The Staff Guide To
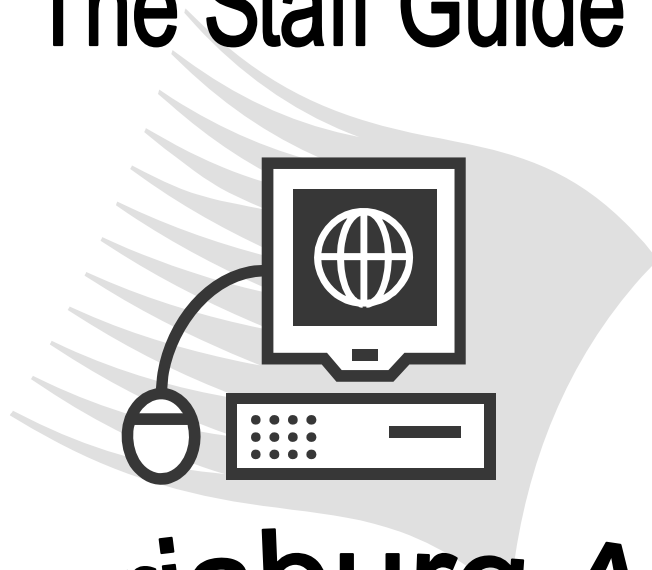
Harrisburg Area Community College

HACCWeb

Hours of Availability 5 AM – 11:30 PM Daily

January 2011

HACCWeb for (Non-teaching) Staff

HACCWeb is a secure way to see information that is kept in the college's computer information system. The system will let you view certain information pertaining to your personal records. HACCWeb is also utilized by HACC students and non-teaching staff.

HACCWeb will allow you, among other things, to:
> view information that is in Banner on your record, such as
>> your address, email address and emergency contacts
> change your PIN and security question
> change your email address
> view your HACC courses (transcript) if you attended HACC
> view your benefits, earnings and deductions history, pay stubs, and leave balances

> ## To Access HACCWeb

1. Go to http://www.hacc.edu.
2. Click on the **HACCWeb** link located across the top on the right side of the main page to get to the HACCWeb Page.
3. Click on the **Enter Secure Area** link to get to the Login Page.
4. Enter your Employee ID as your **User ID**. Remember your employee ID is your name, ie JATHOMPS for John A Thompson. You are limited to 8 letters.
5. Enter your **PIN**. (Your PIN is initially your date of birth as mmddyy [e.g. Sept 18, 1954 = 091854]. You will be asked to change your PIN during your initial login. Your new PIN must be 6 to 15 characters in length, at least one character must be a number. You cannot use your date of birth.) **Your PIN will expire in 140 days**.
6. The first time you log in you will be asked to create a **security question/answer**. If in the future you forget your PIN you will be able to reset your PIN by successfully answering the security question.
7. The first time you log in you will see a security page entitled: Terms of Usage. After you have read this page, press **Continue**.
8. Once you are logged in, from the main menu click on any of the menu items that are listed. If you want to update or change Personal Information, click **Personal Information** from the top link or main menu page. You may then change your PIN, your security question, your email address and view other personal information. If you want to access employee information, click on the **Employee Services** link to view information on benefits, leave balances or pay stubs.
9. If you were a student at HACC at anytime [credit or non credit], you will also have access to **Student Services and Financial Aid** to access your student information.
10. If you are a faculty member or are an advisor you will also have access to the **Faculty Services** information.
11. When you are done, please be sure to click on the **EXIT** button in the upper right corner of your screen. Then press the close X in the upper right corner of your screen. It is very important for you to exit completely to keep your account secure.

A complete list of Menu items as they appear on HACCWeb are listed below.

Student Services and Financial Aid
This menu will appear only if you attended HACC at any time.

Registration
- Schedule Placement Testing
- Check my registration status (verify my major, academic stranding, etc.)
- Look up classes
- Register, Add or Drop Classes
- View my class schedule
- Pay my account
- Enrollment Verification
- Veterans Benefit Request
- Nurse Lab Demo Scheduling
- Health Careers

Student Records
- View my holds
- View my advisor's name
- View my mid-term and final grades
- Display my grades and unofficial transcript
- Request HACC transcript or view status of request
- Degree Evaluation and Applying to Graduate
- Review contracts, charges, exemptions and payments
- Pay your Account
- Tax Notification – 1098 Information
- Enrollment Verification

Financial Aid
- Overall Status of Financial Aid
- Eligibility
- General Financial Aid
- Financial Aid Application
- Information Links

Personal Information
This menu will appear for all staff.

- Change My PIN
- Change My Security Question
- Submit a Change of Address(es) or Phone(s)
- View My Address(es) and Phone(s)
- View My E-mail Address(es)
- View My Emergency Contacts
- Update My Emergency Contacts
- Name Change Information
- SSN Change Information
- Research Office Evaluations and Surveys
- Recent HACC meetings or special events

Employee Services
This menu will appear for all staff.

- **Time Sheet**

Multiple Time Sheet will appear if multiple orgs exist

- **Benefits and Deductions**

Retirement
Health
Miscellaneous
Benefit Statement

- **Pay Information**

Direct Deposit Allocation
Earnings and Deductions History
Pay Stubs

- **Tax Forms**

W4 Information
W2 Form

- **Jobs Summary**

Position History

- **Leave Balances**

Personal
Sick
Vacation

There is a listing of Frequently Asked Questions located on the HACC Website at www.hacc.edu, Faculty and Staff link (left side of main page) Student Services link, Registrar link, HACC ID FAQ's link. There is also information under the Help link on many of the HACCWeb screens.

If you have employee services questions, please contact:
        Glenna Stump at 717-221-1300, extension 1602 or ggstump@hacc.edu

If you still have questions or problems in accessing or using HACCWeb, please contact any of the following individuals:
        Roz Ogden at 717-221-1300, extension 1675 or reogden@hacc.edu
        Rachelle Downing at 717-221-1300, extension 1677 or radownin@hacc.edu

You may also contact the help desk at 780-2570 or from on campus dial 4357. Help Desk hours are:
Monday through Friday   7:30 am to 5:00 pm
Saturday and Sunday   8:00 am to 6:00 pm

HACCWeb for Staff
Quick Reference

LOGIN

1. Go to http://www.hacc.edu.
2. Click on **HACCWeb** (located on the dark green bar, on the right)
3. Click on the **Enter Secure Area** link.
4. Enter your **User ID**
5. Enter your **PIN**
6. *Reset your PIN
7. *Create a security question/answer
8. *Read Terms of Usage and press **Continue**.
9. Click on:
    - **Faculty Services** (Only available if you are an instructor or advisor.)
    - **Personal Information**
    - **Employee Services**
    - **Student Services and Financial Aid** (Only available if you attended HACC at any time.)
10. Click on **EXIT** and close your browser.

*You will only see these items the first time you login.