



# Student Academy Requests in Home Access Center

Academy, JROTC and Academic Program applications will be submitted through **Home Access Center (HAC)**. **You will only be notified of your application status by email**, so please be sure to confirm that your guardian/parent email addresses are correct.

## ***Step 1: Verify Your Email Contact Information***

- Log into Home Access Center (HAC) with your **student login ID** and **password**. Please use the same login ID and password (otherwise known as your Active Directory credentials) as when you sign in to the school network. Your login ID will start with an S, followed by your student number.
  - If you do not have your username and password, please see your teacher or the front office.
- Select the **Registration** Icon
- In the **Contacts** section, check that your **Guardian/Parent** Email address is correct.
  - Just below your student contact information is the **Guardian/Parent** mailing addresses and email addresses. If either of these are incorrect, please ask your guardian/parent to contact the front office.

## ***Step 2: Register for an Academy, Academic Program or JROTC***

- In Home Access Center, select the **Classes** Icon.
  - Select the **Requests** Tab
  - Click the **Edit** button to the right of **Academy/Program of Choice Application**
- When you select the **Edit** button, you will be presented with a list of options.
- Each option is shown with a 1<sup>st</sup> Choice, 2<sup>nd</sup> Choice, or 3<sup>rd</sup> Choice in the description.
  - Check an option with a '1st' to indicate your first choice – the academy or program that you **most** want to be in.
  - Check an option with a '2nd' if you have a second choice.
  - Check an option with a '3rd' if you have a third choice.

<input type="checkbox"/>	CHS Environ Science-1stChoice	CHSEUSES1
<input type="checkbox"/>	CHS Environ Science-2ndChoice	CHSEUSES2
<input type="checkbox"/>	CHS Environ Science-3rdChoice	CHSEUSES3

- You may request to be considered for academies located in different schools. However, you will only be selected for placement in a single school, in order of your choices. As a reminder, *transportation* is only provided to your **zoned** school.
- Click the **Save** button to save your preferences. Your selections will be shown on the Requests tab.



# Student Academy Requests in Home Access Center

## Additional Information

- 1) Students, parents, or guardians who do not have email or access to the internet may obtain a paper application from the Guidance Department at your current school.
- 2) To be considered for the St. Johns County Center for the Arts at St. Augustine High School or the Murray Middle School Center for the Arts:
  - a. You MUST apply by the same program deadline as for all Programs of Choice.
  - b. Students must attend an audition at the school. Audition information can be found at <https://cte.stjohns.k12.fl.us/join> by scrolling down and clicking on either the **St. Johns County Center for the Arts at St. Augustine High School Audition Information** or the **R.J. Murray Middle School Center for the Arts Audition Information**.
  - c. Students who pass their auditions will be accepted into the appropriate arts program.
  - d. Students who have not applied on time will not be permitted an audition and will not be accepted into an arts program.
- 3) Students applying for advanced academic programs (AICE, IB or Collegiate High School) need to apply on-line and submit teacher recommendations to the appropriate School Coordinator by the application due date. Please see <https://cte.stjohns.k12.fl.us/registration/> for more detail.
- 4) Below are some examples of invalid Academy or Academic Program selections that will **invalidate** your application. You will be emailed to correct any errors before your application will be processed. **All errors must be corrected before the application deadline.**

Available Arts Programs	
<sup>1</sup> Offered at Murray MS	<sup>2</sup> Offered at St Augustine HS
Arts <sup>1</sup>	Band <sup>2</sup>
Ceramics <sup>2</sup>	Chorus <sup>12</sup>
Dance <sup>12</sup>	Digital Art <sup>2</sup>
Drama <sup>12</sup>	Drawing <sup>2</sup>
Guitar <sup>2</sup>	Musical Theater <sup>2</sup>
Piano <sup>2</sup>	

## Examples of Incorrect Selections:

### Pick only one 1<sup>st</sup> (or 2<sup>nd</sup> or 3<sup>rd</sup>) choice program

BTHS Acad Inform Tech-1 (BTHSNTC1)  
 BTHS Airforce JROTC-1 (BTHSROTC1)

### Don't forget your #1 choice

BTHS Design Acad AD-3 (BTHSDDAD3)  
 BTHS Airforce JROTC-2 (BTHSROTC2)

### Don't pick more than 3 programs!

BTHS Acad Inform Tech-1 (BTHSNTC1)  
 BTHS Airforce JROTC-1 (BTHSROTC1)  
 NHS International Bacc-2 (NHSIB2)  
 SAHS AICE Program-1 (SAHSAICE1)  
 SAHS Aerospace Academy-3 (SAHSAERO3)

### Don't pick the same program more than once!

BTHS Airforce JROTC-1 (BTHSROTC1)  
 BTHS Airforce JROTC-2 (BTHSROTC2)  
 BTHS Airforce JROTC-3 (BTHSROTC3)

If you have questions not addressed in this document, please call 904-547-4870.