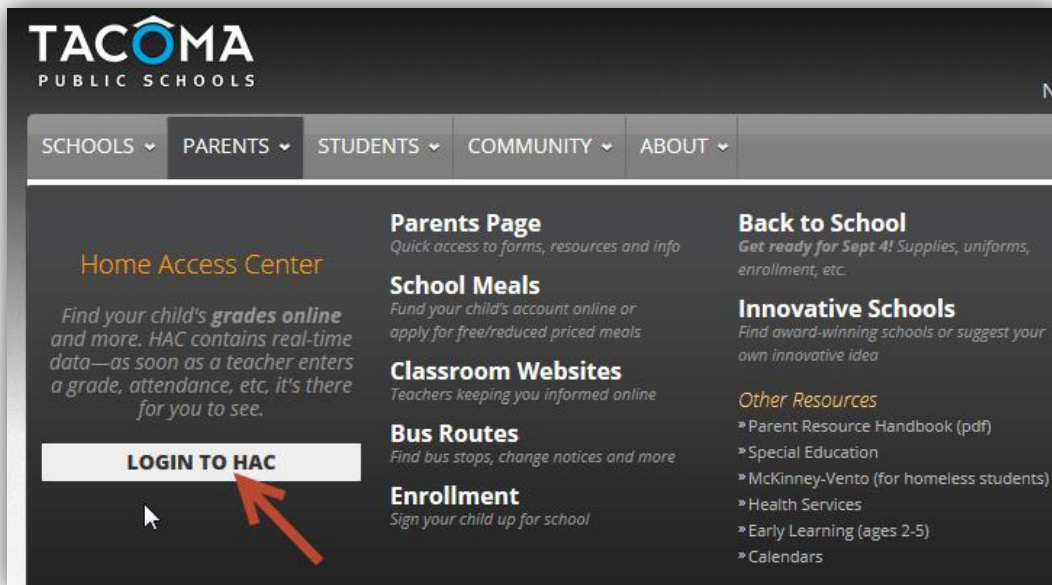


In order for parents and students to self-register for a Home Access Center account, the school must have a current email and home address on file in the district's student information system. If you have questions about self-registration, please contact your school.

1. Go to the Tacoma Public Schools website: <http://www.tacoma.k12.wa.us/>
2. Click Parents or Students, then click Login to HAC



3. Click on: Click Here to Register for HAC



4. Enter your information in the fields and click Register

**Home Access Center**

**Home Access Center User Registration**

First Name:\*

Last Name:\*

City:\*

Zip Code:\*

5. Enter a User Name, and two Challenge Questions. Click Finish

**Home Access Center**

**Home Access Center User Registration**

Please enter the username you wish to use when logging in to Home Access Center. A password will be automatically generated for you and sent to the email address the district has on record.

Username:

Compose 2 challenge questions and provide appropriate answers

Questions	Answers
Favorite Color	<input type="text" value="Blue"/>
Favorite Animal	<input type="text" value="Duck"/>

**Terms of Use**

All users of Home Access Center are responsible for ensuring that the username and password are secure at all times. We encourage you to periodically change your password; and change it immediately if you feel your password has been compromised. This can be done online in Home Access Center by clicking on the "My Profile" link in the left side menu.

**Privacy Policy**

The Tacoma School District is committed to protecting the privacy of students and guardians. All web transactions are automatically protected by Secure Sockets Layer (SSL) encryption. We collect, store and use the guardian and/or the student data that is accessed through the Home Access Center in a manner that is compliant with FERPA and Board Policy 3231 and 3231R.

6. You will receive a Confirmation Message, directing you to check your email.

**Home Access Center**

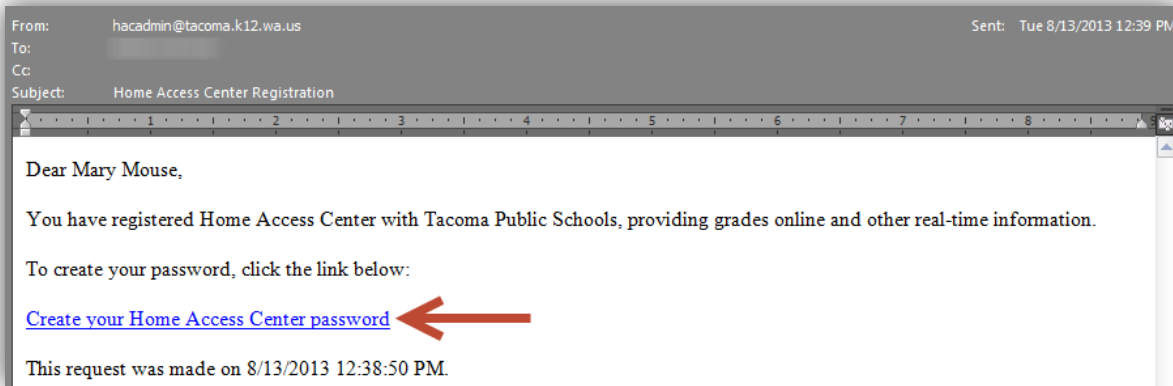
**Home Access Center User Registration**

You have registered Home Access Center with Tacoma Public Schools, providing grades online and other real-time information. Thank you for registering. A message has been sent to the email address the district has on record. Please follow the instructions in the email to create your password and log in to the system.

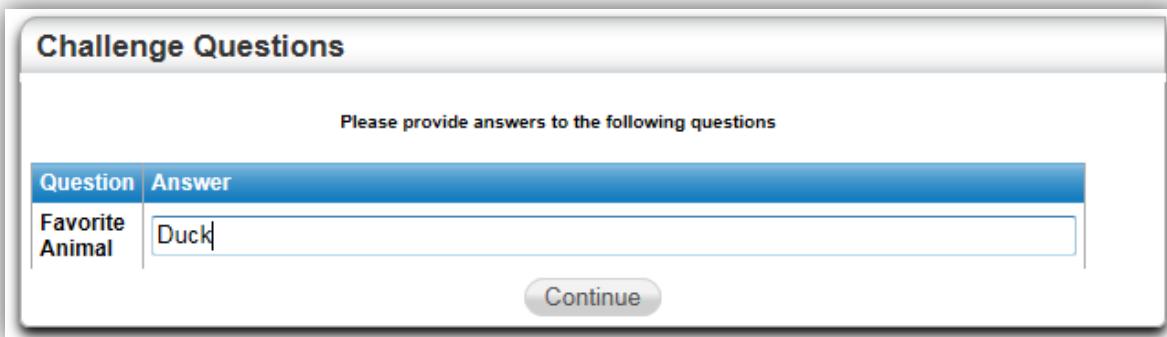
# Home Access Center Self Registration



7. Open the email from: [hacadmin@tacoma.k12.wa.us](mailto:hacadmin@tacoma.k12.wa.us) with a Subject of: Home Access Center Registration
8. Click: Create your Home Access Center password



9. For verification, answer the Challenge Question and click Continue.



10. Enter your New Password, and Confirm New Password. Click Continue to Home Access Center.

