

## ATTENTION PARENTS

This summer, we will be changing the way that we notify families with teacher names and back to school news.

On August 11, 2011, we will e-mail the Back to School Newsletter to our families in an Alert Now message.

Parents may login to their Home Access Center accounts on or after August 15, 2011 to view their child's new homeroom information.

We will mail newsletters with placement information to our families without an e-mail address on file.

Please see below for instructions on how to set up your Home Access Center account.

### **CCPS HOME ACCESS CENTER INSTRUCTIONS**

The CCPS Home Access Center is now available for parents and legal guardians to login and view information pertaining to their students. Please follow these directions to login to your account:

Go to the Carroll County Public Schools website at [www.carrollk12.org](http://www.carrollk12.org)

Click on the 'Home Access Center' link. A new page will open; click the 'Request Password' link.

Enter the email address you provided on your student's emergency card. You will receive an email to that account with a link to a web page. If the email message does not appear within several minutes, check your junk mail folder and make sure it wasn't delivered there. It will come from [donotreply@carrollk12.org](mailto:donotreply@carrollk12.org).

Click the link from the email message and follow the instructions on-screen. You will be prompted to answer 3 questions about one of your students. Once you have answered the questions correctly, your password will appear on-screen.

Click the link on that page to be taken to the Home Access Center login screen.

Login using your email address and the password that was displayed on-screen. After logging in, be sure to click 'Profile' in the top right-hand corner and identify a new password for your account.