The Student Guide To

Harrisburg Area Community College

HACCWeb

August 2010

This document and other HACCWeb documents are available at www.hacc.edu. From the homepage, select Current Student link (on the left side), Log-ins, and under HACCWeb, select the appropriate document.

What Is HACCWeb?

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, registration, financial aid, and other student records information. HACC Web is also utilized by HACC faculty and staff.

You have access to your information via the Web. Your advisor has access to some of your information via the Web. You are able to access information simply by logging on to the Internet anywhere it is available to you. If you do not have a computer, please be aware that computers are available for your use at the library and the open labs of any of the HACC campuses. Most public libraries also have computers available for use.

How Do I Access HACCWeb?

You can access the self-service through Internet Explorer 6.0.

> **NOTE**: HACCWeb is case sensitive.

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 Login Page.

3. Click on the **Enter Secure Area** link to get to the Login Page.

4. Enter your HACCid as your **User ID**. Your HACCid begins with an H followed by 8 numbers. Go to the Welcome Center at any HACC campus if you don't know your HACCid. You will need to show a photo ID to obtain your HACCid.

5. Enter your **PIN**. (Your PIN is initially your date of birth as mmddyy [e.g. June 10, 1983 = 061083]. If your birth date is not on file with the College, the last 6 digits of your HACCid is used as your initial PIN. You will be asked to change your PIN during your initial login. Your new PIN must be between 6 and 15 characters in length and must contain at least one number. You may not use your date of birth. **Your PIN will expire in 140 days. If you take on-line courses, WebCT/Blackboard also uses your HACCid and PIN. Refer to Page 3 for instructions on changing your PIN.**

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 answering the security question. To protect your privacy, select a security question that other people will not know the answer.

7. The first time you log in you will see a security page entitled: Terms of Usage. After you have read this page and agree with the conditions, press **Continue**.

8. Once you are logged in, from the main menu click on **Student Services and Financial Aid** or **Personal Information**.

> ✳ *Important Note* ✳
> *For your security and privacy, when you are finished viewing your information, logout from HACCWeb by clicking on the **exit** button on the upper right hand side of the computer screen, or click on "**File**" at the top left side of your screen and then click on "**Close**".*

Please note that there is a **help** link at the top of every web page if you want help with the registration process.

Can I Change My Personal Identification?

Yes. You can change your PIN at anytime after your first successful login. On the Welcome page, click on the "Personal Information" menu, choose "Change My PIN", and follow the instructions. ***For security reasons you must change your PIN the first time you log on.***

When you change your PIN in HACCWeb, it will also be changed for access to WebCT/Blackboard. Please allow 30 minutes for the new PIN to be active on WebCT/Blackboard.

What If I Forget My PIN, Or Can't Get In?

If you forget your PIN, type in your HACCid in the User ID field and click on the **Forgot PIN?** button. After you answer your security question press the Submit Answer button. If you answered the security question correctly, you will then create a new PIN. Remember that your PIN must be 6 numbers. Then press Reset PIN.

NOTE: While logging in if you are unsuccessful in more than 5 attempts your PIN will be disabled. To have your PIN enabled by HACC personnel you will need to make the request in person and show a photo ID. Contact the Welcome Center at your campus to enable your PIN. More information about resetting of your PIN can be found on the FAQs listed on the HACC website at www.hacc.edu. Log in to HACCWeb, then select the link to FAQs.

What Services are Available in HACCWeb?

You can access services for students by clicking on:

Student Services & Financial Aid
- Registration
- Student Records
- Financial Aid

Personal Information
- Change My PIN
- Change My Security Question
- Submit a Change of Address or Phone
- View My Address and Phone
- View/Update My Email Address
- View/Update My Emergency Contacts
- Name Change Information
- Social Security Number Change Info
- Research Office Evaluations & Surveys
- View video of HACC meetings or special events
- Recent HACC Meeting or Special Event

To go to the previous screen, use the ⇦ **Back** button in the top navigation bar.

