

Online Verification Directions

1. For homes with multiple students, this process will need to be completed for *each* student.
2. Login to Home Access Center @ <https://hacipe.sungardk12saas.com/HomeAccess>.

3. Guardians with multiple children...
 - a. When you login you will be brought to the child with the lowest ID # (typically the oldest)
 - b. To switch children, click the “Change Student” button in the top right corner.
 - c. Then select the child you wish to view and click the “Submit” button.
 - d. *Note – Each student must be verified individually to complete the registration process.*
4. Follow the “Registration” icon along the top navigation bar



5. Follow the “Update Student Information” tab



6. Follow the “New” link



7. Review & complete all sections of the verification form.
 - a. Use the arrow buttons to move through the form.
8. Click the “Save” button(s).
9. Check the box for “I agree.”
10. Click the “Submit” button. Your form will be reviewed by the school and either accepted or denied. You will receive an email notification when this step is complete. You can also view the status on Home Access.

Detailed Directions and Additional Help can be found at <http://goo.gl/hNd5Fs>