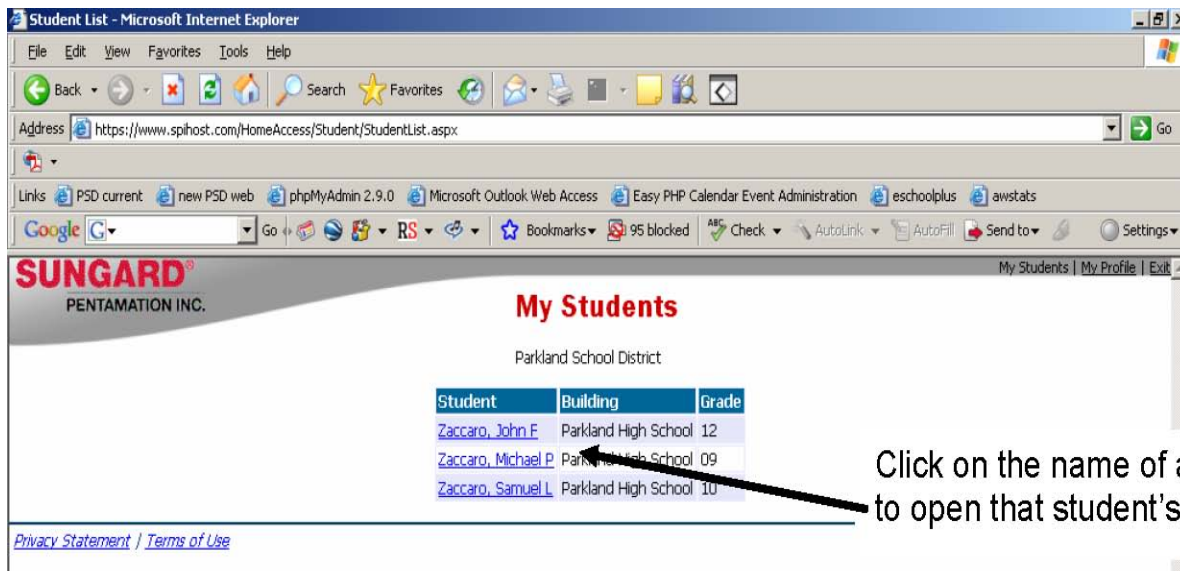
Start Home Page for Alisal... Salinas Union HS District ... Alisal 2011-2012 HAC instructions English ... Internet 100% 4:01 PM

4. The login screen opens.



5. Log in with the user name and password that was mailed to you from Alisal High School.

6. The Home Access Center window opens. If you have more than one student in the schools using Home Access Center, the following screen appears.



- If you have one student to view, the first screen that opens after you log in is the **Daily Summary**. This shows today's class schedule and attendance information as well as any class work for the week.

**SUNGARD PENTAMATION INC.**

**Jane A. Student**  
Orefield Middle School - Parkland School District

Daily Summary | Schedule | Attendance | Classwork | Interim Progress | Report Cards | Registration

### Daily Summary for Thursday, March 29, 2007

No attendance information has been entered for this student today.

| Period                   | Course   | Description          | Teacher                  | Room |
|--------------------------|----------|----------------------|--------------------------|------|
| 1 (08:03 AM - 08:44 AM)  | 338 - 1  | Algebra II           | Friedberg, Marcia        | 122  |
| 2 (08:47 AM - 09:28 AM)  | 408G - 2 | Science_GHP          | Holdridge, Carla         | 126  |
| 3 (09:31 AM - 10:12 AM)  | 108G - 1 | Lang_Arts_GHP        | Evans, Darrin            | 118  |
| 4 (10:15 AM - 10:56 AM)  | 908 - 8  | Technology Education | T. E. Staff, T. E. Staff | 278  |
| 5A (10:58 AM - 11:28 AM) | 900A - 1 | Lunch "A"            | STAFF                    | Caf  |
| 5B (11:29 AM - 11:59 AM) | 518 - 5  | French I             | Skumin, Megan            | 35   |
| 5C (12:00 PM - 12:29 PM) | 518 - 5  | French I             | Skumin, Megan            | 35   |
| 6 (12:32 PM - 01:13 PM)  | 208G - 2 | Soc. St. GHP         | Heavener, Patricia       | 123  |
| 7 (01:16 PM - 01:57 PM)  | 008 - 8  | Phys Ed              | Smelas, Tracy            | Gym  |
| 8 (02:00 PM - 02:40 PM)  | ACT - 1  | Activity Period      | STAFF                    | Hr   |

**Classwork For This Week**

There has been no classwork posted for this week.

- To see the student's schedule for the entire school year, click on the **Schedule** tab. Teacher names are email hot links. Clicking on the teacher's name will display email address on the bottom left corner.

