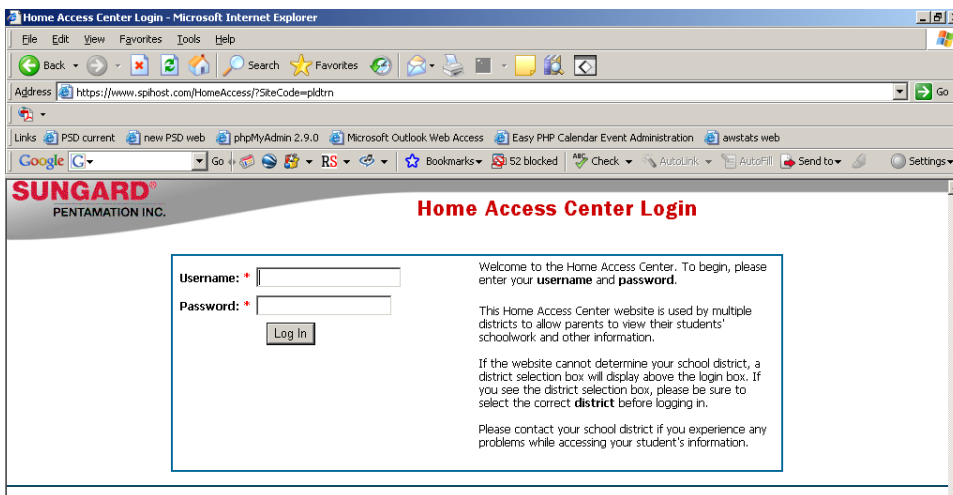


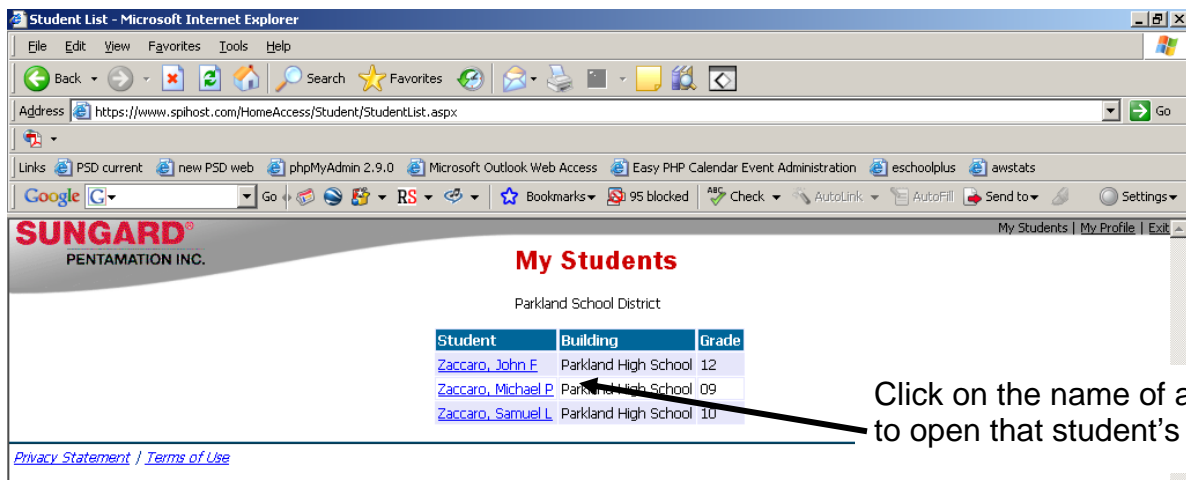
Home Access Center Instructions

You must obtain a user name and password from Parkland School District 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 Home Access Center in the address bar.
<http://pldhomeaccess.spihost.com> Do not use a search engine such as Google or MSN to find the Home Access website.
3. The login screen opens.



4. Log in with the user name and password that was mailed to you from Parkland School District.
5. The Home Access Center window opens. If you have more than one student in the schools using Home Access Center, the following screen appears.



Click on the name of a student to open that student's records.

- 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 classwork 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.

7. 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 open your local email client and allow you to send him/her a message.

Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
338 - 1	Algebra II	1	Friedberg, Marcia	122	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Orefield Middle School	Active
408G - 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
718 - 8	Art	4	Feeser, Adrienne	277	1, 2, 3, 4, 5, 6	M1	Orefield Middle School	Active
708 - 8	Music	4	Zohn, Deborah	170	1, 2, 3, 4, 5, 6	M2	Orefield Middle School	Active
908 - 8	Technology Education	4	T. E. Staff, T. E. Staff	278	1, 2, 3, 4, 5, 6	M3	Orefield Middle School	Active
808 - 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
900A - 1	Lunch "A"	5A	STAFF	Caf	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Orefield Middle School	Active
518 - 5	French I	5B	Skumin, Megan	35	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Orefield Middle School	Active
208G - 2	Soc. St. GHP	6	Heavener, Patricia	123	1, 2, 3, 4, 5, 6	M1, M2, M3, M4	Orefield Middle School	Active
008 - 8	Phys Ed	7	Smelas, Tracy	Gym	2, 4, 6	T1, T3	Orefield Middle School	Active
018 - 8	Health	7	Smelas, Tracy	31	2, 4, 6	T2	Orefield Middle School	Active
568 - 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
930 - 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

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

Attendance

Color Legend

Absent in TAC	Athletic Office	Deal Program
Dismissed Early	Emergency Permit	Excused Absence
Excused Activity	Expulsion	Field Trip
Guidance	Homebound	In School Suspension
Late Arrival	Library	Main Office
Nurses	Out of School Suspension	Permanent Pass
Sent Home Ill	Tardy	Tardy Excused
Tardy to Class	Unexcused	Unlawful
Visual/Performing Arts	Multiple Attendance Codes	School Closed

March 2007

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

Period: 5
Attendance: Absent in TAC

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.

- 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.
- 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.

Parkland High School - Parkland School District - Train1

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

Interim Progress Report For Friday, December 01, 2006

View the Interim Progress Report for

Course	Description	Period	Teacher	Room	MP1	MP2	COM2	COM3	COM4	COM5
438 - 1	Human Biology	1	Fugazotto, Melissa	C249	03	18	23			
026 - 1	Driver Ed	1	Reifinger, 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			

Comment Legend

Comment Description	Comment
01 Current average is above 85%.	01
02 Current average is 75 to 85%.	02
03 Current average is 60 to 74%.	03

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

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

- 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.

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

Report Card For Run 2

View the Report Card for Run

Course	Description	Period	Teacher	Room	Att. Credit	Em. Credit	MP1	MP2	MP3	MP4	FIN	COM1
338 - 1	Algebra II	1	Friedberg,Marcia	122	0	0	A	A			026	
409G - 2	Science GHP	2	Holdridge,Carla	126	0	0	B+	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	4	Feeser,Adrienne	277	0	0	A				A	
518 - 5	French I	5B	Skumin,Megan	35	0	0	A-	A			100	
208G - 2	Soc. St. GHP	6	Heavener,Patricia	123	0	0	B+	A			026	060
008 - 8	Phys Ed	7	Smelas,Tracy	Gym	0	0		A-			036	078 082
568 - 8	Information Technology	7	Christman,Dawn	158	0	0		A+			030	

Total Earned Credit: 0

Credit

Current	0
Semester	0
Cumulative	0

Comment Legend

Comment Description	Comment
012 Takes responsibility for independently learning	012
016 Performs well on tests	016
026 Completes all assignments	026
030 Creates high quality work	030

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

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

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

Orefield Middle School - Parkland School District

[Daily Summary](#) | [Schedule](#) | [Attendance](#) | [Classwork](#) | [Interim Progress](#) | [Report Cards](#) | **Registration**

Registration Information

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

Emergency Information

Doctor: _____ **Hospital:** _____

Insurance Information

Company: _____ **ID:** _____

Group: _____ **Subscriber:** _____

Contact Information

Student Mailing Address	Student Address	Guardian	Other Contact	Emergency Contact

13. **Login Screen** – If your session times out and you click on “login,” the login screen appears with a drop down box requesting a school selection. Select **Parkland School District** from the drop down menu. **Do not choose Parkland School District - Train1.**

