



# YOUR PRECINCT ONE COMMUNITY PORTAL

HCP1.NET/CommunityPortal



## WHAT IS THE Community Portal?

Precinct One has created a Community Portal so that our community can easily register and reserve Precinct One Park amenities and Community Center programs online. It uses a management software called ActiveNet to make this happen.

If you do not have internet access, or have trouble creating an account, you can contact a Precinct One community center or program below:

Alexander Deussen Community Center	832-927-2100	Hardy Community Center	346-286-1960
Aquatics Program	346-286-1910	Julia C. Hester House Community Center	713-274-1394
Biking Program	713-991-6881	Lincoln Park Community Center	281-445-1617
Cavalcade Community Center	713-675-0004	Tom Bass Community Center	713-733-3717
El Franco Lee Community Center	832-927-2190	YET Community Center	346-286-3211
Finnigan Community Center	346-286-3201		

## THIS GUIDE WILL EXPLAIN HOW TO:

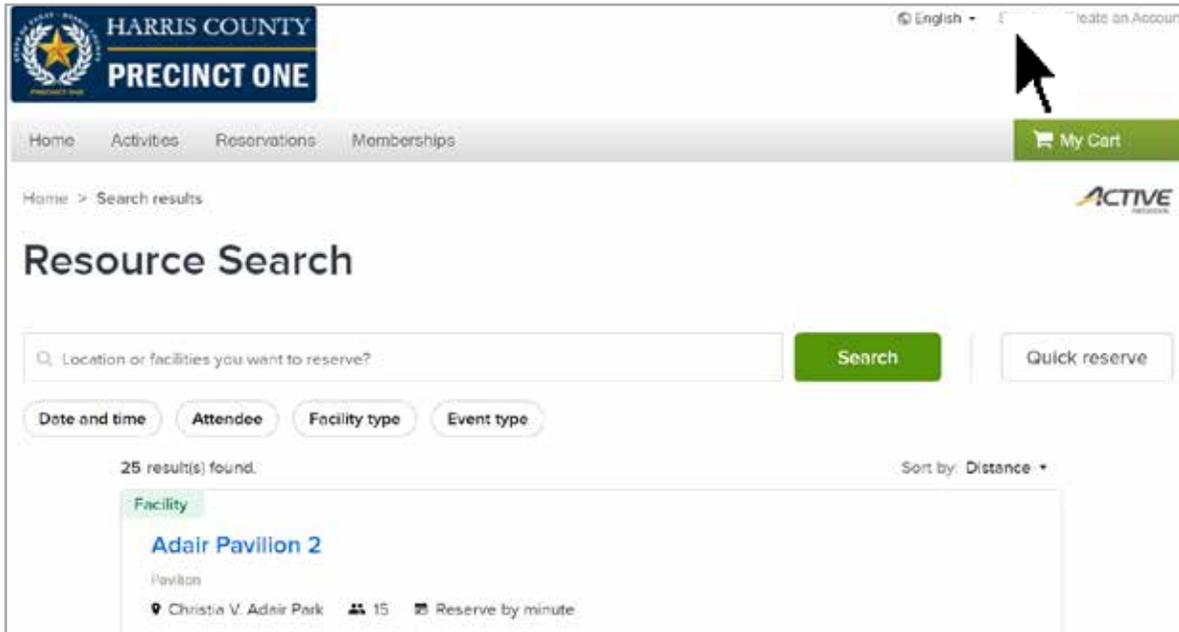
- ▶ Check to see if you have an account .....2
- ▶ Create an account.....4
- ▶ Sign in to your account.....7
- ▶ Reset a password .....8



