

How to apply for SJCCA at MMS.

You must be on your student's HAC account. If you do not know how to access that contact your student current school and they can get you the user name and password (it is the same one the student uses for Schoology/Clever)

**The first step is to apply on HAC**



- Log into Home Access Center (HAC) with your student login ID and password
  - Your login ID will start with an "S", followed by your student number. Contact your current St. Johns County school if you do not know your password.
- Select the **CLASSES** icon
- Select the **REQUESTS** tab
- Click the **EDIT** button to the right of **Academy/Program of Choice Application**
- Each option is shown with a **1**, **2**, or **3** in the description
  - Check an option with a **1** to indicate your **first** choice (the academy or program that you most want to be in)
  - Check an option with a **2**, if you have a second choice
  - Check an option with a **3**, if you have a third choice.
- Click the **SAVE** button
  - Your selections will be shown on the **REQUESTS** tab. You will get an email from the district in the next few days confirming your request.

You can email me at [dani.fisher@stjohns.k12.fl.us](mailto:dani.fisher@stjohns.k12.fl.us) if you are having issues. If it will not let you log in then you **MUST** contact your students' school. I cannot see that information.