



Student Academy Requests in HAC

Academy and Academic Program applications for the 2016-2017 school year will be submitted through **Home Access Center** (HAC).

There are two steps to the academy application process. First, you must confirm that you or your **Guardian/Parent** have an email address on file. **You will only be notified of your application status by email.**

To Verify Your Email Contact Information

- Log into Home Access Center (HAC) with your student **USER ID** and **PASSWORD**.
 - If you do not have your username and password, please see your teacher, or the front office.
- Select the **Registration** Icon
- In the **Contacts** section, check that your **Student** Email address is correct.
 - If the **Student Email** Address is **incorrect**
 - Select the **Edit** button
 - Type in the correct email address and select the **Save** button.
- Just below your student contact information is the **Guardian/Parent** mailing addresses and email addresses.
 - If this information is incorrect, you cannot change it here. Please let the front office know that it needs to be changed.

To Register for an Academy, Academic Program or Program of Choice

- In Home Access Center, select the **Classes** Icon
- Select the **Requests** Tab
 - If you wish to apply for an academy, click the **Edit** button to the right of **Academy/Program of Choice Application**
- When you select the **Edit** button, you will be presented with a list of options.
- Each option is shown with a 1, 2, or 3 in the description.
 - Check an option with a '1' to indicate your first choice – the academy or program that you **most** want to attend.
 - Check an option with a '2', if you have a second choice.
 - Check an option with a '3', if you have a third choice.
 - You may request to be considered for academies located in different schools. However, you will only be selected for placement in a single school, in order of your choices. As a reminder, *transportation* is only provided to your **zoned** school.
- Click the **Save** button to save your preferences. Your selections will be shown on the Requests tab.