

Instructions for Parent/Guardians to register for Home Access Center

1. The Parent/Guardian will open their internet browser and go to <http://www.srcs.k12.ca.us>
2. Click on Home Access Center (in the left column)

Contents

Monday, June 22, 2009

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Santa Rosa City Schools is composed of the Santa Rosa Elementary School District (grades K-6) and the Santa Rosa High School District (grades 7-12).

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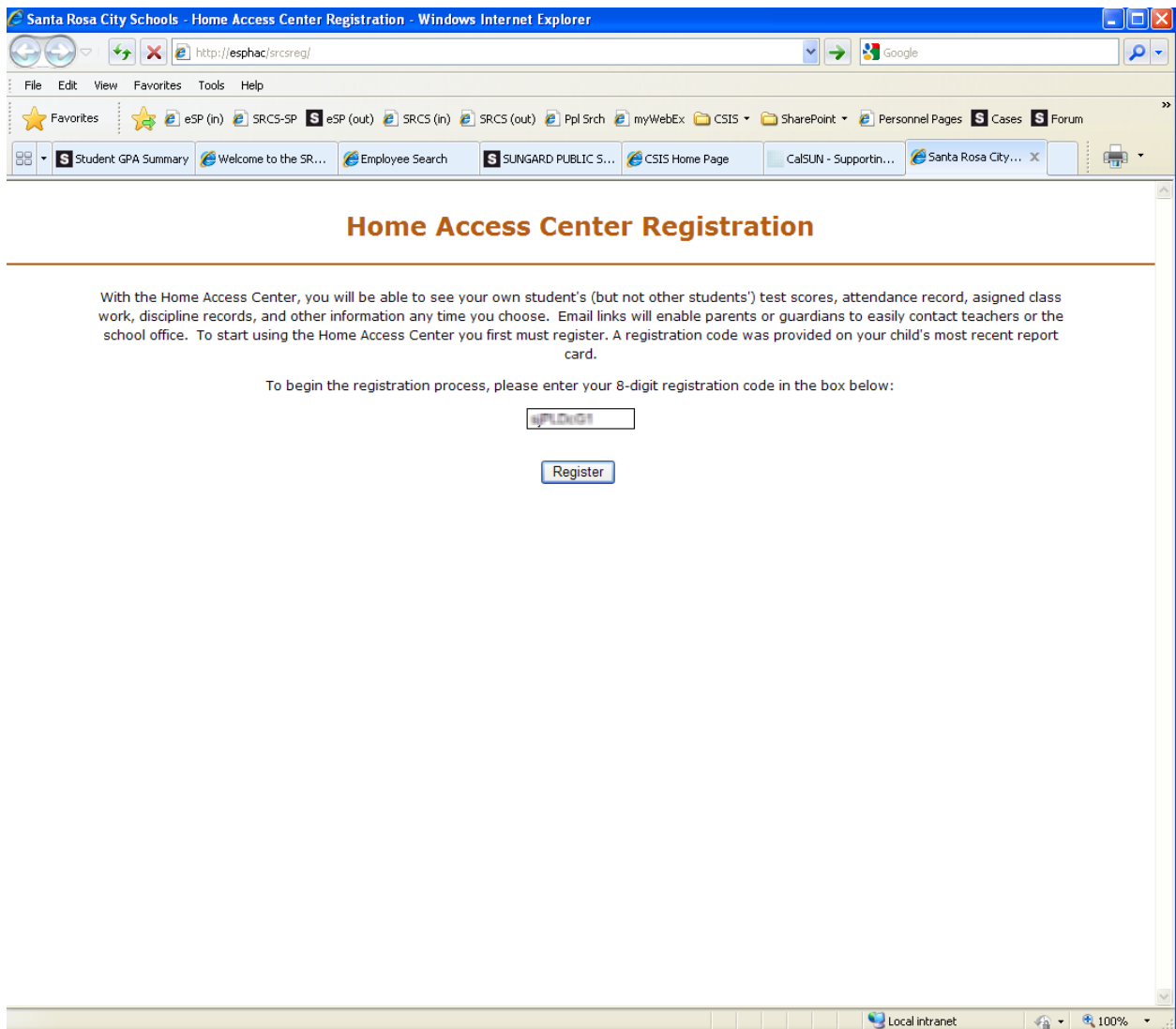
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2. The **Home Access Center Registration** screen will open. This is where the Parent/Guardian will enter the registration number that appeared on the student's report card.



3. When the Parent/Guardian clicks the Register button in the picture above, the next screen asks for the Parent/Guardian's email address and the password they will use for Home Access Center:

The screenshot shows a web browser window titled "Santa Rosa City Schools - Home Access Center Registration - Windows Internet Explorer". The address bar contains the URL "http://esphac/srscsreg/HACRegPW.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The Favorites bar shows several links, including "eSP (in)", "SRCS-SP", "eSP (out)", "SRCS (in)", "SRCS (out)", "Ppl Srch", "myWebEx", "CSIS", "SharePoint", "Personnel Pages", "Cases", and "Forum". The main content area features a heading "Home Access Center Registration" in orange. Below the heading, there is a registration form with the following text and fields:

Please enter a valid Email address and create a Home Access Center password.
Your Email address will function as your Username when you logon to the Home Access Center.
The password needs to be a minimum of 8 digits.

Email Address:

Re-enter Email Address:

Password:

Re-enter Password:

Submit Cancel

The browser's status bar at the bottom indicates "Local intranet" and "100%" zoom.

4. When the Parent/Guardian clicks the Submit button in the picture above, the final screen informs the Parent/Guardian that:
 - a. They will receive an email within the next 48 hours with instructions.
 - b. Once they are on the Login page, they should use their email address as their "Username" and the password that they created for Home Access Center.