What Information Do I Find Under the Student Services and Financial Aid Heading?

HACCWeb will allow you to view a variety of information about your record. Listed below are the services you have access to in HACCWeb.

Registration:

In this section, you may view your current schedule or register for classes. Click on "**Registration**" then click on:

➢ Schedule Placement Testing
➢ Check My Registration Status
➢ Select Term
➢ Look-up Classes to Add
➢ Register/Add/Drop Classes
➢ HACC Bookstore
➢ Student Schedule by Day & Time
➢ Student Detail Schedule
➢ Enrollment Verification
➢ Veterans Benefits Request
➢ Health Careers (Clinical Application, Schedule Nursing Lab Demo)
➢ Realtime Bill (EBILL)
➢ Re-compute my Student Account Balance
➢ Pay My Account (Authorize Third Party Payments)

Student Records:

In this section, you may view information on your student record. Click on "**Student Records**" then click on:

➢ View My Student Information (Current Status and Primary Advisor)
➢ View My Holds
➢ View My Midterm Grades
➢ View My Final Grades
➢ View My Academic Transcript
➢ Request Printed Transcript
➢ View Status of Transcript Requests
➢ View My Account Summary by Term
➢ View My Account Summary
➢ View My Contracts & Exemptions
➢ Tax Notification – 1098 Information
➢ Degree Evaluation
➢ View Catalog of Courses
➢ Apply to Graduate
➢ HACC Payment Plan Application
➢ Enrollment Verification
➢ Realtime Bill (EBILL)
➢ Pay My Account (Pay directly from Bank Account or Pay by Credit Card)

Financial Aid:

In this section you may view information pertaining to your Financial Aid.
➢ Overall Status of Financial Aid
    o Holds
    o Academic Progress
    o Cost of Attendance
    o Financial Aid Awards
    o Important Messages
➢ Eligibility
    o Holds
    o Document Requirements
    o Academic Progress History
➢ Award Information
    o Account Summary by Term
    o Review Awards
    o Accept Award Offers
    o Display Award Payment Schedule
    o View Loan Applications
    o Review Withdrawal Information
➢ General Financial Aid
    o Financial Aid Application
    o Information Link

Do You Need Advisor Approval To Register?

You may need to have an advisor's approval (Advising Code) to register for courses. If you answer yes to any of the following questions, you must obtain an advisor's approval (Advising Code) prior to registering:

1. Are you a **new** student scheduling courses **full-time** for your 1st term at HACC?   ◯ Yes ◯ No

2. Are you scheduling courses in the Fall and/or Spring term within one year following your high school graduation?   ◯ Yes ◯ No

3. Are you a **non-high school graduate** scheduling courses for your **1st term** at HACC?   ◯ Yes ◯ No

4. Are you a foreign student (F-1 Status only) scheduling courses for your 1st term at HACC?   ◯ Yes ◯ No

5. Are you an **accelerated or provisional high** school student at HACC?   ◯ Yes ◯ No
(You are an accelerated or provisional student if you were granted permission to take HACC courses while still in high school.)

6. Are you on academic probation or suspension reinstatement at HACC?   ◯ Yes ◯ No

7. Are you currently enrolled in one of these majors at HACC?   ◯ Yes ◯ No

Child Care (5180)	*HRIM-Culinary Arts (1260, 1580)*
Culinary Arts (1261, 1581)	*Visual Arts-Graphic Design (2200,2840)*
Early Childhood Education (5500)	*Nuclear Medicine Tech (3630, 363N)*
Early Childhood – Elem Educ (5070)	*Phlebotomy Technician (0390)*
Elementary Education K-6 (5100)	*Radiologic Technology (374P, 375P, 376P)*
Environmental Associate (3060)	*Legal Assistant & Paralegal Studies Certificates*
Environmental Specialist (3570)	*(5300, 5301)*

