

eCard Permission Instructions – Through HAC

1. Log into **Home Access Center (HAC)**.
2. Click the **Registration** button.
3. Click the **Update Registration** tab.
4. In Registration Forms click **New** link.
5. Scroll down to **Documents** and click the “+” sign to open
6. Click **Download** next to eCard Letter
7. Read letter and go back to HAC when finished
8. Scroll down to **Additional Information** section and click “+” sign to open
9. Under **Enter Any change Below**, select **Yes** or **No** to Library eCard program to provide your permission for all of your students
10. Click **Save** button
11. Check **Agree** and Click Submit

The screenshot displays the HAC interface with the following elements highlighted:

- 1**: Home icon in the top navigation bar.
- 2**: Registration button in the top navigation bar.
- 3**: Update Registration tab in the Demographic dropdown menu.
- 4**: New link in the Registration Forms table.
- 5**: Documents section in the form.
- 6**: Download button next to the Troy Library eCard Letter.
- 7**: Save button in the Student Information section.
- 8**: Additional Information section.
- 9**: Yes/No selection in the Additional Information section.
- 10**: Save button in the Additional Information section.
- 11**: Agree checkbox and Submit button at the bottom of the form.