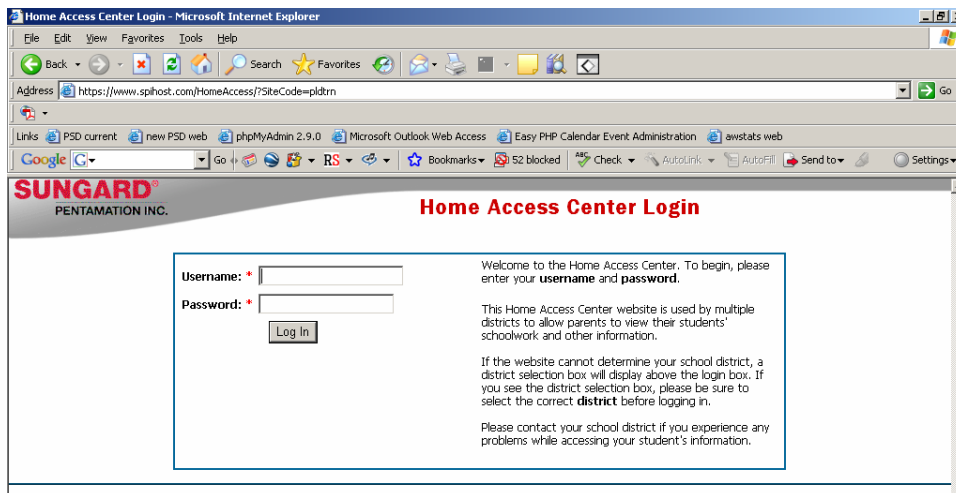


## Home Access Center Instructions

You must obtain a user name and password from Parkland School District to login to Home Access Center. User names and passwords are mailed to the student's home address. 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>
3. The login screen opens.



4. Login with the user name and password that was mailed to you from Parkland School District.
5. The Home Access Center window opens.

6. 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.

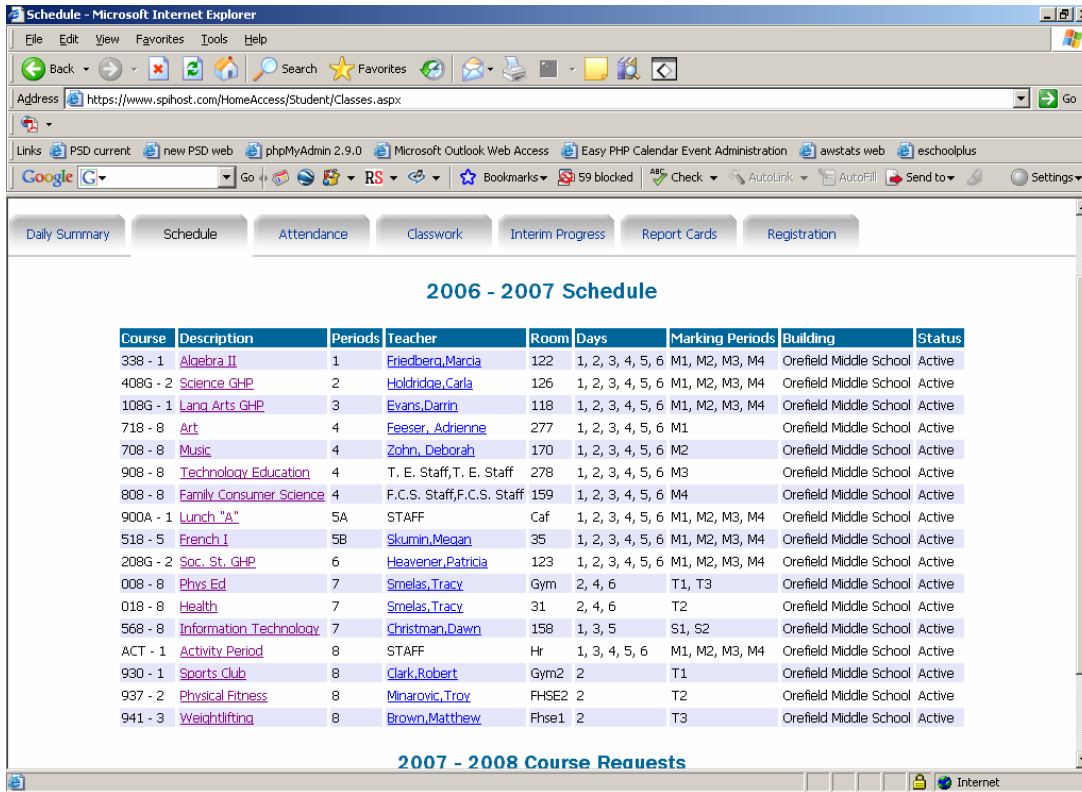
Period	Course	Description	Teacher	Room
1 (08:03 AM - 08:44 AM)	338 - 1	<a href="#">Algebra II</a>	<a href="#">Friedberg, Marcia</a>	122
2 (08:47 AM - 09:28 AM)	408G - 2	<a href="#">Science GHP</a>	<a href="#">Holdridge, Carla</a>	126
3 (09:31 AM - 10:12 AM)	108G - 1	<a href="#">Lang Arts GHP</a>	<a href="#">Evans,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

