HCPS Technology Access

Secondary Students

Middle School Students
6 – 8

Note **Grade 6** Office 365 Registration and Security Questions Requirement (page 2)

High School Students
9 – 12

What is my login at school?

Username = **Username**

Contact HCPS User Support if you are not sure of your username:

User.support@hcps.org

HCPS Network Password

- Password is reset periodically
- Use for login at home

Can I change my password at home?

Yes

What is my login at home?
via Office 365 credentials

Username = **Username**@student.hcps.org
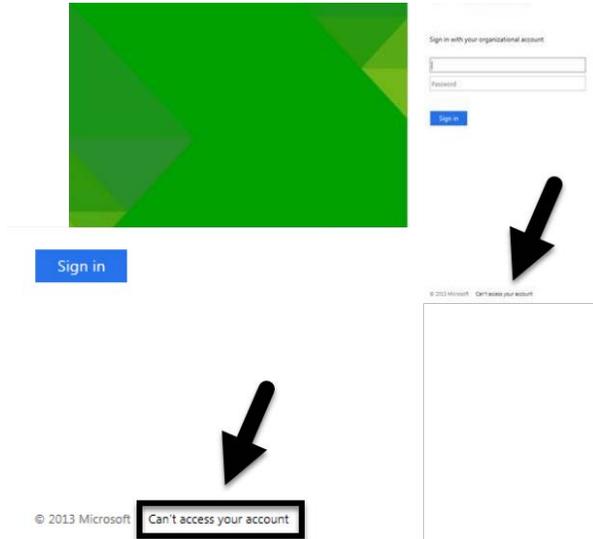
+

HCPS Network Password

You can reset your password at home by using Reset Password Utility

BEFORE you can use the Reset Password Utility, you must have registered your account (See **Grade 6**)

1. From Start.hcps.org click the Office 365 tile.

2. Click **Can't access your account**.
3. Enter your 365 username ID _____@student.hcps.org
4. Follow the next few steps and enter a new password twice, following HCPS password criteria.
5. If you need support in resetting your password, contact user.support@hcps.org.

Grade 6 students will register their account upon entry to Grade 6

The first time Grade 6 students go to Office 365 in school, they will be prompted to register their account by entering security information:
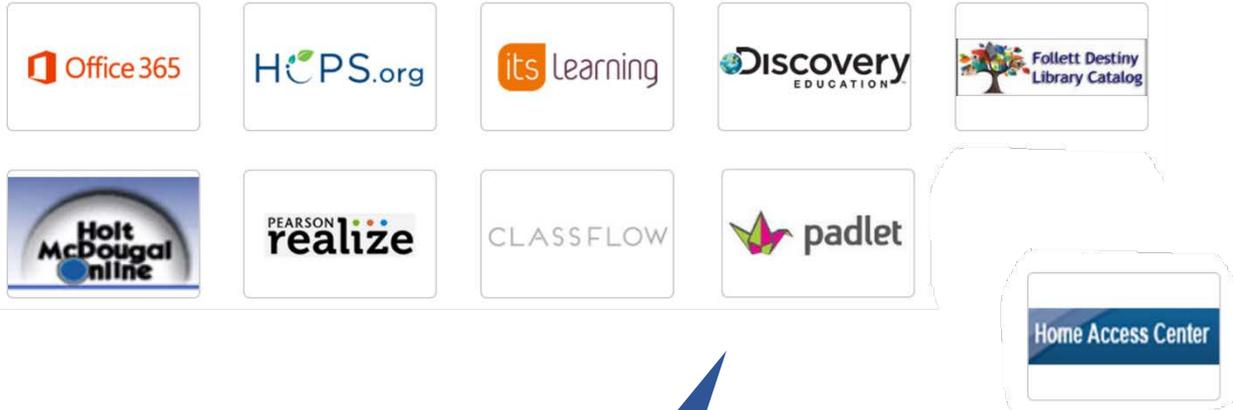

1. **REQUIRED**: Students enter three security question answers:

   Tips:
   - Use all lowercase letters.
   - Choose easy to spell answers.

     Favorite thing to eat? **hors d'oeuvres** (NOT a good choice.)

2. **OPTIONAL**: Students enter YOUR cell phone number, OR personal email if you have one.