Home A

Select a District: Bernards Township Schools

Username: Bethel School District

Password: Crow-Applegate-Lorane School District

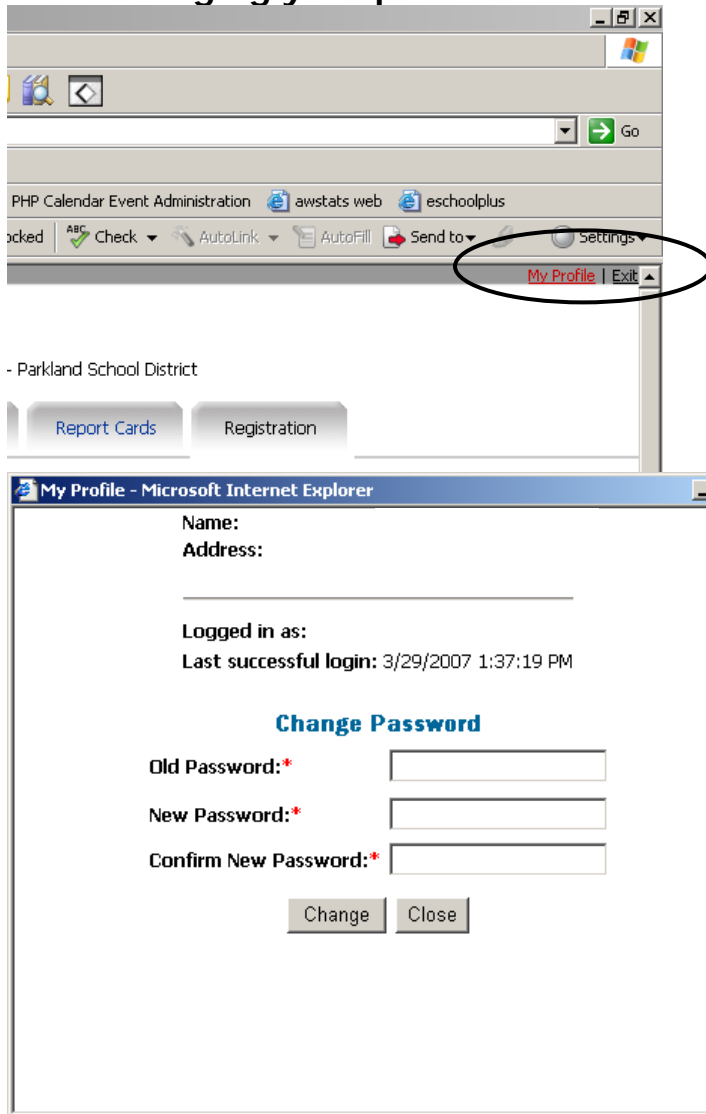
Fern Ridge School District #28J
 South Lane School District
 Texas City ISD
 SunGard Pentamation School District
Parkland School District
 Belvidere Community Unit School Dist#100
 Parkland School District - Train1
 Ridgewood High School District #234
 Silver Falls School District

Select Parkland School District from the drop down menu.

This login screen option also appears when you exit Home Access Center by clicking on the **Exit** link at the top right of your screen and then try to log in again.



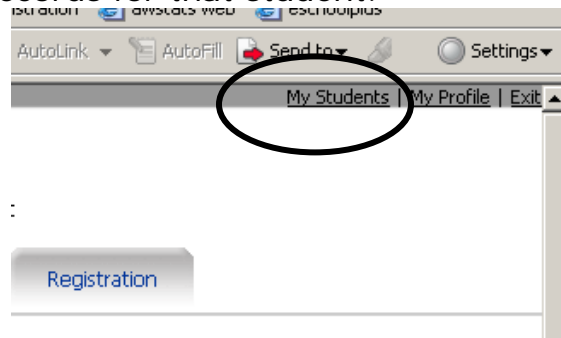
14. Changing your password.



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 Joan McCue at 610.351.5710 or email mccuej@parklandsd.org .

Passwords will be emailed if there is an email address for the guardian currently on record in Pentamation; 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?

You will have access to all your students' records from one 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 student activities office in the middle schools. Springhouse can be reached at 610.351.5700. Orefield can be reached at 610.351.5750. At the high school, contact the guidance office at 610.351.5610.

What if my student's attendance information is incorrect?

For middle school students, contact the student activities office at the numbers listed above. For high school students, call the attendance office at 610.351.5655.

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

I know my password but get an error when I try to login.

- Be sure you are using a period between the first and last name, not a comma.
- Enter the URL of Home Access directly into your browser address bar or access the site using a link on the [Parkland School District website](#).
- Do not use a shortcut or search for the site using a search engine such as Google or MSN search.
- Clear your browser cache and cookies and then restart your computer.
- If you are having a problem in Internet Explorer browser, try a different browser such as Firefox.