**Classwork For This Week**

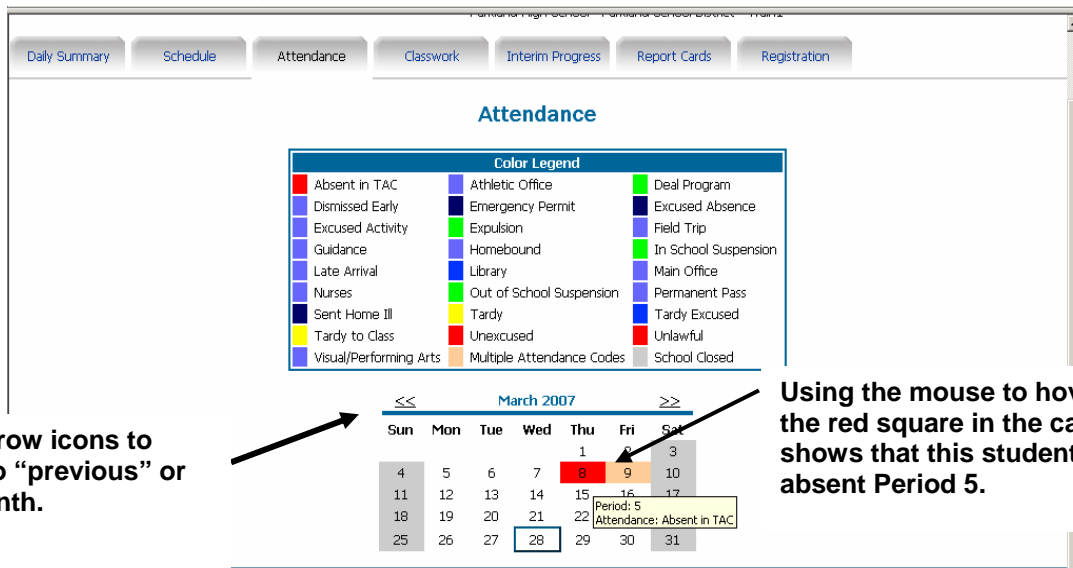
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There has been no classwork posted for this week.

7. To see your 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.



8. The **Attendance** screen shows your daily attendance information. Use the mouse to hover over the color coded blocks in the calendar to see the 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.

9. The **Classwork** tab shows the scores for tests, quizzes, homework and other assessments in the Gradebook program. Your password will be placed in a Word document in your home directory. 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.

