

My Alerts

Use the My Alerts option to access and change settings for the types of email alerts you would like to receive for your student.

To display this page, move your pointer over your user name in the Home Access Center banner, then select **My Alerts**.

The screenshot shows the 'My Alerts' page for two students. The top navigation bar includes the school district name, user names (Nathan Doylestown and Derek Doylestown), and utility links (UserVoice, Help, Logoff). Below the navigation bar are icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The main content area is titled 'My Alerts' and contains two sections, one for each student.

Abilene, Anthony J		
Alert Type	Receive Alert	Alert Details
Attendance	<input checked="" type="checkbox"/>	Alerts are limited. Click to view list of selected choices.
Course Average	<input checked="" type="checkbox"/>	If my student receives a course average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Discipline	<input checked="" type="checkbox"/>	Limit alerts to specific types of discipline.
Classwork	<input checked="" type="checkbox"/>	If my student receives an assignment average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Interim Progress	<input checked="" type="checkbox"/>	I would like to receive Interim Progress alert when it becomes available.
Immunization	<input type="checkbox"/>	I would like to receive immunization alerts.
Report Card	<input checked="" type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

Doylestown, Derek		
Alert Type	Receive Alert	Alert Details
Attendance	<input checked="" type="checkbox"/>	Limit alerts to specific absence codes.
Course Average	<input checked="" type="checkbox"/>	If my student receives a course average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Discipline	<input checked="" type="checkbox"/>	Limit alerts to specific types of discipline.
Classwork	<input checked="" type="checkbox"/>	If my student receives an assignment average below <input type="text" value="75"/> % or above <input type="text" value="89"/> %.
Interim Progress	<input checked="" type="checkbox"/>	I would like to receive Interim Progress alert when it becomes available.
Immunization	<input type="checkbox"/>	I would like to receive immunization alerts.
Report Card	<input checked="" type="checkbox"/>	I would like to receive Report Card alert when it becomes available.

Subscribe to HAC Alerts

The My Alerts page includes checkboxes for the following types of alerts. If you are a guardian who can access multiple students in HAC, a separate set of boxes displays for each student. Checking a box enables the type of alert indicated.

- Attendance** - Allows email alerts to be sent when absence, tardy, and attendance codes are entered for your student. You can limit the alerts to certain codes. When the Attendance box is checked, its description becomes a link. Click the link to display a window listing the available codes. To receive all alerts, leave the Any box checked. To select individual codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- Course Average** - Allows email alerts to be sent on your student's course averages. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for

averages of 90 or greater. Enter whole numbers; decimals are not allowed. To enable alerts for all averages regardless of their level, leave the two fields blank.

- **Discipline** - Allows email alerts to be sent when your student is involved in a discipline incident. You can limit the alerts to certain types of incidents. When the box is checked, its description becomes a link. Click the link to display a window listing the available discipline codes. To receive all alerts, leave the Any box checked. To select specific codes, uncheck the Any box, check the boxes for the codes you want, then click **Save**.
- **Classwork** - Allows email alerts to be sent on averages for class assignments. To limit the alerts to averages outside a range, enter the bottom of the range in the *below* field - for example, 75 for averages less than 75 - and the top of the range in the *above* field - for example, 89 for averages of 90 or greater. Enter whole numbers; decimals are not allowed. To display averages for all assignments regardless of their level, leave the two fields blank.
- **Interim Progress** - Allows you to receive alerts when Interim Progress Reports become available.
- **Immunization** - Allows you to receive alerts when immunizations for your student are required.
- **Report Card** - Allows you to receive alerts when Report Cards become available.

Note: When you leave the My Alerts page, all of your entries are saved automatically.