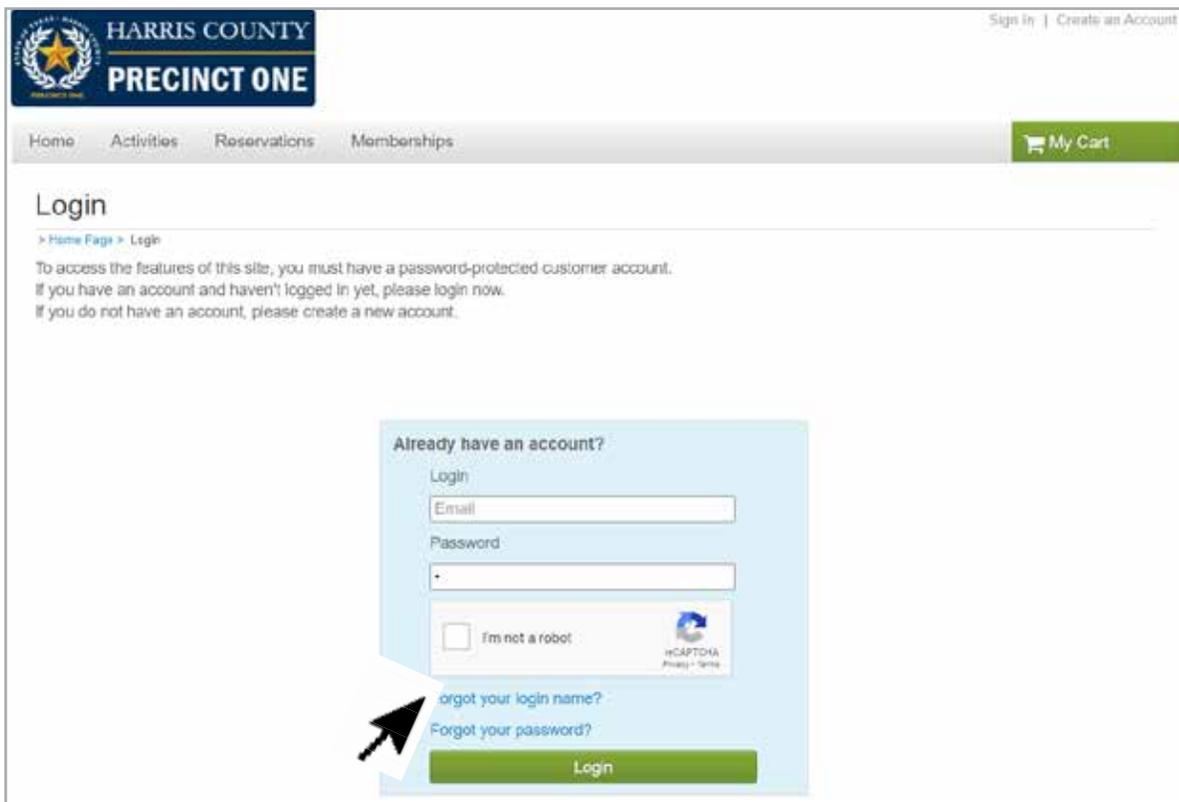
# CHECK TO SEE IF YOU HAVE AN ACCOUNT

You may have already created an account with Harris County Precinct One. You can check by following the steps below.

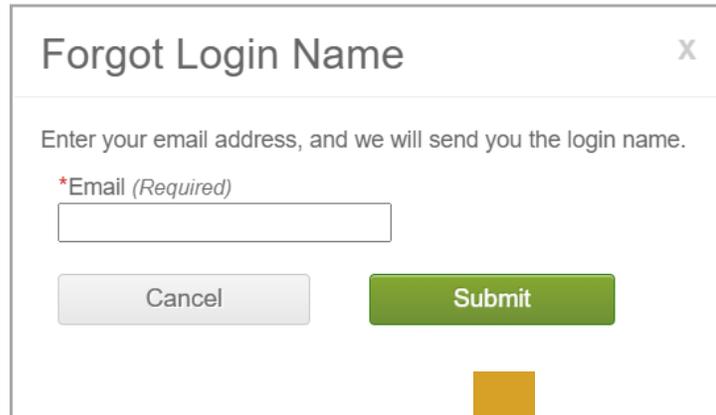
1. Access the registration site by going to our website at [hcp1.net/CommunityPortal](http://hcp1.net/CommunityPortal). Click **Sign-In** located in the top right-hand corner of your screen.



2. Click on **Forgot your login name?**



3. A pop-up will appear. Enter an email address and click **Submit**. This will determine if your email was already used to create an account. If your email address was used to create an account, you will get the message below.

