

LYNN PUBLIC SCHOOLS  
*Excellence and Innovation in Education*



Home Access Center  
Parent's Manual

September 2013

The link to the Home Access Center can be found on the Lynn Public Schools website at [www.lynnschools.org](http://www.lynnschools.org).

You click on Resources and For Parents.

Click the option for Home Access Center.

If you have questions or problem getting into the HOME ACCESS CENTER, please feel free to call our Help line Monday thru Thursday from 8am to 8pm and Friday from 8am to 3pm.

Help Line Number: 781-477-7220 Ext. 3049

## Introduction

### What is the Home Access Center?

Welcome to the Home Access Center or HAC, for short. We hope you will find this training manual useful both during your education and afterwards as a reference to specific functions.

The Home Access Center is tightly integrated with the Teacher Access Center and the Electronic Gradebook system used by the teachers. It is designed to be easy to use and equally as easy in sharing information between teachers, school officials and parents.

The Home Access Center website is provided for the express use of the parents of Lynn Public Schools students to assist in the communication of important educational information.

We have broken this training manual up into a "Step" based approach that will assist in using the module. We have provided many screen shots so you have both a procedural guideline and a useful manual beyond the education process.

We hope this document will assist you in effectively communicating with the teachers, staff, and more importantly, your children.

### What Will I Be Able to do In the Home Access Center?

You are able to view your child's Schedule, Class Work, Attendance History, Interim Progress Reports, Report Cards, Registration (Demographic) and Transportation information.

You are also able to email your child's teachers, in addition to viewing and printing your child's data. However, you will not be able to update or edit the information within the Home Access Center (HAC). **If you find incorrect or incomplete data, please contact the school to have the information entered or corrected.**

**NOTE: On some occasions, the information you are viewing will pop up in small windows. If you have pop-up blocking software installed or use Google or Yahoo! Toolbar please disable or allow pop-ups to be viewed for this site.**

Please be advised that the Home Access Center automatically logs you off after approximately 20 minutes.

## Will Other People Be Able to See My Child's Information?

Your child's information is secure and only those individuals who have a username and password can access the HAC and your child's information. Your username and password allow you access to your child's data. We urge you to keep your username and password in a secure, safe place.

## What is my Username and Password?

Parents/guardians must be registered in order to log in to HAC. To ensure the safety and welfare of our students, **we require in-person registration and a photo ID to assign user names and passwords for the system.** Your child's teacher cannot accept the HAC registration form. It must be returned to the main office at your child's school, where staff will verify your photo ID.

**Important** - Once the information provided is verified and processed, you will receive your Home Access user name and password via e-mail within a few days. When you receive your user name and password, you will be able to access the Home Access Center through Lynn Public Schools website: [www.lynnschools.org](http://www.lynnschools.org) and click on the Resources button, For Parents and the Home Access Center link.

For your convenience, you can register for HAC during Open House at your student's school:

Breed – September 18<sup>th</sup>

LVTI – October 9<sup>th</sup>

Pickering – October 9<sup>th</sup>

LEHS – October 10<sup>th</sup>

After the Open House you can register any time in-person at your student's school's main office.

If you have any questions or if you cannot remember your username or password, please contact The Data Center at 781-477-7220 EXT 3049.

## What are the Minimum Software & Hardware Requirements for the Home Access Center?

You may access the HAC on any computer that has an Internet connection or on any smart phone.

The minimum requirements to the Home Access Center (HAC) are:

Internet Explorer 6.0 Web Browser or Higher for Windows or Macintosh

Netscape Navigator 6.0 or Higher

Opera 6.0 or Higher

Firefox 3.x

Safari 1.0 or Higher

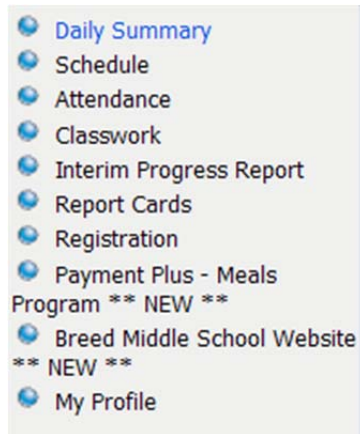
Printer - if you wish to print the information displayed on the screen

Please make sure that if you are using pop-up blocking software or utilities such as Google or Yahoo! Toolbar, that they allow pop-ups within the Home Access Center.

