

# All SCSD2 Parents/Guardians Need a Harmony Family Access Account!

What is a Harmony Family Access Account?

Your Harmony Family Access Account (HFA) is the portal to a vast amount of information about your student. It is the location to find out information about grades, attendance, and discipline. Term report cards will be viewed on HFA. You can also pay fees and/or apply for federal assistance from this single account!

If you have more than one child in SCSD2, create ONE account and then add each child with special codes. You only remember one username and password!

Parents/guardians are encouraged to keep demographics updated and to establish **push notifications**. Student information is available in this portal 24-7. But push notifications go a step further and allow parents/guardians to customize the information you want sent to you via text or email!

How do I create an account?

You can create an account from any web-based device. Start at the Harmony Family Access link from any SCSD2 web site. You'll need an email address and the birthdates and parent access codes from each child. Contact your building administrator to get your access code.

## 1. Create a Harmony Family Access Account

Sign in a) Go to your school web site b) Select and select *Harmony Family* Create an Account Username **Access** from the Parent drop Password down list Don't have an account yet? c) Put in YOUR first and last name. Create my account sign in Do not name the account after a child. This will cause a duplication of records. First name Put in YOUR email account. Last name If you don't have an email account you can create one easily at google.com. Email Username Create a username. Suggested Username is YOUR name or your email address. Password Create a password and confirm it. Confirm password You'll need to remember this!!

### 2. Add your students to your account. If you have more than one SCSD2 student, add them all!

add student to my account

You will need the individual Web Registration code and the birthdate for each student. You can get codes from school. If you need codes for any other SCSD2 student, you should contact that school.

## 3. Select/update your Push Notification Profile.

This is a CRUCIAL step. If you don't customize your profile, you won't get notifications. Use your child's name as the account nickname (otherwise you won't know which student has generated the contact!!)

Be sure to select the information you want to receive **AND** the frequency you want to receive it. Scroll down to find your profile!

### **RECOMMENDATIONS-**

Request notice on unexcused absences Request notice on tardies

Request a letter grade notification

When do you want notice of a low grade?

### Request notice on discipline

This is important! If you don't select this you will not know about warnings, detentions, or suspensions!

Request lunch balance and set your dollar limit.

Request overdue book info if you want that.

Determine **how** you want to be notified!

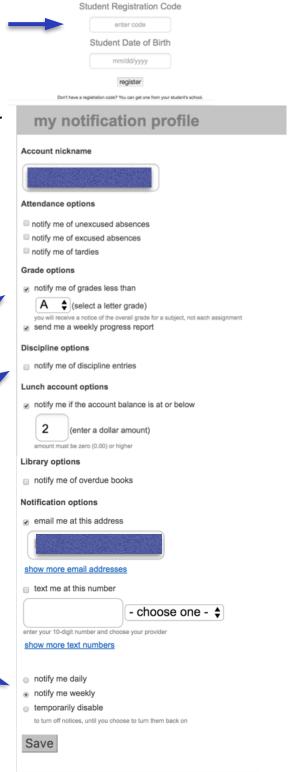
Do you want email? Or text messages? Or both?

Choose as many as you want!

Determine the **frequency** of contact.

Hit Save.

You can EDIT this profile at any time in your Harmony Family Access profile!!



## Need help?

Contact your school for assistance.

We can help over the phone or we can set a meeting and assist you in person!