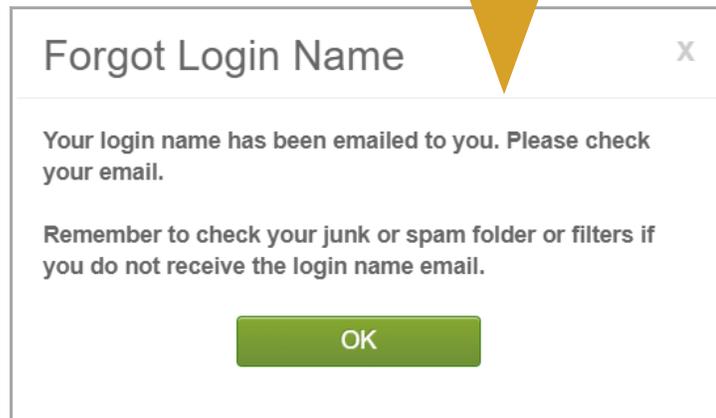


**Forgot Login Name** X

Enter your email address, and we will send you the login name.

\*Email (Required)

Cancel Submit



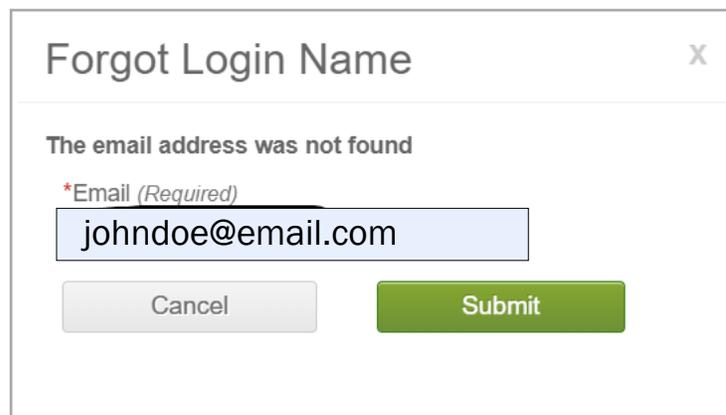
**Forgot Login Name** X

Your login name has been emailed to you. Please check your email.

Remember to check your junk or spam folder or filters if you do not receive the login name email.

OK

4. Go back to sign in using the email address you entered. If you forgot your password, follow directions on [page 9](#) to reset your password.
5. If your email address was NOT used to create an account, you will get the message below. You may try entering another email address to locate an account. If you cannot locate an account using your email address, then go to [page 4](#) to learn how to create an account.



**Forgot Login Name** X

The email address was not found

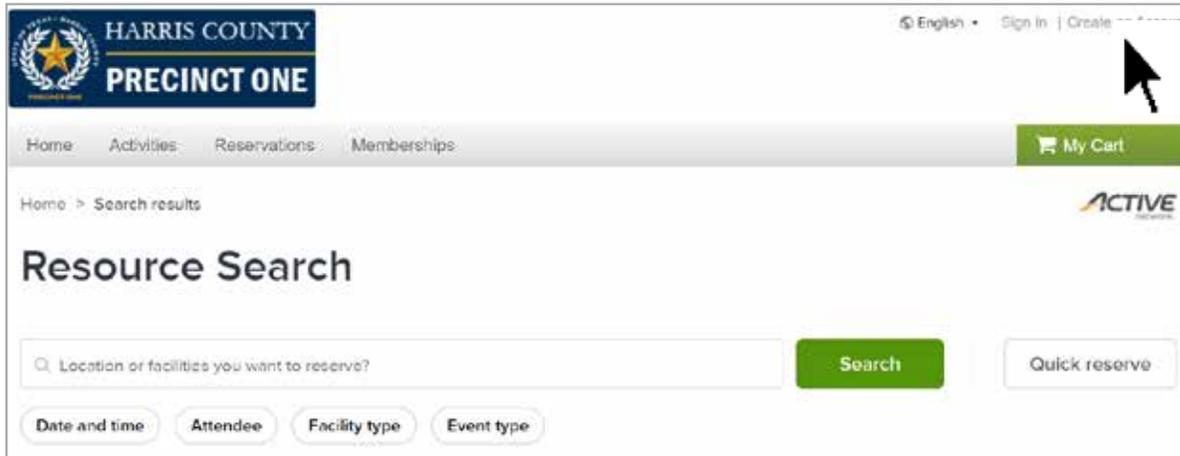
\*Email (Required)