## Before you get started....

### Main Menu

When this guide refers to the main menu that is the menu of links on the left side of each screen in the **Home Access Center**.

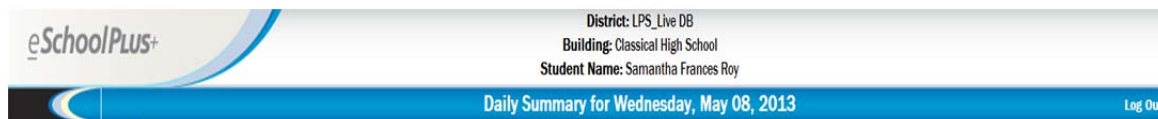


### Banner

The banner of each screen is the top portion of each web page. Depending on which page you are on, the banner may change.

### Log Out Link

Each web page has a **Log Out** link. It is located in the top right of the banner on each page.



### Links to other applications

Links to other applications, such as "PaymentsPlus" which is the meal- pay website for Lynn Public Schools, will be displayed in the main menu. When you click that link, a new window will open with that website.

Also, you have a link to the student school website.

**Note:** After you click on a link that takes you to another website you are still logged into the **Home Access Center**. It is recommended that you log out of eSchoolPLUS when you leave the **Home Access Center** or leave your computer idle.

## Privacy Statement

The Lynn Public Schools Privacy Statement is accessible by scrolling to the bottom of any page of the **Home Access Center**. That statement is as follows:

### Home Access Center Privacy Statement

Information contained herein is released only in accordance the Family Educational Rights and Privacy Act (FERPA). It is the policy of Lynn Public Schools not to discriminate on the basis of sex, disability, race, religion, color, gender, age, or national origin in its educational programs and/or activities including career and technology programs, nor in its employment practices.

## Terms and Conditions

The Lynn Public Schools Terms and Conditions are accessible by scrolling to the bottom of any page of the **Home Access Center**. That statement is as follows:

### Home Access Center Terms of Use

Home Access Center is intended for the use of parent/legal guardian of the student(s) or the student. The username and password used to access the information contained herein should not be shared with unauthorized individuals. Access to this information is limited under the Federal Education Right to Privacy Act (FERPA). Failure to abide by these Terms of Use may result in denial of access to the system.

## How to log into the Home Access Center

1. Navigate to [www.lynnschools.org](http://www.lynnschools.org)
2. Click on Resources, For Parents, eSchool Plus Home Access Center
3. Click on Login
4. Input your username in the **Username** field and your password in the **Password** field. Passwords are **case-sensitive**.

**Note:** You must register and provide photo id at your child's school to receive a Username and Password.

5. Press the **LOG IN** button.
6. The next screen has two outcomes:  
If this is the first time that you have logged into the **Home Access Center**, you will be asked to provide two security questions and answers.
7. Press the **CONTINUE** button after you have completed this task.

Once you have set up your security questions/answers or if you have previously logged in and provided the security questions/answers, you will now see either a screen that lists all of your students enrolled in Middle or High School at LPS or you will go straight into the **Daily Summary** screen for your student.

If you have more than one student, simply click on the name of the student you would like to view.



## How to get around in the Home Access Center

### Daily Summary

The **Daily Summary** link is also the first link in the main menu.

Click on the **Daily Summary** link to view:

- **Today's Attendance** - data will display ONLY IF your student has been absent or has been tardy. Otherwise, no data displays here. The message "No attendance information has been entered for the student today" will show if the student is present.
- **Classwork for this Week** - this displays classwork assigned by your student's teachers FOR THE CURRENT WEEK.
- **Today's Schedule** – this displays the schedule for today. This could change day to day depending on the day or the marking period.

