Upload Immunization Document in Home Access Center (HAC)

Go to the FISD Portal using the URL: https://portal.friscoisd.org. o Login to Frisco ISD Portal with your parent/guardian login and password. O If you don't have your parent/guardian login, visit <u>The Portal information page</u>

Login Need help? Username ● Password ● Co > Don't have an account yet? Claim your account.	Frisco	ISD Portal
Login Need help? Username Image: Compare the second se	FRI	SCO ISD
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Claim My Account	Claim I	ly Account

After successful login to the portal, locate the Home Access Center tile or you can search for the tile in the top center of the application window. When you find the tile, click on it to open to the Home Access Center (HAC) login page.



Type in your parent/guardian username and passv Click on Sign in.

Welcome to
Home Access Center
User Name
c.l.smith
Password
Forgot My User Name or Password Click Here to Register with Access Code
Sign In

If you have issues logging into HAC, please visit th <u>Home Access Center Help</u> portal.

Copyright © 2003-2024 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates. PowerSchool.com Once you are logged in, on the top right, under your name you can see your child's name and a small drop down. Click on the drop down to select your child for whom you are going to upload the Immunization document and click Submit.

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Click on the 'Registration' Tab

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Contacts										Edit
Guardian										
Guardian Sowmya Mouse										
Frisco, TX 75033 Email: venkatachas@friscolsd.org										
Priority Phone Type		Phone					Ext.	Listed		
Primary		(555) 555-5555						Listed		

Now, click the 'Upload' tab. This will show the list of documents already uploaded by you. Hit the 'New'

button to upload a new document.



Clicking on the 'New' button will open a new dialog window. In this window, there are 2 sections which

you will be using:

- 1. Response : Here you can enter anything that you want to communicate to your Campus Nurse. This is optional.
- 2. Upload File : Click on the 'Choose file' button and select your document to upload

Click 'Upload'.

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After clicking the upload button, the dialog window is closed and you will see the list of documents uploaded. When you upload a new file, the status shows 'Initial Load'. This means, you have uploaded the document and it is pending for Nurse's Review.

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If the Nurse approves the document, your document status changes to 'Approved'.

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You will also receive an email notification with the subject "Document Approved"



If for some reason the document is declined, your status will be changed to 'Declined' and you can see the Nurse Comments on denial in the 'Status Details'. You will also receive an email that the document was denied.

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Note to Pare	ent: Upload the cor	rect document											
Action requi	ired: Re-upload the	corrected document as required.											
Thank You!													

If the document was denied, you will repeat the process to re-upload the document through HAC.

Once the Nurse approves the document, your document status changes to 'Approved' and you will receive an approval email.

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