Cancel Submit

# CREATE AN ACCOUNT

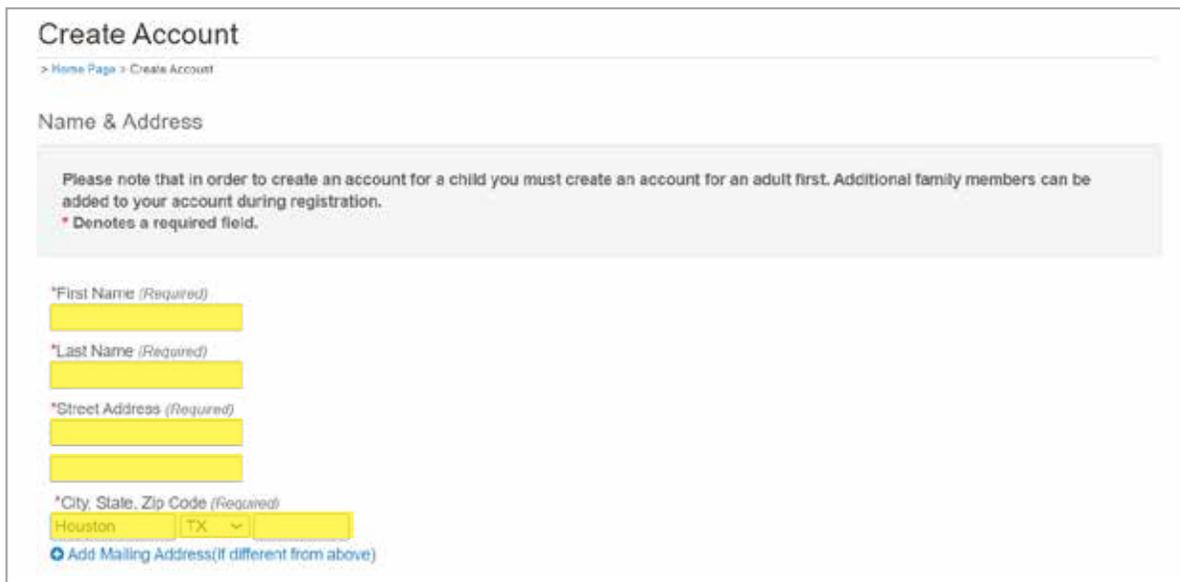
Follow the steps below to create a Harris County Precinct One ACTIVE Net account.

1. Access the registration site by going to our website [hpc1.net/CommunityPortal](http://hpc1.net/CommunityPortal) and click on Get Started!
2. Click **Create an Account** located in the top right-hand corner of your screen.



3. Begin by creating an account in the name of the “Head of Household” – the adult who will be responsible for registering for reservations, classes, programs, and events. Family members, such as children, can be added later.

*Required fields are denoted by a red asterisk (\*).*

A screenshot of the 'Create Account' form. The title is 'Create Account' with a breadcrumb trail '> Home Page > Create Account'. The section is labeled 'Name & Address'. A grey box contains a note: 'Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration. \* Denotes a required field.' Below the note are four required fields: '\*First Name (Required)', '\*Last Name (Required)', '\*Street Address (Required)', and '\*City, State, Zip Code (Required)'. The City field is set to 'Houston' and the State field is set to 'TX'. There is a link to 'Add Mailing Address (if different from above)'.

4. Fill in Contact Information. *Required fields are denoted by a red asterisk (\*).*

To receive text message alerts, please indicate your cell phone carrier.

You can also opt-in to receive text messages, emails and postal mail with Precinct One news and information by checking the box(es) in this section.

**NOTE: The Email Address you enter here will become your account's Login Name.**

Contact Information

Please enter your contact information.  
\* Denotes a required field.

