

Setting up the Home Access Center

1. Internet Explorer > CCPS Homepage (<http://www.carrollk12.org/>)



2. "Home Access Center" Link > new window opens
3. "Request Password (don't use the Username & Password boxes)"
4. Enter the email address listed on your Emergency Card
5. Click "Request Password"

TO RETRIEVE PASSWORD

6. Open your Email account in a new window & login
7. It may take a few minutes for the email to arrive
8. Open the "donotreplycarrollk12.org" EMAIL
9. click link in email & answer questions
10. Password appears—copy password
11. Click link back to Home Access Center
12. Paste password in box
13. Enter email address as user name
14. From Home Access Center page, click Profile (upper right-hand corner)
15. Change Password to one you'll remember
16. Write down your Password