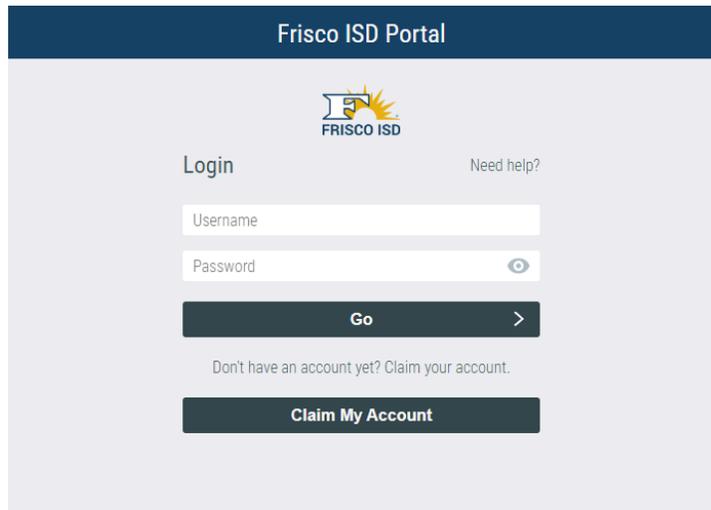


Upload Immunization Document in Home Access Center (HAC)

Go to the FISC Portal using the URL: <https://portal.friscoisd.org>.

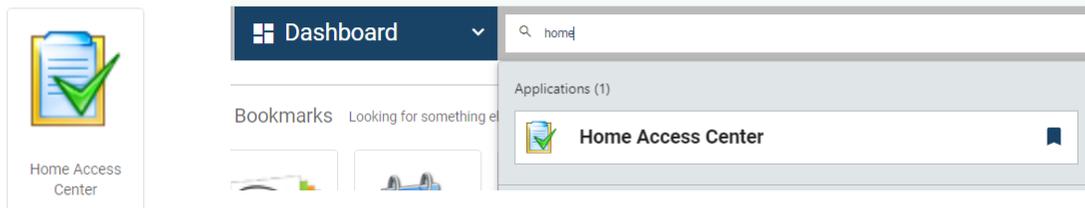
o Login to Frisco ISD Portal with your parent/guardian login and password.

o If you don't have your parent/guardian login, visit [The Portal information page](#)



The screenshot shows the Frisco ISD Portal login interface. At the top, there is a dark blue header with the text "Frisco ISD Portal". Below the header is the Frisco ISD logo, which features a sun and a book. The main content area is light gray and contains a "Login" section. There is a "Need help?" link to the right of the "Login" text. Below the "Login" text are two input fields: "Username" and "Password". The "Password" field has an eye icon to its right. Below the input fields is a dark blue button with the text "Go" and a right-pointing arrow. Below the button is a link that says "Don't have an account yet? Claim your account." At the bottom of the login section is a dark blue button with the text "Claim My Account".

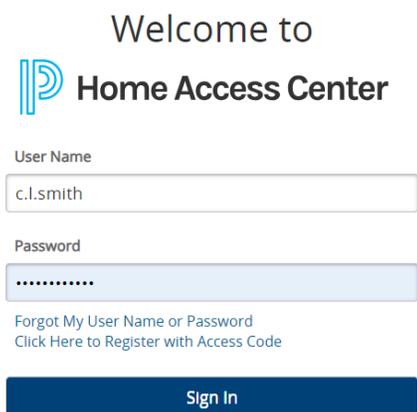
After successful login to the portal, locate the Home Access Center tile or you can search for the tile in the top center of the application window. When you find the tile, click on it to open to the Home Access Center (HAC) login page.



