

How to Use SMARTWEB

Creating a SMARTWEB account:

1. Go to the **HMS website**: <http://www.hcbe.net/schools/hms/index.html>
(Currently this link is not working, so go to the www.hcbe.net homepage and click on SMARTWEB in left margin.)
2. Click on **REGISTER ME** (in blue)
3. Enter **STUDENT' ID NUMBER**: number at top of report card.
4. Enter **STUDENT'S SOCIAL SECURITY NUMBER**
5. Enter **STUDENT'S DATE OF BIRTH (DOB)**
6. Click: **CONTINUE REGISTRATION**
7. Create a simple **PASSWORD** that is easy to remember.
8. This **PASSWORD** will work for all our children and will move up with each grade level while attending Houston County Schools.
9. This **PASSWORD** cannot be changed by you or your child, so give the password to your child and teach him/her to take responsibility in checking his/her own academic progress.
10. **SMARTWEB** will generate a **USER ID** for your student that will start with **FN00000xxxxx** and have five specific numbers at the end. **Write it down.**
11. That's it!

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2. Click on **SMARTWEB** (see left margin)
3. Enter **USER ID**: This is the SMARTWEB generated number that starts with **FN00000xxxxx**. Once you enter once, it will pop automatically if you choose for you browser to remember it. *This is recommended.*
4. Enter your **PASSWORD**: This is the simple password you created.
5. Click on **GRADES** tab at top and click on **PROGRESS REPORT** to see individual assignments for each subject.

Common Questions:

1. Can I change my password? No, once you create it, you nor your child can change it. This is good so that your child cannot "lock" you out of the account.
2. What if I forgot my password? Contact your school's graduation coach, AS400 clerk, or counselor to retrieve it.
3. Does the USER ID and PASSWORD stay the same when my child changes schools in the Houston County School System? Yes. User IDs and passwords created in middle school will move up to high school.

If you need more help, please ask! It will be my pleasure.

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