

Instructions for Logging Into Home Access Center & Updating Contact Information

1. Access the district's website at www.fleetwoodasd.k12.pa.us.
2. Click on **Home Access Center** in the Popular Shortcuts Box in the center of the page.
3. Click the Homes Access Center Icon.
4. Select "Fleetwood" in the **Select a District** box.
5. Enter your **Username** and **Password** as listed on the reverse.
6. On the left side of the page, select **Update Student Information** and click the word **New**.
7. Please review your student's name, grade, and birth date.
8. Click on the **(+)** next to Contact Information to expand the contact section.
9. Click on **Edit/View** next to your name to access your existing information.
10. Please review all of the current contact information, including your address. If changes need to be made to your address information, you will need to contact Central Registration at 610.944.8111, x1200 to make an appointment for an address change.
11. Enter at least one (1) **Alert** numbers for the primary contact for use with the rapid notification system. Alert numbers are the first contact in the event of an emergency or school closing. You may have two (2) additional alert numbers for your child, but each child must have at least one alert number.
12. Review your **Email** address and make any changes that may be necessary.
13. Upon completion, click the **Save** button at the bottom left to save your changes.
14. Once the screen refreshes, click the box stating **I agree**, and **Submit** your changes.
15. Please be sure to logout of Home Access Center when you are finished. Your information will be updated upon acceptance by the Central Registration Office. An email confirmation will be issued to you indicating that your registration update has been accepted.