10. 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 go 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	Att.	Credit	EM	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**

01 Current average is above 85%.

02 Current average is 75 to 85%.

03 Current average is 60 to 74%.

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

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

11. 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 go 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	C
338 - 1	Algebra II	1	Friedberg, Marcia	122	0	0		A	A				C
408G - 2	Science GHP	2	Holbridge, Carla	126	0	0		B+	A				C
108G - 1	Lang Arts GHP	3	Evans,Darrin	118	0	0		A-	A			100	076
708 - 8	Music	4	Zohn, Deborah	170	0	0			A+			A+	100 078 038
718 - 8	Art	4	Feesser, 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

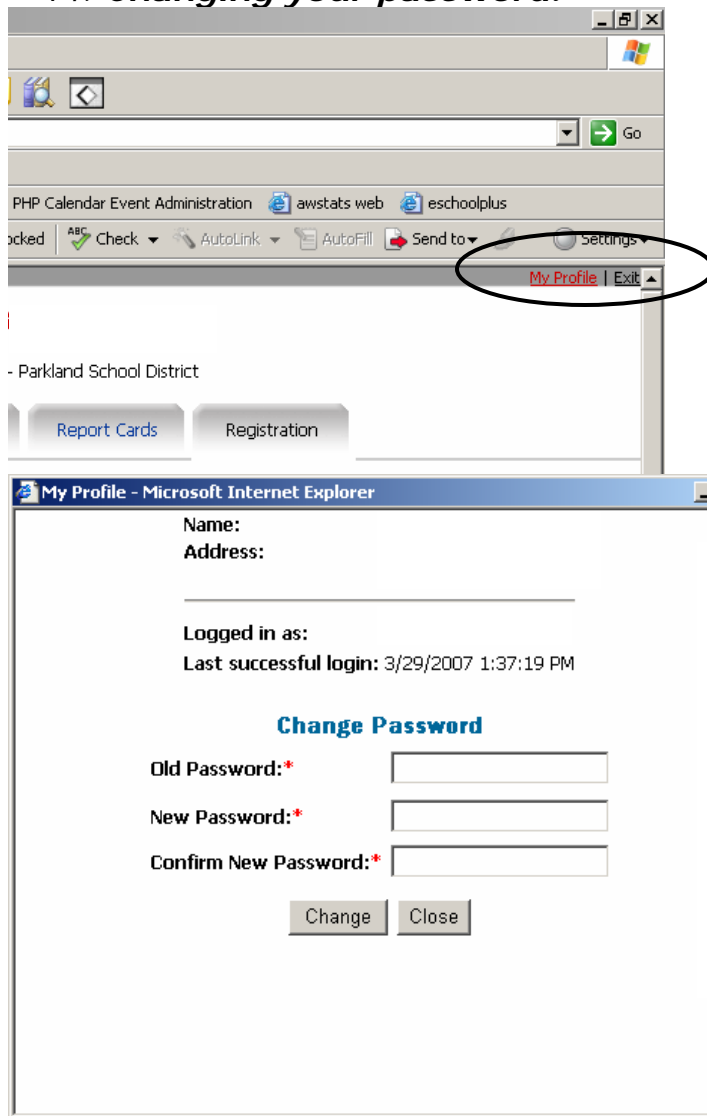
Comment Legend	
<b>Comment Description</b>	
012	Takes responsibility for independently learning
016	Performs well on tests
026	Completes all assignments

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

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



## 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. Click **Change**. Click **Close**.

## Frequently Asked Questions

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

**High school** students should contact Mrs. McCue by email at [mccuej@parklandsd.org](mailto:mccuej@parklandsd.org)

Include your:

- Name
- Student ID number
- Grade

Enter "HAC password" in the subject line of the email.

**Middle school** students should visit the guidance office secretary to have their password reset.

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

Contact your teacher with questions about grades, assignments, interim progress report or report card.

**What if my information is incorrect on the registration page?**

To correct or update information on the registration page, have your parent/guardian 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 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