

# Mill Creek Elementary School

## Home Access Center (HAC)

### Account Registration Instructions



**Accessing Home Access Center (HAC) for the first time** (applies to new users and existing Parent Assistant (PA) users):

- 1. If you have a current PA account**, you can use the same Username and Password to login to HAC.  
Enter your Username and Password at the new HAC website: <http://www.stjohns.k12.fl.us/hac/>
- 2. How to get a Home Access Center account (for new users who do not have a Parent Assistant (PA) account):**
  - a. Parents/Guardians can then register online: <http://www.stjohns.k12.fl.us/hac/>
  - b. At the Home Access Center Login screen, click "Click here to register for HAC."
  - c. At the Home Access Center User Registration:
    - i. Enter your First name, Last name, City and Zip Code as it appears in eSchoolPlus (Standard City spellings include: Saint Augustine, East Palatka, Ponte Vedra, Ponte Vedra Beach, Elkton, Jacksonville, Saint Johns, Hastings and Fruit Cove)
    - ii. Then click the Register button
    - iii. On the next screen, create your username (using your email address)
    - iv. Then create two challenge questions (something detailed only you would know, for example, "What was your first car?")
    - v. Review and accept the Terms of Use and Privacy Policy
    - vi. Click the Finish button
    - vii. Click the link in your HAC email to create your HAC password
    - viii. A webpage will load with your challenge questions. After you answer your challenge questions, you will then be able to create your password. Please use at least eight characters including a number or special character.
    - ix. You can now login to HAC using your new Username and Password.
- 3. If you have forgotten your Password:**
  - a. Please contact the front office if you have forgotten your password.

**If you have trouble creating a HAC user account, please contact the front office.**