**Note:**

Classwork will only display here if your student's teacher publishes the classwork.

- **"No Classwork due this week"** does not necessarily mean that your child does not have homework! This only means that the teacher has not published the assignments to the Home Access Center.
- Classwork for previous weeks as well as grades for all assignments, quizzes, and tests can be viewed by clicking on the **Classwork** link in the main menu.

**Daily Summary for Thursday, September 12, 2013**
Help | Log Out

#### Today's Attendance

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No attendance information has been entered for this student today.

#### Today's Schedule

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Period	Course	Description	Teacher	Room
A (07:45 AM - 08:38 AM)	LM451 - 11	<a href="#">Social Studies 7</a>	<a href="#">Meechin, Christopher</a>	2A30
B (08:38 AM - 09:28 AM)	LM251 - 12	<a href="#">Mathematics 7</a>	<a href="#">White, Alexandria</a>	2A47
C (09:30 AM - 10:18 AM)	LM163 - 7	<a href="#">Structured Lang &amp; Lit</a>	<a href="#">Jesus D'Amico, Elizabeth</a>	1A50
D (10:20 AM - 11:08 AM)	LM351 - 3	<a href="#">Life/Phys Sci 7</a>	<a href="#">Rodriguez, Roy</a>	2B11
E (12:35 PM - 01:23 PM)	LM501 - 6	<a href="#">Music grade 7</a>	<a href="#">Laprise II, Richard</a>	1E39
F (11:10 AM - 12:33 PM)	LM151 - 9	<a href="#">English Lang &amp; Lit 7</a>	<a href="#">Gidaris-Papantonakis, Val</a>	2A05
G (01:25 PM - 02:15 PM)	LM692 - 2	<a href="#">French 1A</a>	<a href="#">Navleris, Akrivi</a>	2E02

#### Classwork For This Week

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Course	Description	Teacher	Date Assigned	Date Due	Assignment
LM451 - 11	Social Studies 7	<a href="#">Meechin, Christopher</a>		09/11/2013	<a href="#">worksheet</a>

## Email Communication with teachers:

*Please review the policy for this type of communication!*

By clicking on the name of any of the teachers in the student schedule or classwork you can send the teacher an email for the reasons outlined in the policy.

Simply click on the teacher's name and the email program installed on your computer will create a new message to the teacher.

If you access your email through AOL Web Access, Yahoo! Mail, Google or another account online, then you will not be able to send an email automatically by clicking on the teacher's name. You will need to copy the teacher's email and add the address to your online address book and send messages through your online account and not through the Home Access Center.


## Schedule

Click on the **Schedule** link in the main menu to view a record of your student's full year schedule.

NOTE: This will be different from what you see on the Daily Summary because it includes all classes in the student's schedule regardless of whether it is meeting on that particular day or marking period.