** If you need support in resetting your password, contact user.support@hcps.org

What is the best way to access school resources from home?

start.hcps.org

Select the Student Resource tile you need

Office 365	HCPS.org	its Learning	Discovery EDUCATION	Follett Destiny Library Catalog
Holt McDougal Online	PEARSON realize	CLASSFLOW	padlet	

Home Access Center
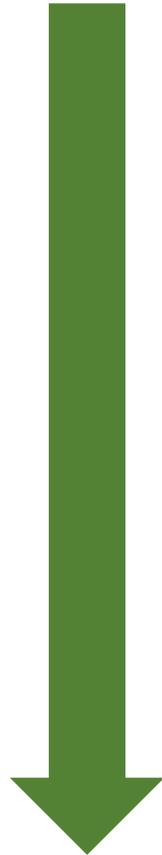
Note: the HAC username / password will be unique to what the parent and student will set up. **(See page 4)**

Students will be prompted to login with HCPS 365 credentials.

HARFORD COUNTY
PUBLIC SCHOOLS

← _____@student.hcps.org

Enter password

●●●●●●●●●●●●

Forgot my password

Sign in

6 - 12

Username = Username@student.hcps.org

HCPS Network Password

Home Access Center (HAC)

Students
6 - 12

Can I access HAC on my own to see my grades or progress?

YES

Log in with your network credentials (NOT your 365 credentials)

hac.hcps.org/HomeAccess

Username
(no added @student.hcps.org)
+
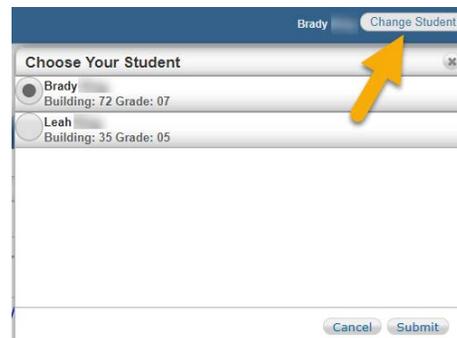HCPS Network password

Parents
6 – 12

Will I need to access HAC to see my child's grades or progress?

Yes

If this is your **first child** to enter HCPS, you **will create an account** with HAC.

hac.hcps.org/HomeAccess

If you already have an account with HAC, because you have another child in the system, you may select **Change Student** to see grades:

What if I do not see my second child's name?

Contact HomeAccessCenter@hcps.org to have your second child's school registration information linked with any other children you have in the system.

Provide your child's:

Name
School ID
Grade
School

Office 365 Student Advantage Program

HCPS participates in the Microsoft Student Advantage Program. **This program provides free access to Office 365 Pro Plus** for students enrolled in school districts that purchase enterprise-level licenses.

- **Any student who is currently enrolled** in the Harford County School District is eligible and **may download and install Office 365 Pro applications on up to 5 devices** (PC, MAC, and/or mobile device).
- Note: Once a student withdraws or graduates from hcps, they lose access to all Office 365 Pro applications.
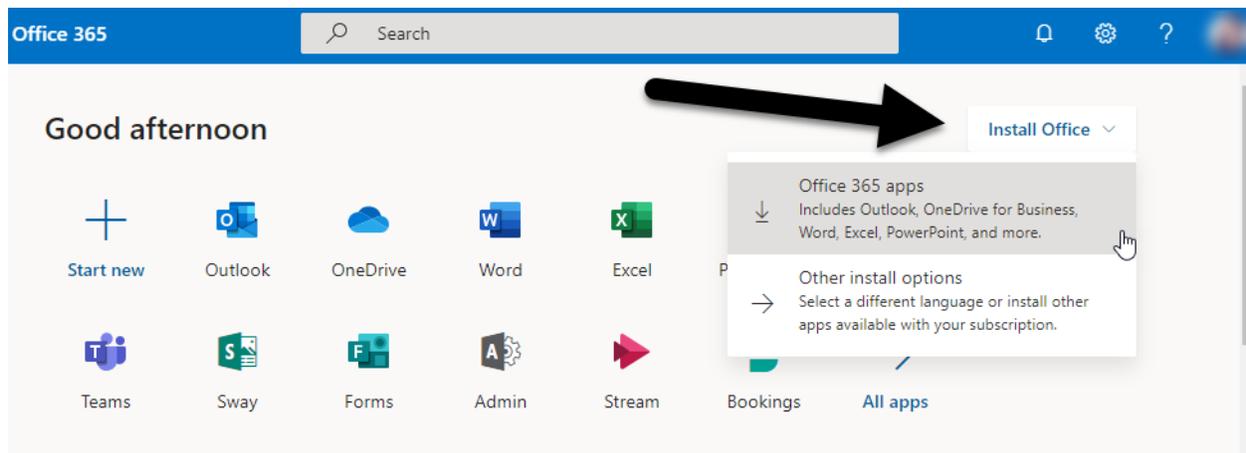
from

start.hcps.org

log in with HCPS 365 account

Install Office

Use these programs from home

More information on the Office 365 Microsoft Student Advantage Program

hcps.org/students/office365.aspx