Type in your parent/guardian username and passv

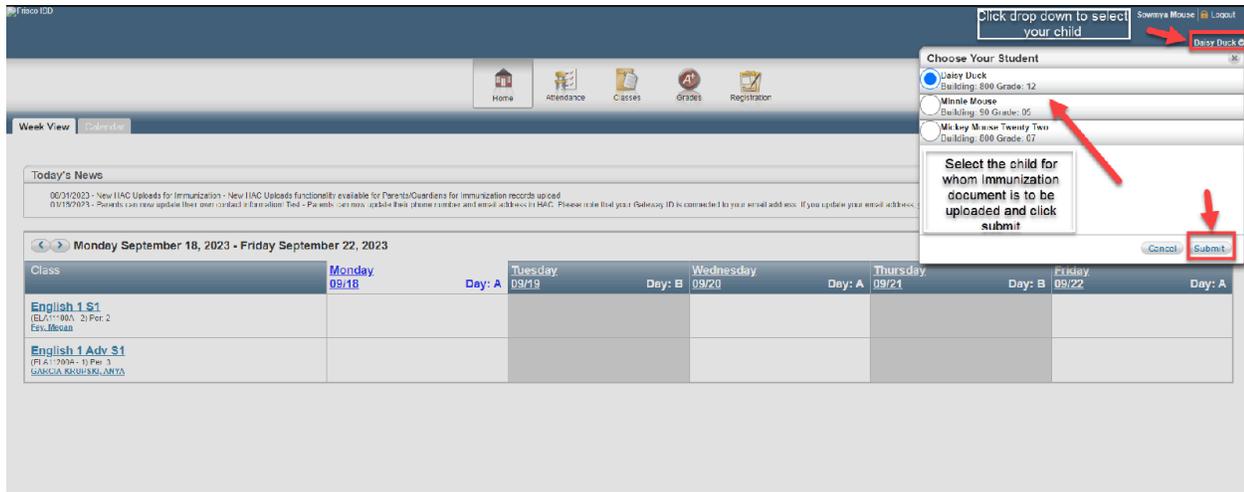
Click on Sign in.

If you have issues logging into HAC, please visit th [Home Access Center Help](#) portal.

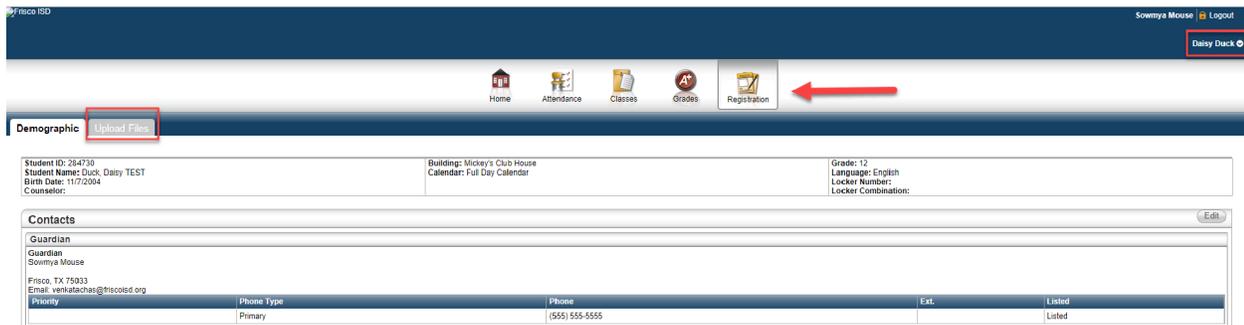


The screenshot shows the Home Access Center login page. At the top, there is a "Welcome to" message followed by the Home Access Center logo, which is a stylized "P" inside a circle. Below the logo is the text "Home Access Center". There are two input fields: "User Name" with the text "c.l.smith" and "Password" with a series of dots. Below the input fields are two links: "Forgot My User Name or Password" and "Click Here to Register with Access Code". At the bottom is a dark blue button with the text "Sign In".

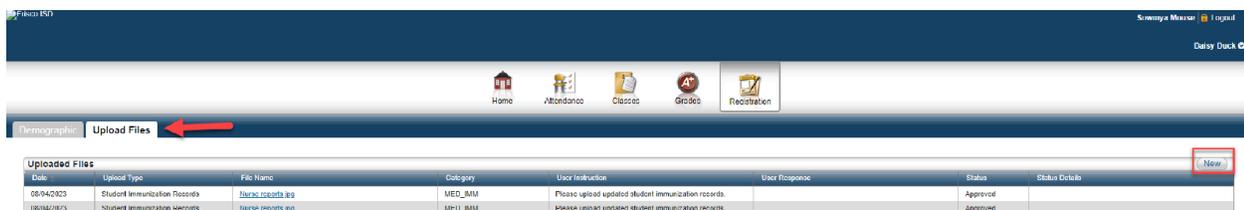
Once you are logged in, on the top right, under your name you can see your child's name and a small drop down. Click on the drop down to select your child for whom you are going to upload the Immunization document and click Submit.