8. Are you a new student scheduling courses **part-time for your 1st term** at HACC in any of these majors?   ◯ Yes ◯ No
*(If you answer yes to this question, you are not required to have your advisor's approval/advising code to register, but are **highly encouraged** to consult with your advisor anyway.)*

Administrative Office Specialist (1370, 1371, 1921)	*Mechanical Technology (4350)*
Architectural Technology (4170, 4470)	*Mechanical Engineering Technology (4700)*
Building Construction Technology (4250, 4510)	*Medical Assisting (3210, 321P, 3240, 3520, 352P)*
CVT (0130, 013P,3510, 351P, 3530,353P)	*Medical Laboratory Tech (3580, 358P)*
Dental Assistant (3200, 320P)	*Nursing (3680, 368P)*
Dental Hygiene (3490, 349P)	*Paramedic (3330, 333P, 3690, 369P)*
Diagnostic Medical Sonography (354P)	*Pharmacy (3280, 328P, 3850, 385P)*
Electronic Engineering Tech (4310, 4580)	*Practical Nursing (3270, 327P)*
Emergency Health Services Mgmt (3500)	*Radiologic Technology (3740, 3760)*
Health Information Technology (3560, 356P)	*Respiratory Care (3890, 3920, 392P)*
Health Science (359P)	*Surgical Technology (3220, 322P, 3620, 362P)*
Industrial Maintenance (4260, 4710)	*Technology Studies (4400, 4680)*
	Ultrasound (3230, 323P)

Approval to register may be granted by an advisor in two ways:

1) If registering online via the HACC Web, obtain the Advising Code from your advisor prior to attempting online registration. Generally, the Advising Code will be given to you at the conclusion of your advising meeting.

2) If registering in person or by mail or fax, obtain your advisor's signature long with the Advising Code on the Enrollment Form (used for initial registration) or the Drop/Add/Withdrawal Form (used to make changes to your existing schedule). If you have obtained approval (Advising Code) to register or determined that you don't need approval to register, you may proceed to register online via HACCWeb.

Step-By-Step Guide to Registering On-Line Using HACCWeb

Please follow these pre-registration steps in advance of attempting to register:

Pre-Step 1: **Log on to HACCWeb to ensure that you are able to do so.**

- If you cannot remember your PIN, type in your Userid, leave the PIN field blank, and click on the Forgot PIN? button. If you answer your security question correctly, your PIN will be reset to your birth date. Remember that the answer is case sensitive. Your answer must match exactly how you answered it upon set up.

- If you cannot remember your security question answer or if you attempt to log on 5 times unsuccessfully, you will disable your PIN and you must have it reset by the Welcome Center of the campus nearest you. See campus information listed below.

- To have your PIN reset: A) Come in person to the Welcome Center and supply a photo ID, B) Call the Welcome Center at the campus your attend, or C) Fax/Mail a signed, written request to the Welcome Center to have your PIN reset. The request must include a photocopy of your driver's license or other officially issued photo ID, your HACCid number, your current address and telephone number, and your date of birth. (see contact information on page 8)

Pre-Step 2: **Contact the Welcome Center if uncertain about the following instances which could prevent you from registering:**

- Do you need an Advising Code? The Advising Code is the digital form of your advisor's signature which is provided to you at the conclusion of your one-on-one advising appointment.

- Do you have holds i.e. financial obligation, TRDW Program, 65+ Senior Program?

- Do you have a restrictive academic standing i.e. academic probation or suspension?

- Is your student status inactive i.e. graduated, need to reapply for admission?

Pre-Step 3: **Choose the courses you need to take and have the Course Reference Number (CRN) on hand when you do register.**

Pre-Step 4: **Submit override authorizations to the Welcome Center.** If your advisor and/or an instructor signed an override on the back of the Enrollment Form or on the Drop/Add/Withdrawal (DAW) Form, it must be entered on your record prior to attempting to register. To have the electronic override entered, either come in person to the Welcome Center of the campus nearest you and present the signed form or fax/mail the form to the campus you attend, written request to have the overrides entered.

