



Calvert County Public Schools

1305 Dares Beach Road
Prince Frederick, MD 20678
www.calvertnet.k12.md.us



Building:
Teacher:

This letter is for student(s):

Dear,

Calvert County Public Schools is using SunGard's Home Access Center (HAC) for you to securely monitor your child's grades and assignment information from your Internet browser at home. This secured access requires an Internet connection and a confidential login and password. All guardians as well as students in grades 6 – 12 will receive unique login credentials for logging into HAC. The login credentials below will give you access to the information for the students listed above for the duration of their education with CCPS.

Directions

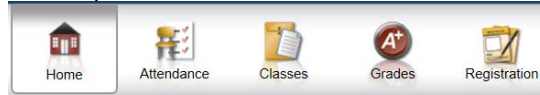
1. Start at the home page of your Internet browser. Internet Explorer, Firefox, Chrome, and Safari are all supported browsers.
2. Navigate to the HAC login page at <https://hac.calvertnet.k12.md.us> or click on the HAC link from the Parent or Student tab of the Calvertnet website (www.calvertnet.k12.md.us).
3. Leave the district set to CCPS_Live DB, enter the secure login information shown below, and click Login:
Login:
Password:
4. Upon your first login and in order to proceed, you'll need to generate two challenge questions with answers. These questions will be used to verify your identity should you lose your login name or password. For security purposes, please customize the questions and answers so that only you can answer them. Consider the guidelines offered here: <http://goodsecurityquestions.com/>.
5. If you'd like to customize your password, hover over your name in the top right corner and click on My Account. You can enter your old password once and a new password twice to change your password. You can also change your challenge questions on this page.
6. If you experience difficulty or have any questions about this service, please contact your child's school.

Notes

- Instructions for navigating through the HAC website and signing up for Gradebook alerts are found on the reverse of this letter.
- Please carefully manage and maintain your login credentials. These credentials will be valid throughout your students' careers with CCPS.
- If you forget your username or password, please go to the HAC login page and click "Forgot My Username or Password."
- CCPS reserves the right to disable accounts for misuse/abuse of this site. Misuse and abuse include, but are not limited to: sharing login credentials with unauthorized users, attempting to bypass site security, and distributing information obtained on this site inappropriately.
- CCPS can only support HAC, and is not responsible for problems you may encounter with your computer, your web browser, or your Internet service provider.
- If you have questions about HAC, please contact the main office of your child's school.

Navigating the HAC website

You'll notice the five HAC areas across the top of the screen: Home, Attendance, Classes, Grades, and Registration.



- Home: The default tab is the "Week View," where you will see a weekly view of your child's classes, including current marking period averages, assignments, and events. The second tab is "Calendar," a calendar where you can view by day, week, or month and apply filtering options. The third tab is "School Links," where you can navigate to other CCPS-related sites.
- Attendance: Here you will see a monthly attendance view. Hovering over any of the days with color will show you the attendance code entered by each period's teacher.
- Classes: The default tab is the "Classwork" tab, where you will see current assignments and grades for the current (or past) quarters. Under the second tab, "Schedule," you can view your child's schedule. Teacher names on this page are links that you can click to open up an email in your default mail application.
- Grades: The default tab is "IPR" for interim progress reports. Here you will see the interim (IPR) grades and comments provided by quarter. The second tab is "Report Card," where you can view report card information. The third tab, "Test Scores," shows all test scores on record for your child in eSchoolPLUS, CCPS' student management system.
- Registration: Here you will see demographic information for your child. You may edit emergency information, you and your child's contact information (email addresses and phone numbers only), and FERPA information. If any other information you see on this page is incorrect, please contact your child's school.

If you are the guardian of multiple students in CCPS, you will notice a button on the top right called, "Change Student." You may use this button to select a different student to view. Just select the student and click Submit.

If you want to sign up for Gradebook alerts via email, you may do so in either of two places: you can go to "Classes" and check the "Alert me..." box then select the threshold values for which you wish to receive alerts or you can do the same thing by hovering over your name in the top right corner and selecting My Alerts. If you wish to receive a daily email with all of your child's grades, please check the box, but leave both values blank. The GB Alerts will go to the email address you see on the Registration>Demographic screen (you may change this, if needed).

Frequently Asked Questions (FAQs)

What if I lose my username or password?

Please navigate to the HAC login page and click "Forgot My Username or Password."

What if I receive multiple letters?

Please circle the name and address information that is correct and return all the letters to the school via one of your students. The school will consolidate your students into a single account and return the HAC letter with the correct login information. If your address is incorrect on all the letters, please contact your child's school for instructions.

What if I am new to Calvert County Public Schools?

As part of the registration process, you will be given HAC login credentials.

Will my child still receive paper report cards?

Yes. Interims and report cards will be issued in accordance with the Calvert County Public Schools' calendar for the current school year.

What if I have a question about the grades I see in HAC?

HAC is not meant to replace communication between parents, teachers, and students. If you have a question about your student's grades, please first speak with your son or daughter. If questions remain, contact your child's teacher.

When can I expect new grades to be posted?

Grades will typically be visible in HAC within two weeks of the assignment due date. Additional time should be provided in the case of research papers and other special projects, which may take longer for teachers to grade.

What do X and Z represent?

Two codes may be used in place of a numeric grade: X and Z.

- An X indicates that the student has been excused from the assignment. The X calculates just like a blank grade; it does not count towards the student's grade in any way.
- A Z indicates that the student has not yet completed the assignment but still may turn it in for credit. The Z calculates in the same way as a zero (0).

Missing assignments may be calculated by teachers in a variety of ways. Please check with your child or the teacher for the policy specific to each class.

Some of my child's classes don't have grades—is this okay?

That depends. Media Center and Homeroom classes at the elementary level may appear in HAC, but will not receive grades. At the high school level, Early Release, AP Seminar, and certain other courses will not be graded. In some cases, two-period classes will receive one grade for both periods. If you have a question, contact your child's teacher.