

# Instructions for Home Access Center

## EMERGENCY CONTACT INFORMATION UPDATES

1. Log on to Home Access Center (Go To: [www.pmsd.org](http://www.pmsd.org); Helpful Links; Home Access Center) with your current username and password. If you do not know your username and/or password, you must contact your child's school building.

The screenshot shows the Pocono Mountain School District website. At the top, there is a navigation bar with links for 'Our District', 'School Board', 'Departments', 'For Parents', 'Schools', 'Academics', and 'Employment'. Below this is a search bar and an 'Announcements' section. A large red arrow points from the 'Home Access Center' link in the 'Helpful Links' section to the login window in the next image.

**Login**

**POCONO MOUNTAIN SCHOOL DISTRICT**  
Home Access Center 3.001  
For assistance please contact your child's school building  
Call (570) 839-7121 and select a building from the automated menu

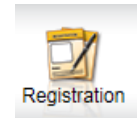
Please enter your account information for Home Access Center.

**User Name:**

**Password:**

[Forgot My Username or Password](#)

2. From the Home Access Center Homepage, click on the Registration Icon



Pocono Mountain School District  
Home Access Center

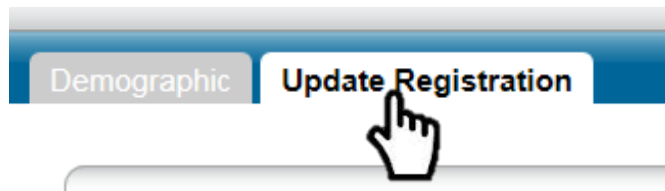
Home Registration

Week View

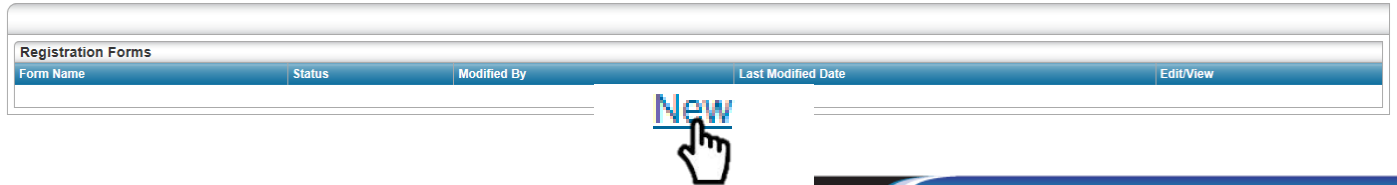
Monday September 15, 2014 - Friday September 19, 2014

Class	Monday 09/15	Day: N/A	Tuesday 09/16	Day: N/A	Wednesday 09/17	Day: N/A	Thursday 09/18	Day: N/A
-------	-----------------	----------	------------------	----------	--------------------	----------	-------------------	----------

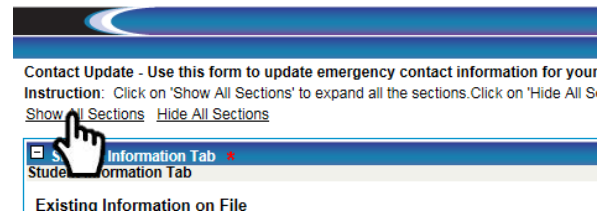
- Click on the Update Registration Tab



- Click on 'New.' This will open a new browser window. Please ensure that your web browser is set to Allow Pop-Ups.



- Click on 'Show All Sections' at the top left of the screen.




**\*\*\*Review each section of the form for accuracy and, if you have NO CHANGES TO BE MADE, skip ahead to Step 11 and follow the instructions\*\*\***

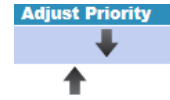
- Make any changes necessary to the contact information for students, guardians, and emergency contacts. For changes to the Student Information Tab, spelling of student name or correction to birthdate, contact your child's school.

- Under the Address and Phone section, please make any changes to the student's physical and/or mailing address. Any changes you make will be highlighted in yellow.

<p>Street Name: <input type="text" value="Belgravia"/></p> <p>Street Type: <input type="text" value="Road"/></p> <p>Street Suffix: <input type="text" value="-- Select --"/></p> <p>Development: <input type="text"/></p>	<p>Street Name: Belgravia</p> <p>Street Type: Drive</p> <p>Street Suffix:</p> <p>Development:</p> <p>City Label: Tobyhanna</p> <p>State: Pennsylvania</p> <p>Zip: 18466</p>	<p>Belgravia</p> <p>Drive</p> <p>Tobyhanna</p> <p>Pennsylvania</p> <p>18466</p>	<p><input type="text" value="Belgravia"/></p> <p><input type="text" value="Road"/></p> <p><input type="text" value="-- Select --"/></p> <p><input type="text"/></p>
---	---	---	---

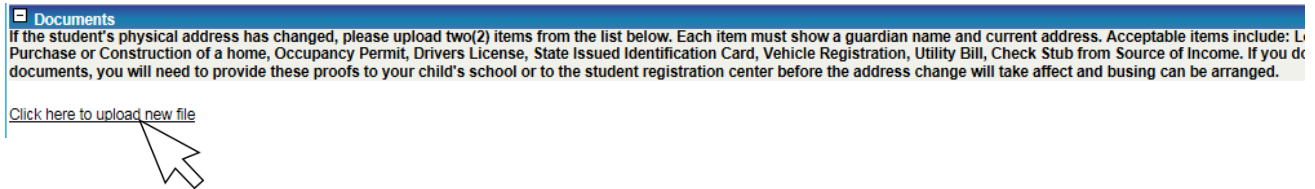
You must click  before any changes will be saved.


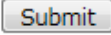
8. Under the Contact Information section, please make any changes to the guardian and/or emergency contact information. Click on Edit  to expand the window where you can change the information. You also have the opportunity here to adjust the contact priority.



Any changes you make will be highlighted in yellow.

9. Utilize Section 4 to update any Family Physician or Medical Provider information.
10. You must use the Documents Section at the bottom of the page \*ONLY IF YOU HAVE MADE A CHANGE TO THE STUDENT'S ADDRESS. Address Changes require additional documentation to prove residency, so this section allows you to attach supporting documents as listed in the description. Please click on the text 'Click here to upload new file' and attach your documents in .pdf or .jpg format



11. Once all of your changes have been made AND SAVED, please check the box 'I agree' and click Submit. *If you had NO CHANGES to be made, you must still click save  in one of the sections above to activate the  button.*

By clicking 'I agree', you certify that the information entered is true and correct. You further authorize school authorities to make whatever emergency treatment arrangements that they deem necessary if you can not be reached for an accident or illness affecting your child. .



ALL UPDATE FORMS SUBMITTED THROUGH HOME ACCESS CENTER ARE SUBJECT TO REVIEW AND APPROVAL BY SCHOOL OFFICIALS PRIOR TO STUDENT DATA BEING UPDATED IN SCHOOL RECORDS. YOU WILL BE CONTACTED FOR DOCUMENTATION IF YOU ARE CHANGING ADDRESS INFORMATION AND HAVE NOT UPLOADED DOCUMENTS.

12. You may close the window after you click submit.
13. If you have additional children in the district, you must fill out a form for each child.