Click on the 'Registration' Tab



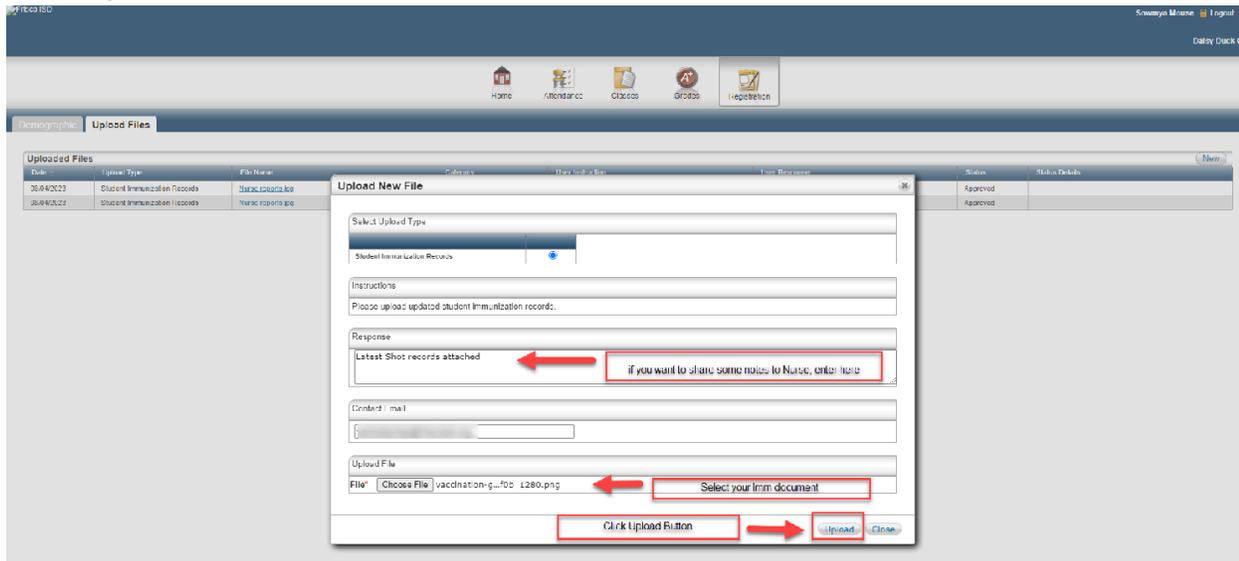
Now, click the 'Upload' tab. This will show the list of documents already uploaded by you. Hit the 'New' button to upload a new document.



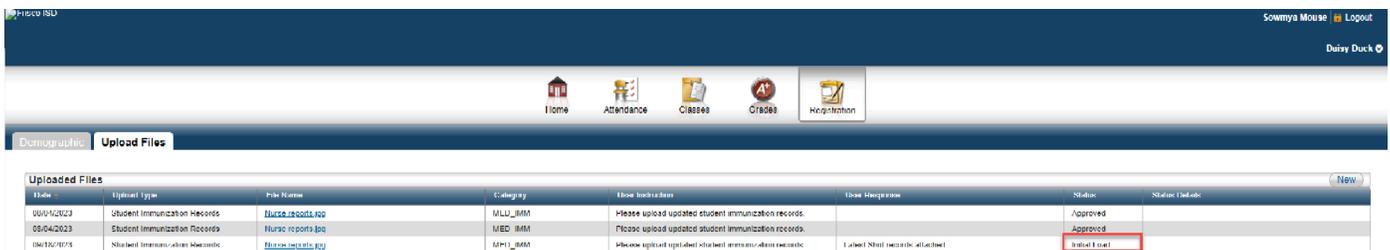
Clicking on the 'New' button will open a new dialog window. In this window, there are 2 sections which you will be using:

1. Response : Here you can enter anything that you want to communicate to your Campus Nurse. This is optional.
2. Upload File : Click on the 'Choose file' button and select your document to upload

Click 'Upload'.