**Schedule - Microsoft Internet Explorer**

Address: https://www.sphost.com/HomeAccess/Student/Classes.aspx

Daily Summary | Schedule | Attendance | Classwork | Interim Progress | Report Cards | Registration

### 2006 - 2007 Schedule

| Course   | Description             | Periods | Teacher                    | Room  | Days             | Marking Periods | Building               | Status |
|----------|-------------------------|---------|----------------------------|-------|------------------|-----------------|------------------------|--------|
| 33E - 1  | Algebra II              | 1       | Friedberg, Marcia          | 122   | 1, 2, 3, 4, 5, 6 | M1, M2, M3, M4  | Orefield Middle School | Active |
| 40EG - 2 | Science_GHP             | 2       | Holdridge, Carla           | 126   | 1, 2, 3, 4, 5, 6 | M1, M2, M3, M4  | Orefield Middle School | Active |
| 108G - 1 | Lang_Arts_GHP           | 3       | Evans, Darrin              | 118   | 1, 2, 3, 4, 5, 6 | M1, M2, M3, M4  | Orefield Middle School | Active |
| 71E - 8  | Art                     | 4       | Feeser, Adrienne           | 277   | 1, 2, 3, 4, 5, 6 | M1              | Orefield Middle School | Active |
| 70E - 8  | Music                   | 4       | Zohn, Deborah              | 170   | 1, 2, 3, 4, 5, 6 | M2              | Orefield Middle School | Active |
| 90E - 8  | Technology Education    | 4       | T. E. Staff, T. E. Staff   | 278   | 1, 2, 3, 4, 5, 6 | ME              | Orefield Middle School | Active |
| 80E - 8  | Family Consumer Science | 4       | F.C.S. Staff, F.C.S. Staff | 159   | 1, 2, 3, 4, 5, 6 | M4              | Orefield Middle School | Active |
| 90CA - 1 | Lunch "A"               | 5A      | STAFF                      | Caf   | 1, 2, 3, 4, 5, 6 | M1, M2, M3, M4  | Orefield Middle School | Active |
| 51E - 5  | French I                | 5B      | Skumin, Megan              | 35    | 1, 2, 3, 4, 5, 6 | M1, M2, M3, M4  | Orefield Middle School | Active |
| 20EG - 2 | Soc. St. GHP            | 6       | Heavener, Patricia         | 123   | 1, 2, 3, 4, 5, 6 | M1, M2, M3, M4  | Orefield Middle School | Active |
| 00E - 8  | Phys Ed                 | 7       | Smelas, Tracy              | Gym   | 2, 4, 6          | T1, T3          | Orefield Middle School | Active |
| 01E - 8  | Health                  | 7       | Smelas, Tracy              | 31    | 2, 4, 6          | T2              | Orefield Middle School | Active |
| 56E - 8  | Information Technology  | 7       | Christman, Dawn            | 158   | 1, 3, 5          | S1, S2          | Orefield Middle School | Active |
| ACT - 1  | Activity Period         | 8       | STAFF                      | Hr    | 1, 3, 4, 5, 6    | M1, M2, M3, M4  | Orefield Middle School | Active |
| 93C - 1  | Sports Club             | 8       | Clark, Robert              | Gym2  | 2                | T1              | Orefield Middle School | Active |
| 937 - 2  | Physical Fitness        | 8       | Minarovic, Troy            | FHSE2 | 2                | T2              | Orefield Middle School | Active |
| 941 - 3  | Weightlifting           | 8       | Brown, Matthew             | Fhse1 | 2                | T3              | Orefield Middle School | Active |

**2007 - 2008 Course Requests**

9. The **Attendance** screen shows the student's daily attendance information. Use the mouse to hover over the color-coded blocks in the calendar to see details about the absence. View attendance for different months by navigating with the arrow icons **<< or >>**.

Use the arrow icons to navigate to "previous" or "next" month.

Using the mouse to hover over the red square in the calendar shows that this student was absent Period 5.

10. The **Classwork** tab shows the scores for tests, quizzes, homework and other assessments in the Gradebook program. The scores only appear if the teacher has published them. The student's average for all scored assessments is also shown in each course. Classwork can be filtered by course or marking period. After changing the marking period, the **Refresh View** button must be clicked to refresh the screen. Click on the name of the assessment to view notes and file attachments a teacher may have added to the assessment.

11. The **Interim Progress** tab shows the Interim Progress reports for the current year. The Interim Progress tab will not be available during the time teachers are inputting comments and grades until the Interim reports are sent home.

Select reports for previous marking periods by using the drop down arrows.

