

HCPSLink Student/Parent Instructions

1. Launch Safari or Firefox (for Mac), or Internet Explorer (for PC).
2. Type the URL for HCPSLink in the location bar.
https://hcpslink.henrico.k12.va.us
3. Enter your User Name and Password. Click Log In.

hcpslink

User Name:
Password:

Log In

[forgot password?](#)
[help](#)

You will be taken to the **Welcome Center** page which displays School Notices, School and System Information, and District Links. Under **Welcome Center-Notices** click **View Notices** to see a list of published school notices.

Welcome Center
Notices
View Notices
Classroom
Front Office

4. Click **Classroom** to see the **My Classes** page which displays a list of your classes and when grades and homework boards were last updated.

Classroom
My Classes
Boards
Links
Grades
Contact Teacher

5. Under **Classroom-My Classes** click **Boards** to see homework boards for your classes. Be sure to choose the appropriate term and class from the drop-down menus.

Step 1 - Select Term: Step 2 - Select Class:

6. Under **Classroom-My Classes** click **Links** to see hyperlinks for your classes. Be sure to choose the appropriate term and class from the drop-down menus.

7. Under **Classroom-My Classes** click **Grades** to see Report Card/Interim Grades and individual assignment grading information. Be sure to choose the appropriate term and class from the drop-down menus.

8. Click **Contact Teacher** to see a list of your teachers and their HCPS e-mail addresses.

9. Click **Front Office** to view a listing of absences and tardies for the full year.

10. Under **Front Office-Attendance** click **Attendance** to see attendance information. Only attendance exceptions will be noted on this page.

Front Office
Attendance
Schedule

11. Under **Front Office-Attendance** click **Schedule** to see a list of your classes for each school day. Be sure to select the appropriate day from the calendar.

12. Click **Logout** when done.

Logout