Step-By-Step Guide to Registering On-Line Using HACCWeb (cont.)

Step 1: Go to www.hacc.edu. Click on the HACCWeb link (*top of the page on the right side*), & then Enter Secure Area. Attention: If you already have established your HACCWeb log-in account, skip to Step 6.

Step 2: Read the instructions, and then type in your Userid (*which is your HACCid*) and your PIN (*which is your birth date, in this format: MMDDYY, if you are logging in for the very first time*), then click the Login button.

Step 3: Change Your Pin Now (*between 6 and 15 characters in length and must contain at least one number, may not re-use DOB*), then click the Login button.

Step 4: Type a security question and answer. (When you log in at a later time, if you forget your PIN number you can type your Userid, and then click on Forgot PIN and by answering your own security question, you can login. You will immediately be prompted to change your PIN.)

Step 5: Read the Terms of Usage and click continue. (*If you don't agree to the terms, you will not be able to proceed.*)

Step 6: **Welcome to HACCWeb!** Click on the Student Services and Financial Aid Menu link.

Step 7: Click on the Registration Menu link.

Step 8: Click on the Check My Registration Status Menu link and review the information to assure you are able to register, and to verify your major, click Back in the Menu bar.

Step 9: Click on the Register/Add/Drop Classes Menu item. If prompted, choose your educational goal, & then click Survey Complete. If you have been assigned an Advising Code, you will be prompted to enter it.

Step 10: **Read the Register/Add/Drop Classes page thoroughly.** Add courses by typing the CRN numbers in the spaces provided and clicking the Submit Changes button. *(Refer to HELP in the upper, right corner of the page for details and error resolution.)*

Step 11: Click on the Student Detail Schedule link at the bottom of the Register/Add/Drop Classes page. Print and keep a copy of the Student Detail Schedule page as confirmation of your registration.

Step 12: Click on the Account Summary by Term link at the bottom of the Student Detail Schedule page. This is your bill. Print and keep a copy of this page.

Step 13: Pay your bill in full by the due date noted at the top of the Register/Add/Drop Classes page. You may pay online by choosing the Method of Payment link you prefer at the bottom of the Account Summary by Term page.

QUESTIONS?

If you encounter problems using HACCWeb, check the Help link located at the top of each page. If the Help text doesn't answer your question, please check the HACC ID FAQs found on www.hacc.edu, Student Services link (across the top of the main page), Registrar link, HACC ID FAQ's link (left side).

If your question is still not answered, please contact the campus you attend for assistance:

HACC, Gettysburg Campus	HACC, Lancaster Campus	HACC, Lebanon Campus	HACC, Harrisburg Campus	HACC, York Campus
Welcome Center	Welcome Center	Welcome Center	(includes Midtown & Virtual)	Welcome Center
731 Old Harrisburg Road	1641 Old Philadelphia Pike	735 Cumberland St	Welcome Center	2010 Pennsylvania Ave
Gettysburg, PA 17325	Lancaster, PA 17602	Lebanon, PA 17042	One HACC Drive	York, PA 17404
Phone: (717) 337-3855	Phone: (717) 358-2966	Phone: (717) 270-6316	Harrisburg, PA 17110-2999	Phone: (717) 718-0328
Fax: (717) 337-3015	Fax: (717) 358-2951	Fax: (717) 270-6375	Phone: (717) 780-2378	Fax: (717) 718-8967
gettyadmit@hacc.edu	lancwebreg@hacc.edu	lebregistration@hacc.edu	1-800-ABC-HACC x2378	yorkwebreg@hacc.edu
			Fax: (717) 231-7674	
			registration@hacc.edu	

For connectivity issues, please call the HACC Help Desk:

HACC Help Desk: 717-780-2570 or 1-800-ABC-HACC, ext. 2570.

Help Desk Hours are:
Monday through Friday   7:30 am to 5:00 pm
Saturday and Sunday   8:00 am to 6:00 pm