

The primary method for parents of student-athletes to complete athletic participation forms and pay participation fees, is via the **HCS D Home Access Center**.

Parents will need to login to Home Access to:

1. **Update Student Information** - This is the primary means for parents to keep their emergency contact information up-to-date and to Sign-off on Athletic Participation Travel, Risk Acknowledgement, and Athletic Handbook Forms
2. **Pay Participation Fees** - Select **MyPaymentsPlus** option (<http://mypaymentsplus.com>) to pay the appropriate Athletic Participation Fee.

Where do I find Home Access Center?

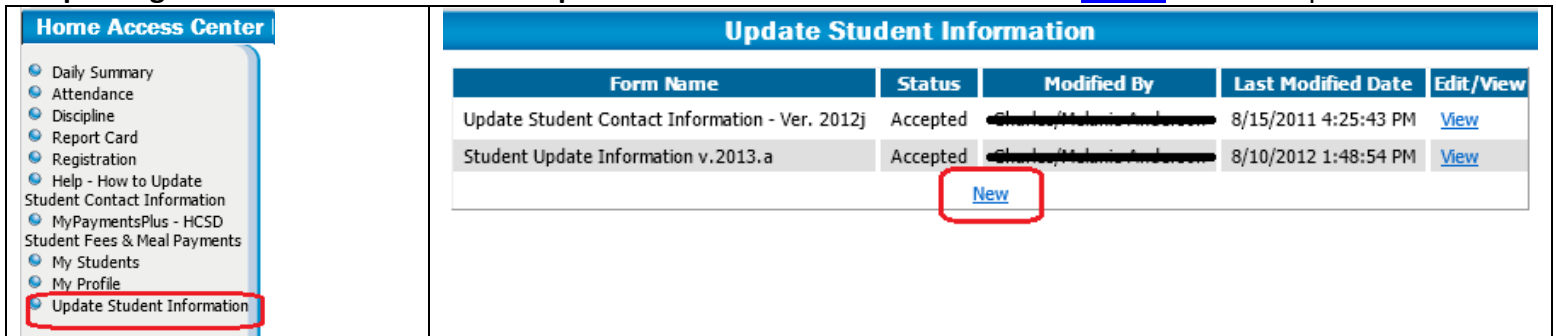
Home Access Center is available on the Internet at: <https://homeaccess.hboe.org> or, a link can be found on the Hilliard City Schools Website (www.hilliardschools.org) by clicking on the **Parent** tab.

How do I get my Home Access username and password?

All primary guardians of existing students were notified of their Home Access ID and Password at the beginning of the 2011-2012 School year. If you are new to Hilliard City School District, your username and password for Home Access Center will be the same as the login information you used to register your child for school. Contact your child's school for assistance.

Getting started in Home Access - Updating Emergency Contact Info and Athletic fields.

Step 1: Login to Home Access & Select 'Update Student Information'. Then click '**New**' to access update form.



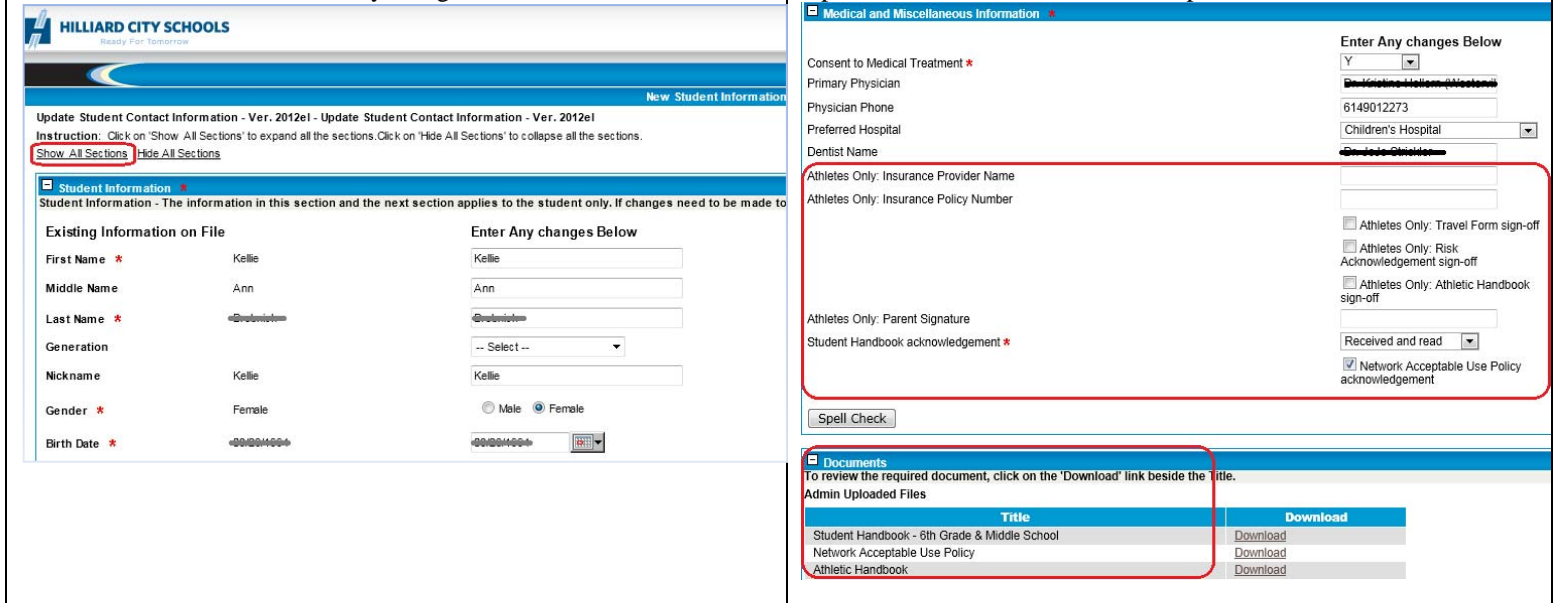
The screenshot shows the Home Access Center interface. On the left is a navigation menu with 'Update Student Information' highlighted. On the right is a table titled 'Update Student Information' with columns for Form Name, Status, Modified By, Last Modified Date, and Edit/View. A 'New' button is highlighted in a red box below the table.

