

Instructions for updating/reviewing student information in Home Access Center

1. Start at the District webpage *See note below on web browser usage 2. Home Access Center link is located on the top right corner between the Virtual Backpack and Calendar.
3. To access the site, use the link provided on that page.
(<https://lmrhomeaccess.spihost.com>)
4. Enter your user name and password. Remember the information is case sensitive.
5. The Demographic page for your student will open with student/s name on the top right.
6. There will be a series of icons on the top of that page.
7. Choose “Update Registration” tab (it may be grayed out). At the beginning of each school year and to make changes throughout the school year, click on “New”. To see what information you pre-loaded, click the “View” button.
8. There are 4 sections to review and/or update. There is a “+” on the left side of each blue bar/section. Click on that to expand the area. Once expanded, be sure to read the fine print with instructions or comments to that section. Make any changes to that section that may be needed, click “Save” at the bottom of that section. Now move on to the next section.
9. After completing all sections, go to the bottom of the form and check off the box for “I Agree”.
10. You must click on the “Submit” box in order for all of the information to be processed. A message box may pop up asking if you want to submit the form, here click on “OK”.
11. This should now bring you to another screen showing your “Saved Applications”. If you have another student to update you can do it here.
12. To review or update another student, click on “Update Form”; choose the student; click on “GO”. Repeat the steps as above.

* Internet Explorer works best for updated HAC; Firefox also will work. Be advised that you may have trouble if you use Google Chrome or Safari.