

**Step 1: Login to HCSD Home Access**

http://homeaccess.hboe.org

**Step 2: Select 'Update Registration' from the Registration Screen**

Form Name	Status	Modified By	Last Modified Date	Edit/View
Update Student Contact Information - Ver. 2012j	Accepted		9/14/2011 8:09:21 PM	<a href="#">View</a>
Student Update Information v.2013 a	Accepted		9/15/2012 9:26:51 AM	<a href="#">View</a>
Update Student Information v.2014 c	Accepted		9/6/2013 12:58:08 PM	<a href="#">View</a>
Update Student Information v.2015 a	Accepted		8/5/2014 8:46:52 AM	<a href="#">View</a>
Update Student Information v.2015 b	Accepted		12/8/2014 7:56:33 AM	<a href="#">View</a>
Update Student Information v.2016 c	Accepted		7/27/2015 4:50:50 PM	<a href="#">View</a>

**Step 3: Create a New form for making updates**

By default you will see any previous form(s) you have submitted. To make additional updates, click the 'Click Here to Update Contacts and Sign Forms' link.

**Step 4: Review and Update Student Emergency/Contact Information**

It is extremely important that all contact information is accurate and up to date, including parent email address. **Scroll to the Guardian/Emergency Contact Information section to edit/view the information** currently in our Student Information System. All students should have at least one Guardian contact record and one Emergency Contact record. District staff/teachers use email as a primary means of communication. Please be sure that your email address is correct.

**\*\*Click the (+) sign next to each section to expand each section to review, update or complete. Click the 'Save, not yet submitted' for each section.**

Save, not yet submitted    Spell Check

## Step 5: Complete Student Documentation

In this section be sure to update all forms and information, especially the One2One Loan Agreement and Student Handbook acknowledgement fields. All students in grades 6-12 must have an accepted Loan Agreement on file in order to bring their iPad home. The One2One Loan Agreement and Student Handbook documents are available for you to review in the Documents section.

Important Student Documentation

Record saved successfully

Consent to Medical Treatment \*

Primary Physician

Physician Phone

Preferred Hospital

Dentist Name

Athletes Only: Insurance Provider Name

Athletes Only: Insurance Policy Number

Athletes Only: Parent Meeting Signoff

Athletes Only: Parent Signature

One2One Loan Agreement \*

Student Handbook acknowledgement \*

Save, not yet submitted | Spell Check

Enter Any changes Below

Existing Information on File

Y

Athletes Only: Travel Form sign-off No

Athletes Only: Risk Acknowledgement sign-off No

Athletes Only: Athletic Handbook sign-off No

Athletes Only: Concussion form acknowledgement No

Yes - my child may bring their iPad home

## Step 6: Scroll Down to bottom of Form and: 1. Check 'I Agree to Terms' and 2. Click Save & Submit

This step will submit any changes you made to your child's School. Even if you do NOT make any changes, you need to complete this step in order to indicate you have verified your student's emergency contact related information. You will receive an email from the building registrar indicating the

HILLIARD CITY SCHOOLS  
Ready For Tomorrow

New Student Information

Update Student Information v.2017.b - Click plus sign (+) to expand each section.  
Instruction : Click on 'Show All Sections' to expand all the sections. Click on 'Hide All Sections' to collapse all the sections.  
[Show All Sections](#) [Hide All Sections](#)

Student Information Tab

Guardian/Emergency Contact Information

Important Student Documentation

Documents

To complete this form, click 'Save', check the 'I Agree' box and press 'Submit.' I pledge that I am the legal parent/guardian of the child indicated on this document and that the information I have provided is true and correct to the best of my knowledge.

I Agree to Terms  
To submit please select 'I Agree'

Print Save & Submit