After clicking the upload button, the dialog window is closed and you will see the list of documents uploaded. When you upload a new file, the status shows 'Initial Load'. This means, you have uploaded the document and it is pending for Nurse's Review.



If the Nurse approves the document, your document status changes to 'Approved'.

| Date | Upload Type | File Name | Category | User Instruction | User Response | Status | Status Details |
|------------|------------------------------|-------------------|----------|--|-------------------------------|----------|-----------------------------|
| 08/04/2023 | Student Immunization Records | Nurse reports.jpg | MED_IMM | Please upload updated student immunization records | | Approved | |
| 08/04/2023 | Student Immunization Records | Nurse reports.jpg | MED_IMM | Please upload updated student immunization records | | Approved | |
| 09/18/2023 | Student Immunization Records | Nurse reports.jpg | MED_IMM | Please upload updated student immunization records | Lateral Shot records attached | Declined | Upload the correct document |
| 09/18/2023 | Student Immunization Records | immunization.pdf | MED_IMM | Please upload updated student immunization records | Correct Document Re-uploaded | Approved | |

You will also receive an email notification with the subject "Document Approved"

Your document for Student Immunization Records has been approved

noreply@powerschool.com
To

[Reply](#) [Reply All](#) [Forward](#) [More](#)
Mon 9/18/2023 3:17 PM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mouse [REDACTED],

The uploaded document (Immunization-20230918_151606.pdf) for Daisy TEST Duck (Student ID: [REDACTED]) has been approved.

Note to Parent:

Thank You!

If for some reason the document is declined, your status will be changed to 'Declined' and you can see the Nurse Comments on denial in the 'Status Details'. You will also receive an email that the document was denied.

| Date | Upload Type | File Name | Category | User Instruction | User Response | Status | Status Details |
|------------|------------------------------|-------------------|----------|--|-------------------------------|----------|----------------|
| 08/04/2023 | Student Immunization Records | Nurse reports.jpg | MED_IMM | Please upload updated student immunization records | | Approved | |
| 08/04/2023 | Student Immunization Records | Nurse reports.jpg | MED_IMM | Please upload updated student immunization records | | Approved | |
| 09/18/2023 | Student Immunization Records | Nurse reports.jpg | MED_IMM | Please upload updated student immunization records | Lateral Shot records attached | Declined | Initial Load |

Your document for Student Immunization Records has been denied

noreply@powerschool.com
To

[Reply](#) [Reply All](#) [Forward](#) [More](#)
Mon 9/18/2023 3:15 PM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mouse [REDACTED],

The uploaded document (Nurse reports-20230918_151315.jpg) for Daisy TEST Duck (Student ID: [REDACTED]) has been denied.

Note to Parent: Upload the correct document

Action required: Re-upload the corrected document as required.

Thank You!

If the document was denied, you will repeat the process to re-upload the document through HAC.

Once the Nurse approves the document, your document status changes to 'Approved' and you will receive an approval email.



The screenshot shows a web application interface with a navigation bar at the top containing icons for Home, Attendance, Classes, Grades, and Registration. Below the navigation bar is a sub-menu with 'Demographic' and 'Upload Files' tabs. The main content area displays a table titled 'Uploaded Files' with the following data:

| Date | Upload Type | File Name | Category | User Instruction | User Response | Status | Status Details |
|------------|------------------------------|-----------------------------------|----------|--|------------------------------|----------|-----------------------------|
| 08/04/2023 | Student Immunization Records | nurse_reports.jpg | MED_IMM | Please upload updated student immunization records | | Approved | |
| 08/04/2023 | Student Immunization Records | nurse_reports.jpg | MED_IMM | Please upload updated student immunization records | | Approved | |
| 09/10/2023 | Student Immunization Records | nurse_reports.jpg | MED_IMM | Please upload updated student immunization records | Latest Shot records attached | Declined | Upload the correct document |
| 09/18/2023 | Student Immunization Records | immunization.pdf | MED_IMM | Please upload updated student immunization records | Correct Document Re-uploaded | Approved | |