Use the Comment Legend to see descriptions of numeric comments above.

| Course     | Description          | Period | Teacher             | COM1 | COM2 | COM3 | COM4 | COM5 |
|------------|----------------------|--------|---------------------|------|------|------|------|------|
| 438 - 1    | Human Biology        | 1      | Fugazzotto, Melissa | C249 | 03   | 18   | 23   |      |
| 026 - 1    | Driver Ed            | 1      | Reiffinger, Donald  | D133 | 02   | 60   | 71   |      |
| 9118LS - 7 | St Skills 11 LS      | 4      | McKee, Michelle     | B210 | 01   | 80   | 61   |      |
| 318 - 5    | Basic Geometry       | 5      | Goldstein, Melissa  | B208 | 02   | 37   | 80   |      |
| 136 - 2    | English 3 APPL       | 6      | Durishin, John      | B221 | 03   | 66   | 73   |      |
| 236 - 3    | World Studies APPL   | 8      | Bashore, Andrew     | B216 | 01   | 10   | 12   |      |
| 622 - 3    | Personal Keyboarding | 9      | Walter, Lola        | D222 | 04   | 21   | 69   |      |

12. The **Report Card** tab shows report cards for the current year. The Report Card tab will not be available during the time teachers are inputting comments and grades until the report cards are sent home.

Select reports for previous marking periods by using the drop down arrows.

| Course   | Description            | Period | Teacher            | Room | Att. Credit | Earn. Credit | MP1 | MP2 | MP3 | MP4 | FIN | COM1        |
|----------|------------------------|--------|--------------------|------|-------------|--------------|-----|-----|-----|-----|-----|-------------|
| 338 - 1  | Algebra II             | 1      | Erickson, Marcia   | 122  | 0           | 0            | A   | A   |     |     |     | 026         |
| 4NRC - 2 | Science GHP            | 2      | Holbridge, Carla   | 126  | 0           | 0            | R+  | A   |     |     |     | 012         |
| 108G - 1 | Lang Arts GHP          | 3      | Evans, Darrin      | 118  | 0           | 0            | A-  | A   |     |     |     | 100         |
| 708 - 8  | Music                  | 4      | Zohn, Deborah      | 170  | 0           | 0            |     | A+  |     |     | A+  | 100 078 038 |
| 718 - 8  | Art                    | 1      | Fecor, Adrienne    | 277  | 0           | 0            | A   |     |     |     | A   |             |
| 510 - 5  | Trench I               | 50     | Skumin, Megan      | 05   | 0           | 0            | A-  | A   |     |     |     | 100         |
| 200G - 2 | Soc. St. CLIP          | 6      | Leavener, Patricia | 120  | 0           | 0            | D+  | A   |     |     |     | 026 060     |
| 008 - 8  | Phys Ed                | 7      | Smelas, Tracy      | Gym  | 0           | 0            | A-  |     |     |     |     | 030 078 082 |
| 568 - 8  | Information Technology | 7      | Christiani, Dawn   | 158  | 0           | 0            | A+  |     |     |     |     | 030         |

Total Earned Credit: 0

| Credit       | Comment Legend                                      |
|--------------|---|
| Current 0    | 012 Talks responsibility for independently learning |
| Semester 0   | 015 Performs well on tests                          |
| Cumulative 0 | 026 Completes all assignments                       |

Use the Comment Legend to see descriptions of numeric comments above.

13. The **Registration** tab shows the student's current registration, contact and emergency information.

Orefield Middle School - Parkland School District

Registration Information

Student Name: [Redacted] Building: Orefield Middle School Grade: 08  
 Birth Date: [Redacted] Gender: Male Language: [Redacted]  
 House/Team: [Redacted] Calendar: Regular Calendar Residency: Resident  
 Counselor: Poremba, Gregory Homeroom: 122 Homeroom Teacher: [Redacted]