### 2013 - 2014 Schedule














Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
LM451 - 11	<a href="#">Social Studies 7</a>	A	<a href="#">Meechin, Christopher</a>	2A30	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Breed Middle School	Active
LM251 - 12	<a href="#">Mathematics 7</a>	B	<a href="#">White, Alexandria</a>	2A47	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Breed Middle School	Active
LM163 - 7	<a href="#">Structured Lang &amp; Lit</a>	C	<a href="#">Jesus D'Amico, Elizabeth</a>	1A50	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Breed Middle School	Active
LM351 - 3	<a href="#">Life/Phys Sci 7</a>	D	<a href="#">Rodriguez, Roy</a>	2B11	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Breed Middle School	Active
LM501 - 6	<a href="#">Music grade 7</a>	E	<a href="#">Laprise II, Richard</a>	1E39	1	M1	Breed Middle School	Active
LM801 - 6	<a href="#">P.E. 7</a>	E	<a href="#">Correnti, Joseph</a>	GYM	2	M2	Breed Middle School	Active
LM521 - 6	<a href="#">Visual Arts 7</a>	E	<a href="#">Guay, Christine</a>	2E22	3	M2	Breed Middle School	Active
LM2197 - 6	<a href="#">Engineer/Tech 7</a>	E	<a href="#">Shurtleff, William</a>	1E07	4	M3	Breed Middle School	Active
LM807 - 6	<a href="#">Health 7</a>	E	<a href="#">Wiendczak, Joan</a>	1A33	5	M4	Breed Middle School	Active
LM1397 - 6	<a href="#">Manufacturing 7</a>	E	<a href="#">Flynn, Edward</a>	1E18	6	M4	Breed Middle School	Active
LM151 - 9	<a href="#">English Lang &amp; Lit 7</a>	F	<a href="#">Gidaris-Papantonakis, Val</a>	2A05	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Breed Middle School	Active
LM692 - 2	<a href="#">French 1A</a>	G	<a href="#">Navleris, Akrivi</a>	2E02	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Breed Middle School	Active

Field	Description
Course	Course number of the class in which the student is scheduled. If notes exist for a class, you can click  to display the Class Notes window.
Description	Name of the class. For more information about the class, you can click the description link to display the Class Information window.
Periods	Period(s) in which the class is held.
Teacher	Teacher who teaches the class. If the teacher's name appears as a hyperlink, you may click on the link to send an email to that teacher.
Room	Room where the class is held.
Days	Cycle days when the class is held.
Marking Periods	Marking periods when the class is held.
Building	Building where the class is held.
Status	Indicates whether the student's course status is active or dropped. Dropped courses display at the bottom of the list.

## Attendance

Click on the **Attendance** link in the main menu to view a record of your student's absences and tardies for your student.

**Note:** if your student is NOT ABSENT and does not have any tardies or any other attendance activity for that day, nothing will display here.

Attendance		
Color Legend		
	Tardy	
	Absence - Suspended	
	In-School Suspension	
	Absent - Truant	
	Multiple Attendance Codes	
		
		
		

<< May 2013 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### Attendance Highlights

- Note that each absence is color-coded. This will help you see at a glance what types of absences and/or tardies have been recorded for your student.
- If you have questions concerning **Attendance** entries, please contact your student's school Attendance Clerk.
- Days that are grayed-out are not days for which attendance/tardies are recorded.
- To navigate to a month before or after the month currently being viewed, click on the "<<" or ">>" respectively.

## Classwork

Click on the **Classwork** link in the main menu to see your student's classwork and associated grades. The date an assignment was given and the date due is shown on the Classwork page, along with the Category and Description of the assignment. The number of points the child received and the total number of points are shown in the Points and Scores columns, respectively.

The Classwork page displays the student's average for each class beneath the Course Name and Number. The page also shows the Class Average for each assignment in each class.

### *Classwork Screen 'Filters'*

A filter allows you to specify exactly what you want to display on this screen.

View Classwork For    for Report Card Run    4    Order by    Class    Refresh View    Hide All

(All Classes)

**View Classwork For:** You can view one class at a time or view All Classes by clicking on the down arrow of this filter. You can select one specific class and then click the Refresh View button.

**For Report Card Run:** a 'report card run' is a grading period, for secondary Marking Periods are 1, 2, 3 or 4.

**Order by:** you can sort how you see the classwork by class or by date due.

**Refresh View:** after you have made the filter changes above, press the **REFRESH VIEW** button to see the results of your specifications.

## Grades Table

**Note:** this manual serves as a guide in using the **Home Access Center**. Questions regarding grade calculations, grading scales or any other Lynn Public School grade-related policies should be referred to your student's teacher(s).