Form Name	Status	Modified By	Last Modified Date	Edit/View
Update Student Contact Information - Ver. 2012j	Accepted	[Redacted]	8/15/2011 4:25:43 PM	View
Student Update Information v.2013.a	Accepted	[Redacted]	8/10/2012 1:48:54 PM	View

Step 2: Review and Update Student Emergency/Contact Information

First Click on the '**Show All Sections**' to view all sections/fields at once. Scroll down screen to review and make any updates... In particular review and update the fields in the Medical and Misc. Information section.

Click **Show All Sections** to easily navigate to all fields.



The screenshot shows the 'Update Medical and Athletic Participation related fields' form. It includes sections for 'Medical and Miscellaneous Information' and 'Documents'. The 'Medical and Miscellaneous Information' section has various input fields, some of which are highlighted with a red box. The 'Documents' section has a table of downloadable files, also highlighted with a red box.

Title	Download
Student Handbook - 6th Grade & Middle School	Download
Network Acceptable Use Policy	Download
Athletic Handbook	Download

Step 3: Scroll Down to Medical and Misc. Information Section

Complete the Insurance and Sign-off (check) the appropriate Athletic Participation sign-off boxes. Refer to the next section called 'Documents' to review the Athletic related forms and Handbook in detail.

Step 4: Scroll Down to bottom of Form and: 1. Click 'Save', 2. Check 'I Agree', 3. Click Submit

This step will submit any changes you made to your child's School. Even if you do NOT make any changes, you need to complete this step in order to indicate you have verified your student's emergency contact related information. You will receive an email from the building registrar indicating the status of your requested changes.

Getting started in MyPaymentsPlus. NOT AVAILABLE TO DO ON ON-LINE FOR HIGH SCHOOL UNTIL MARCH 11, 2013.

HCS has teamed up with an online service called [MyPaymentsPlus](#) to allow parents/guardians to pay school related fees online with no processing fee. Parents can pay user fees, class/course fees, and extracurricular participation fees. **It's all online so you can do it from home.** Steps to setup your account are quick & easy:

Step 1: From Home Access, select the **MyPaymentsPlus** link, or go to <http://mypaymentsplus.com> directly.

Step 2: If you haven't already done so, register for a FREE Account. A startup wizard will lead you through setting-up your account and choosing your student(s).

Step 3: Select the appropriate Athletic Activity, review the activity specific message, then click **Continue** to apply payment.

Other Payments **Step 1 - Select appropriate activity for your child**

Davidson Athletic Participation Fees

Fall Athletics - Davidson High School

Item	Amount	Pay
Cheerleading - Davidson Fall Athletics details	\$100.00	<input checked="" type="checkbox"/>
Cross Country - Davidson Fall Athletics details	\$100.00	<input type="checkbox"/>
Football - Davidson Fall Athletics details	\$100.00	<input type="checkbox"/>
Golf - Davidson Fall Athletics details	\$100.00	<input type="checkbox"/>
Soccer - Davidson Fall Athletics details	\$100.00	<input type="checkbox"/>
Tennis (Womens) - Davidson Fall Athletics details	\$100.00	<input type="checkbox"/>
Volleyball (Womens) - Davidson Fall Athletics details	\$100.00	<input type="checkbox"/>

Meals Subtotal: \$0.00

Fees & Activities Subtotal: \$100.00

Total: \$100.00

Step 2 - Select Continue Payment to sign-off on Athletic Participation Forms and complete payment. **Continue Payment** Cancel payment

The Activity you have chosen requires that you fill out the form below and click "Continue" to add to your cart.

Activity Name: Basketball - Darby Winter Athletics

Athletic Requirements
Please be sure to log into Home Access Center to Update Student Information.

Please be sure to answer all athletic-related questions on the Update Student Information form in Home Access Center before the first practice of the season. These questions can be found in the [Medical & Miscellaneous Information](#) section.

The Athletic fields required include Insurance Provider Name, Insurance Policy Number, Travel Form sign-off, Risk Acknowledgement sign-off, Athletic Handbook sign-off, and Parent Signature. Also, be sure to indicate your preference in the Consent to Medical Treatment question. The forms to view can be downloaded in the Documents section of the Update form.

Continue **Cancel**

Please contact your child's school and/or athletic department if you have any questions regarding the **Home Access Center** and/or **MyPaymentsPlus** offering.