



Directions for Editing Parent/Guardian Contact Information in Home Access Center to Ensure Information is Up-To-Date and Included in RTSD's Alert System, SchoolMessenger

What is Home Access Center (HAC)?

Home Access Center (HAC) is a software program that gives Radnor Township School District parents/guardians access to their child(ren)'s class schedule, attendance record and academic progress. Parents/guardians are also able to edit/maintain their own preferred contact information (phone numbers and email) in HAC. Each parent/guardian can have his/her own HAC account.

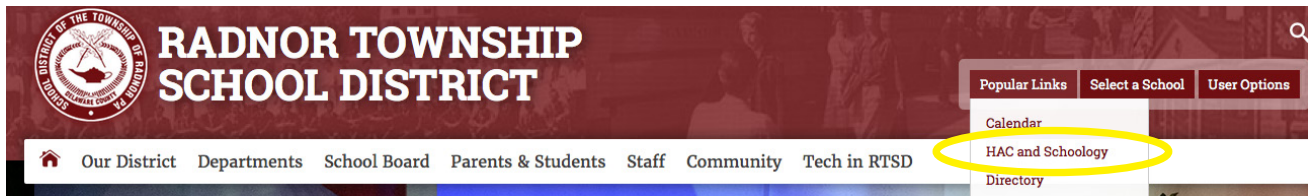
What is SchoolMessenger?

SchoolMessenger is Radnor Township School District's emergency alert system used to notify parents/guardians via phone and email about urgent matters such as school closings/delays and other timely issues. SchoolMessenger contacts parents/guardians using the contact data in HAC. The SchoolMessenger system syncs with HAC every business day to retrieve contact data and ensure all information is current.

EDITING AND MAINTAINING YOUR PREFERRED CONTACT INFO

Note: If each parent/guardian has his/her own HAC account, please check each account to ensure an email and phone numbers are included for both parents/guardians.

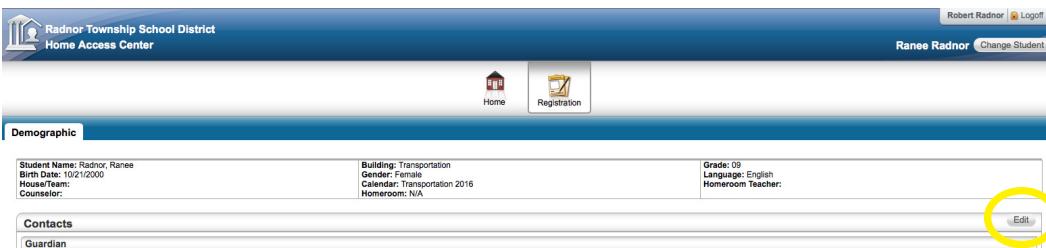
STEP 1: Access HAC from the www.RTSD.org homepage under "Popular Links." Use your HAC account info to log in. Please contact your school's main office if you do not know your HAC log in info.



STEP 2: Once at the HAC homescreen, click the "Registration" button



STEP 3: Once in the "Registration" tab, click the "Edit" button

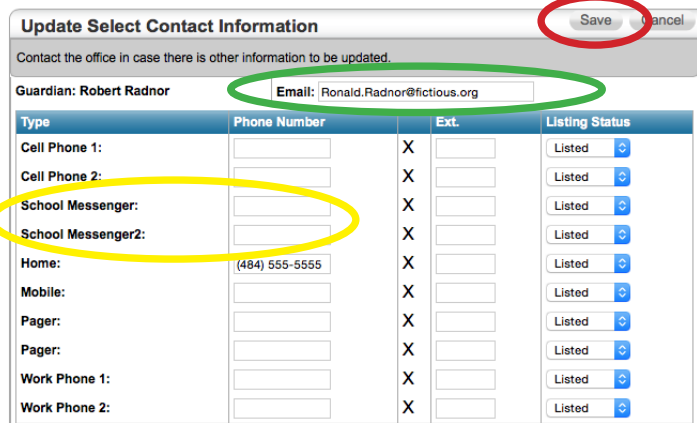


STEP 4: A new window (pictured to the right) will appear where you can enter/confirm your preferred contact info.

Note that the "SchoolMessenger" field should contain your primary contact phone number and the "School Messenger 2" field should contain your secondary contact phone number. **Note that there is only one email field per each parent/guardian account (circled in green).**

Once you have entered your preferred contact information, click the "Save" button (circled in red).

Note that any contact information changes made in HAC will not sync with SchoolMessenger until the next business day after you've made the changes.



Type	Phone Number	Ext.	Listing Status
Cell Phone 1:		X	Listed
Cell Phone 2:		X	Listed
School Messenger:		X	Listed
School Messenger2:		X	Listed
Home:	(484) 555-5555	X	Listed
Mobile:		X	Listed
Pager:		X	Listed
Pager:		X	Listed
Work Phone 1:		X	Listed
Work Phone 2:		X	Listed