

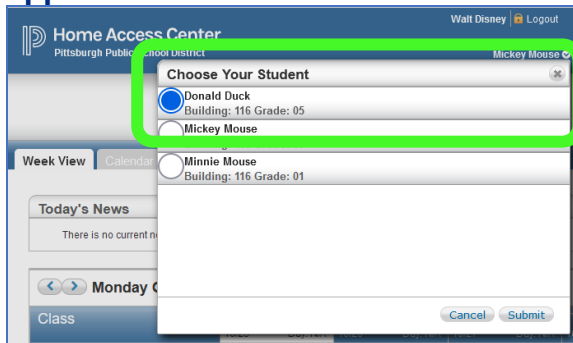
Accessing the Magnet Application in Home Access Center (HAC)

Step 1: Log in to the Home Access Center (HAC) using your guardian username and password. Note that passwords are case sensitive. [Click here to log in to HAC.](#)

If your child is...

- ❑ **Currently enrolled in and attending PPS in grades K-11**, you can use your HAC log-in information to begin the application! If you've forgotten your password AND have the 2 question authentication set up, you can use the [Forgot My User Name or Password](#) feature. Otherwise, you will have to contact the PPS Parent Hotline at 412-529-HELP (4357) to have your account reset.
- ❑ **A city resident currently attending a private, parochial or charter school, or is currently attending a PPS PreK program**, you will receive information about activating your HAC account after you complete the pre-registration process. This is required before you can apply to a magnet program. Visit <https://www.pghschools.org/enrollment> and review the "New Enrollment Guide" to begin this process.
- ❑ **New to PPS**, you will receive information about activating your HAC account after you complete the pre-registration process. This is required before you can apply to a magnet program. Visit <https://www.pghschools.org/enrollment> and review the "New Enrollment Guide" to begin this process.

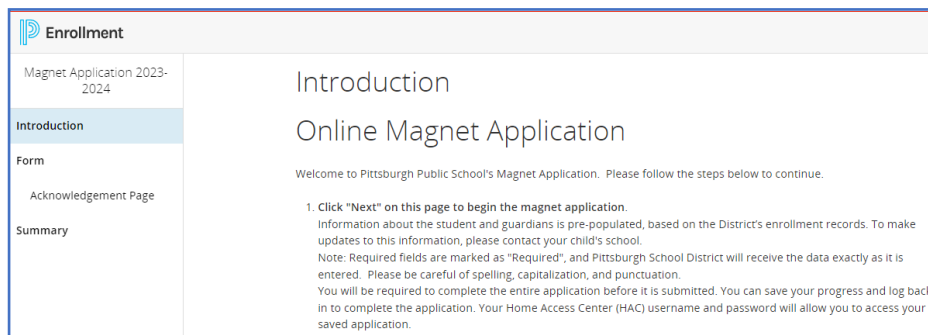
Step 2: Select the student for whom you are completing a magnet application.



Step 3: Click on the registration screen, then the 'update enrollment' tab to access the magnet application form. Click 'start' next to the Magnet Application to begin.



Step 4: Complete the application!



Questions about Logging In? Contact the Parent Hotline at 412-529-HELP (4357)

Questions about Magnet Programs? Contact the Magnet Office at magnetoffice@pghschools.org or 412-529-3991