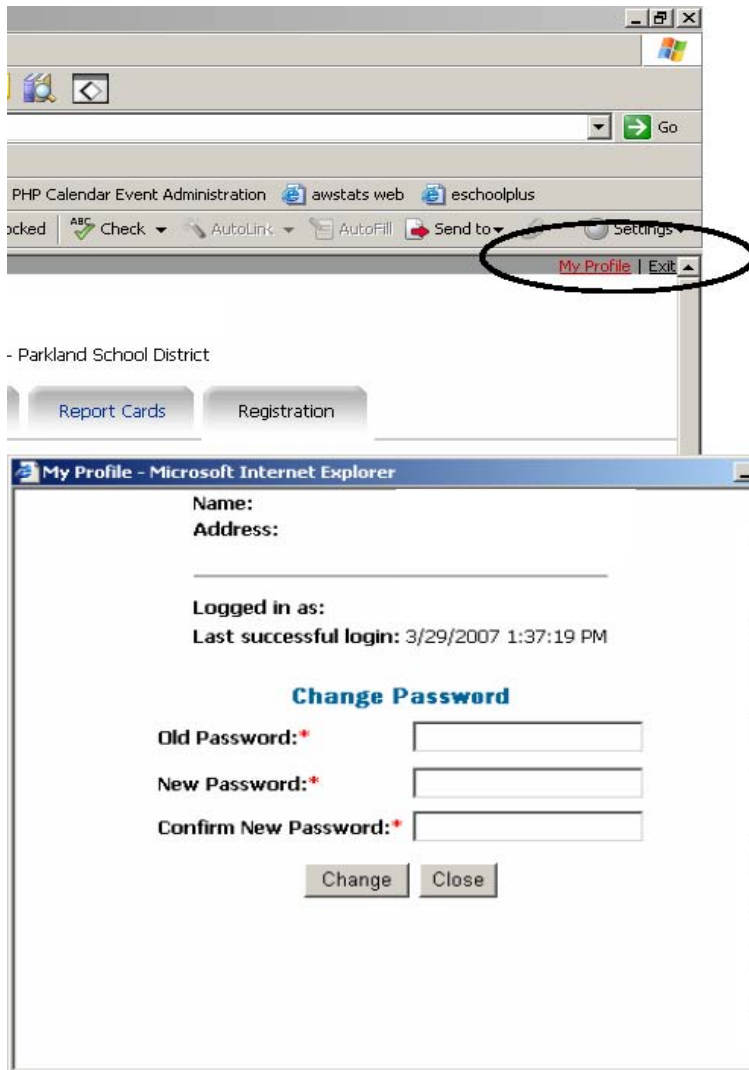
Emergency Information  
 Doctor: [Redacted] Hospital: [Redacted]

Insurance Information  
 Company: [Redacted] ID: [Redacted]  
 Group: [Redacted] Subscriber: [Redacted]

Contact Information

| Student Mailing Address | Student Address | Guardian   | Other Contact | Emergency Contact |
|-------------------------|-----------------|------------|---------------|-------------------|
| [Redacted]              | [Redacted]      | [Redacted] | [Redacted]    | [Redacted]        |

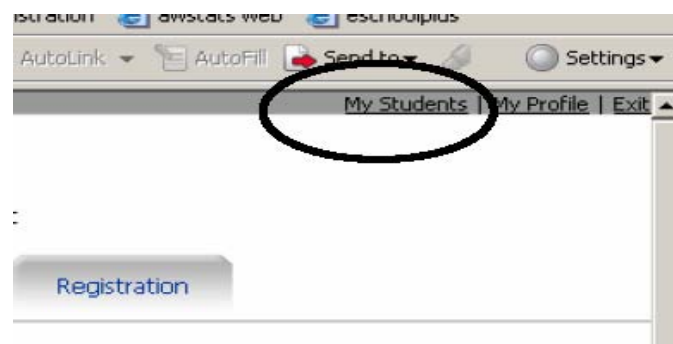
## 14. Changing your password.



Click on the **My Profile** link at the top right of your window. A new dialogue box opens.

The dialogue box shows your current information, login name, and time of your last successful login. To change your password, enter your current password in the **Old Password** box. Enter a new password in the **New Password** box. Type the new password again to confirm. **Note: Passwords must be at least 8 characters long.** Click **Change**. Click **Close**.

15. **Multiple Students** – When there is more than one student record available to view in Home Access Center, the initial login screen lists the students. Click on the name of the desired student to open that student's record. To view another student record while logged in, look for the **My Students** link at the top right of your window. Click on the link to show available student records. Click on the name of the student to open the records for that student.



## **Home Access Center Frequently Asked Questions**

### **What if I forget my password or have difficulty logging in?**

Contact Rachel Torres at 831.796.7600 or email [Rachel.Torres@salinasuhsd.org](mailto:Rachel.Torres@salinasuhsd.org)

Passwords will be emailed if there is an email address for the guardian currently on record in Registration; otherwise, passwords will be mailed to the home address of the student's guardian. Passwords will **not** be given over the phone.

### **I have more than one student. Do I need separate accounts for each student?**

Yes you will need a different account.

### **What if I have a question about my student's grades, assignments, interim progress report or report card?**

Contact your student's teacher using the email links found on either the Schedule page, Interim Report or Report Card pages.

### **What if my child's information is incorrect on the registration page?**

To correct or update information on the registration page, contact the Alisal High School Registrar at 831.796.7625.

### **What if my student's attendance information is incorrect?**

Please contact the attendance office at 796-7621.

### **I do not see any information on the Interim Report / Report Card page.**

Interim Reports and Report Card records are closed during the time teachers are inputting comments and grades until the time the interim reports or report cards go home.

### **What are the browser requirements for using Home Access Center?**

Home Access Center can be viewed by the following browsers:

- Internet Explorer 5.5 or higher for Windows
- Internet Explorer 5.0 or higher for Macintosh
- Netscape Navigator 6.0 or higher
- Opera 6.0 or higher
- Safari 1.0 or higher
- Firefox 2.0 or higher for Windows