

1. Log into Home Access Center (HAC).

Note: Only a parent or quardian may complete Returning Student Registration.

- 2. Click the **REGISTRATION** button.
- 3. Click the UPDATE ENROLLMENT tab.
- Next to the Returning Student Registration form, click START.

Home Access Center Northside Independent School District						
		Home	Attendance	Classes	Grades	Registration
Demographic Update Enrollment						
Available Forms						
Form Name						
Returning Student Registration	Start					

- 5. Put a checkmark next to "To comply with COPPA, I affirm that I am 13 years or older."
- 6. Click **BEGIN FORMS**.



7. Enter the student's date of birth then click **CONTINUE**.

Da	Date of Birth Authentication					
In ord	In order to better protect your privacy, we ask that you provide some additional information.					
Date The do	Birth for John f birth must be in MM/DD/YYYY format.					
	01/01/2010					
Co						

8. After reading the instructions on the Introduction screen, click **NEXT**. Answer all questions. On the Review & Submit screen click **SUBMIT**.

Review & Submit
You are NOT finished yet! If you are satisfied with the information entered and are ready to continue, click the SUBMIT button. If you desire to make changes, click on the information you want to edit.
Note: after you click SUBMIT, the information will be sent and further edits will not be possible. On the confirmation page you will have the opportunity to print this information.
Verification
© 2010 - 2020 PowerSchool, Legal Version: 19
Previous Submit

- 9. Once the form is submitted, changes can no longer be made. To make changes please contact the student's campus.
- 10. In HAC, the form will show as Submitted.

In Progress/Submitted Forms							
Form Name 📥	Status	Started Date	Submitted Date				
Returning Student Registration	Submitted	1/7/2020 3:04 PM	1/7/2020 3:16 PM				

11. If you have multiple students, to select a different student click the **CHANGE STUDENT** drop-down next to your student's name in the upper right corner of HAC.



Complete an In Progress Form

Once a form is started but not submitted, it can be completed by clicking **EDIT**. If you log out of HAC, return to step one of this guide to return to the form

In Progress/Submitted Forms								
Form Name 🛓	Status	Started Date	Submitted Date	Edit/View				
Returning Student Registration	In Progress	1/7/2020 3:04 PM		<u>Edit</u>				