

Directions for Registering for a Parent/Guardian HAC Account:

You must meet the following requirements to use Home Access Center:

- Legal guardian of the student, Email address already be on file with the school before registering online, and Compliance with all immunization and residency documentation

(1) Click the HAC icon link on the LPA Website, or visit <https://homeaccess.stjohns.k12.fl.us>

(2) Select “Click here to register for HAC”

(3) Enter your name (as you entered when you registered your child), City* and Zip Code.

- City names have standardized spelling in our system. Please use Saint Augustine, East Palatka, Ponte Vedra, Ponte Vedra Beach, Elkton, Jacksonville, Saint Johns, Hastings, and Fruit Cove

(4) Click the Register button

(5) On the next screen, enter your email address in the Username field

(6) Create two challenge questions, something that only you would know. (Ex: *What was your first car?*)

(7) Review and accept the Terms of Use and Privacy Policy

(8) Click the Finish button

You should receive an email with a link to complete your registration. If you receive the email:

- Click the link in the email to open Home Access Center
- Answer your challenge questions
- Create your password

If you do **not** receive the email:

- Please contact your school. The system will not send out emails under certain conditions, especially if there are any other guardians in our system that share your email address.

Directions for Retrieving Schoology Parent Access Codes from HAC:

(1) Log in to HAC → Click the Registration tab

(2) Write down the Schoology Parent Access Code found under Additional Information

Directions for Creating a Schoology Parent Account:

** AFTER retrieving the Schoology Parent Access Code from HAC...

(1) Go to Schoology.com → Click Sign Up → Select “Parent”

(2) Enter Access Code and personal information to register

(3) Once account is created, log in at app.schoology.com

(4) Parents can add other St. Johns County School District students to their account using each student’s unique Schoology Parent Access Code