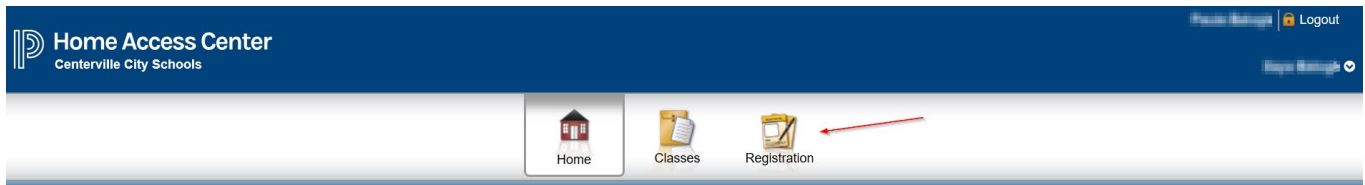
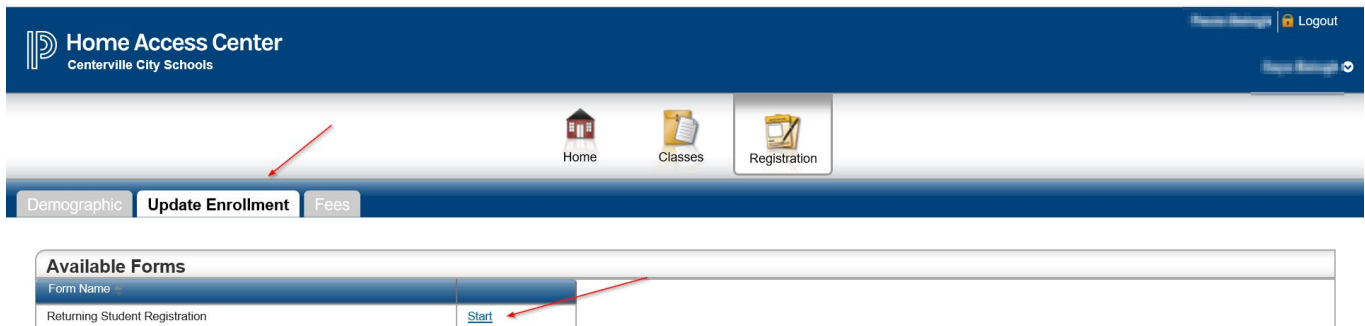


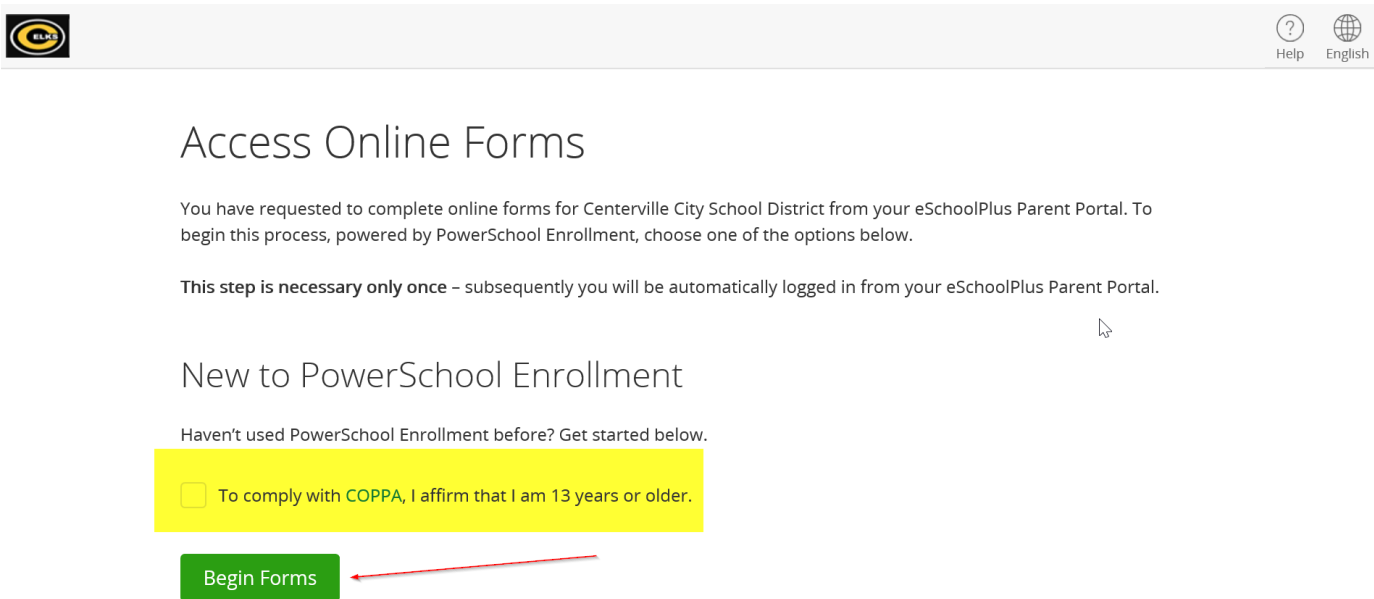
1. Go to <https://hac.centerville.k12.oh.us> and log into the Home Access Center using your Parent account username and password.
2. Select the Registration icon



3. Select the Update Enrollment tab. Then click Start.



4. To access the online forms, click the box to comply with COPPA regulations, then click Begin Forms



5. You will be taken through a series of forms, some of which will be populated with your student's data.
 - a. Fields in grey are display only and cannot be changed.
 - b. Fields in RED are required and must be entered/answered.
 - c. Fields that are not required only need to be updated if the information is incorrect or missing.
 - d. REMINDER: Address changes to students will require proof of residency documentation, which can be uploaded on the Document Upload page.

6. After you've completed all of the pages, a Summary page will display.

PAGE	STATUS
Student	4
Family	11
Emergency	4
Priority	3
Health	7
Transportation	1
Agreements	6
Document Upload	✓
Signature	2

[Find Invalid Fields](#)

[Previous](#)

[Submit](#)

7. The Status for all pages must be a **Green** checkmark before you can submit. If any Status flags are **Red**, you can click on the status flag for that page or click Find Invalid Fields to correct the missing/invalid data. After correcting the data, return to the Summary page.

8. When all flags are Green, click Submit. A confirmation screen will display.

WARNING: DON'T FORGET TO CLICK THE "SAVE & SIGN OUT" BUTTON WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE. Save & Sign Out can be found by clicking the circular button with your initials on the top right of the screen.