

USER CHEAT SHEET

Tips & Best Practices for Hero Users



HERO LOGIN'S - BOOKMARK THE FOLLOWING PAGES:

Go to www.herok12.com to log in at the top right corner of our company page to track/view students or

Go to <https://access.heropowered.com> to log in to track/view students

Go to <http://setup.heropowered.com> to make changes to back-end configurations (Administrators Only)

PASSWORD HELP

If you forgot your password, or didn't receive a password from your Hero site administrator, click "Forgot your password" on the login page <https://access.heropowered.com> to receive an email to reset your password. If you want to change your password after you log in, hover above your name in the top right corner, and click EDIT DETAILS to change your user profile and password. Click UPDATE PROFILE button in the bottom right corner to save changes. If you are still having trouble, contact your school's Hero site administrator to confirm your user account profile settings.

HOW TO TRACK A BEHAVIOR OR AWARD A HERO POINT

1. Log in to <https://access.heropowered.com>
2. Click the PENCIL ICON on the left menu bar
3. Type in a name or student ID # to track an individual student or if you are a classroom teacher with a roster view, select the Period tab and then select a student(s) from the roster
4. Click TRACK STUDENT button
5. Select the behavior from the list
6. Click the SUBMIT button

DOWNLOAD THE HERO APP

In most cases, classroom teachers should be using the [Hero web portal](#) (NOT the phone app) within their classroom so they can enjoy the teacher-friendly UI with a view of their class roster and teacher-specific reports. The phone app was primarily created for administrators and hall monitors and should be used for basic one-off tracking in the hallways and common areas. The Hero App for Schools is available in the App Store and Google play store.

HERO LOG-IN'S FOR STUDENTS & PARENTS

Parent engagement is an important piece for PBIS success. Hero gives parents and students their own log-in access to view Hero behaviors and receive notifications whenever Hero behaviors are recognized. If a student or parent hasn't already registered their Hero account, you may locate the necessary registration keys within the Student Lookup page. Parents & students will use the student date of birth or this unique registration key code to register on our web site <https://access.heropowered.com>. Once they register online, they may download the Hero app to receive push notifications & check Hero point balances through the app.

NEED MORE HELP?

If you need help using the Hero web portal, click the red "Help Me" button at the top of the Hero pages for a refresher overview of Hero and a click-by-click walk-through of how to track a behavior. Or, contact us directly:

Call : (800) 396-1615, press option 6

Live Chat

After you log into your Hero account, you can start a live chat with a Hero Support Technician by hovering over your name in the top right corner.

Email: support@herok12.com