The Grades Table will display the following for each course that your student is taking:

LY201 - 13 World History II									
Hide									
Average up to today 96.55%									
Last Updated: 6/19/2013									
Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Average Score	Total Points	Weighted Total Points
06/19/2013	06/19/2013	Final Essay	Tests	85.00	1.00	85.00	79.70	100.00	100.0000

Categories					
Category	Student's Points	/ Maximum Points	= Percent	* Category Weight	= Category Points
Classwork	99.00	100.00	99.00%	15.00	14.85000
Quizzes	97.00	100.00	97.00%	10.00	9.70000
Tests	480.00	500.00	96.00%	75.00	72.00000
<b>Totals:</b>				<b>100.00</b>	<b>96.55000</b>

**Course Number:** the course number is located at the top left of the Grades Table. A short description will accompany the course number. In the example above, "LY201" is the course number, "13" is the section of the course, "World History II" is the course title.

**Hide Button:** You can hide/show the assignments and grades for a course by pressing the Hide/Show button.

**Classwork Average:** this is the average of all of your student's grades for this course.

**Note:** the Classwork Average may include grades that have been assigned and scored but have not been published.

**Date Due and Date Assigned:** the date due was the date that the classwork was due or, in the case of a quiz or test, the date they were taken. The date assigned was the date that the classwork was assigned.

**Assignment:** the description of the classwork, quiz, or test.

**Category:** this is the category type associated with the classwork, quiz or test.

**Score:** this was the grade that your student earned on the classwork, quiz or test.

**Weight:** this is weighting that is used to calculate the weighted score.

**Weighted Score:** This is the student's score after the Weight has been multiplied by the Score.

**Total Points:** these are the maximum number of points that your student could get on the assignment, quiz, or test.

## Interim Progress Report and Report Cards

Click on the Interim Progress Report or Report Card links at the time when IPRs or Report Cards are generated. You will see an electronic version of these reports at those appropriate times

## Registration

Click on the Registration link to view student-related data.

If your child's information is not correct or is not entered, please feel free to call the school office and they can update the information to reflect your changes.

## My Students

If you have more than one student in the Lynn Public Schools, this link will display in the main menu. If you only have one student in the district, this link will not display. Once you click this link you will see all of your children and can switch to another child's information.

**Note:** If you have more than one child enrolled in the district but the My Students link is not displaying, your children are not 'linked' in the system. Please notify the school to have this corrected.

## My Profile

Click on the **My Profile** link in the main menu to change your password or update your security questions and answers.

### Change your password

1. After you click on the **My Profile** link in the main menu, input your old password in the **Old Password** field.

#### Change Password

**Old Password:\***

**New Password:\***

**Confirm New Password:\***

2. Input your new password in the **New Password** field and the **Confirm New Password** fields.  
3. Click on the **CHANGE PASSWORD** button. You will be informed that your password was changed.

### Change your security questions and answers

1. After you click on the **My Profile** link in the main menu, select the text in one of the **Questions** fields. Type your new question.

**Compose 2 challenge questions and provide appropriate answers**

Questions	Answers
Where were you born?	Atlanta
What is your dog's name?	Champ

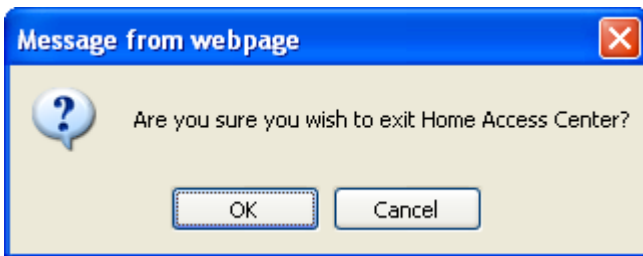
2. Select the answer on the same row and input a new answer.  
3. Repeat if necessary for the other question and answer.  
4. Click on the **UPDATE CHALLENGE QUESTIONS** button.



## Logging Out Of the System

When you are finished viewing and/or printing your child's information; please log off the Home Access Center System.

To log off the system you must click the LOG OUT link in the top right hand corner of your page. Click OK when the next dialog box asks you if you are sure you wish to exit the Home Access Center.



Also, Home Access Center will automatically log you off after approximately 20 minutes of inactivity.