\*Home Phone (Required)    Extension  
   

Work Phone    Extension  
   

Cell Phone

Cell Carrier  
Carrier

Yes, I agree to receive text messages

\*Email address (Required)

Yes! Please email me the latest news and information.

Yes! Please mail me the latest news and information.

5. Fill in Personal Information. *Required fields are denoted by a red asterisk (\*).*

You can check **Head of Household** to denote you are an adult and will add more members to your account.

When selecting race and/or ethnicity, you may select more than one by holding the CTRL key and selecting one option and then more options as needed.

Personal Information

Please enter your personal information.  
\* Denotes a required field.

\*Gender (Required)  
Please select your gender...

\*Date of Birth (Required)  
mm/dd/yyyy

Head of Household  
Subscription Lists

**Questions**

Homeless or experiencing housing instability?

\*Race and/or Ethnicity (Select all that apply) (Required)  
(Hold CTRL while selecting all that apply)

Asian or Pacific Islander

Black or African American

Middle Eastern or North African

Native America or American Indian



6. Fill in Account Information. *Required fields are denoted by a red asterisk (\*).*  
The email address and password you enter will be the sign in information used to access your account.

You need to create a secure password for your account you will be able to remember.

**Harris County Precinct One staff will not have access to your password.**

The password must be at least eight characters in length and contain at least one letter and one number.

Account Information

Please enter your account information.  
\* Denotes a required field.

\*Email address (Required)

\*Password (Required)

Contain at least eight characters in length  
Contain at least one letter and one number

\*Confirm Password (Required)

7. Review Harris County Precinct One's and ACTIVE Net's terms of use and privacy rights.
8. If you are finished entering information and you will NOT add family members to the account, click **Create Account**.
9. If you would like to add family members to your account, such as your children, click **Create Account** and **Add Family Member**.

Check the box to confirm you are not a robot.

By creating an account, you are agreeing to **terms of use and privacy rights**.

Harris County Precinct 1:  
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:  
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

I am not a robot   
reCAPTCHA  
Privacy - Terms

10. Add Family Members.

The next screen requests information about the family member. The system assumes much of the information will be the same as the head of household. However, if any information is different, just make the changes required.



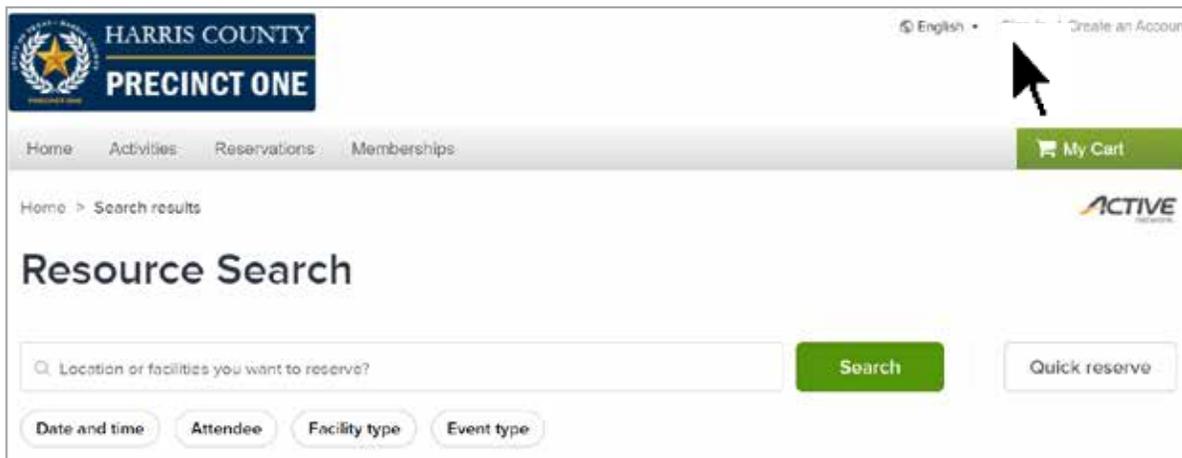
Each family member needs to have an email address entered for their account. You can enter the family member's email address or you can enter your email address.

11. When you are done entering family members, click **Create Account**.

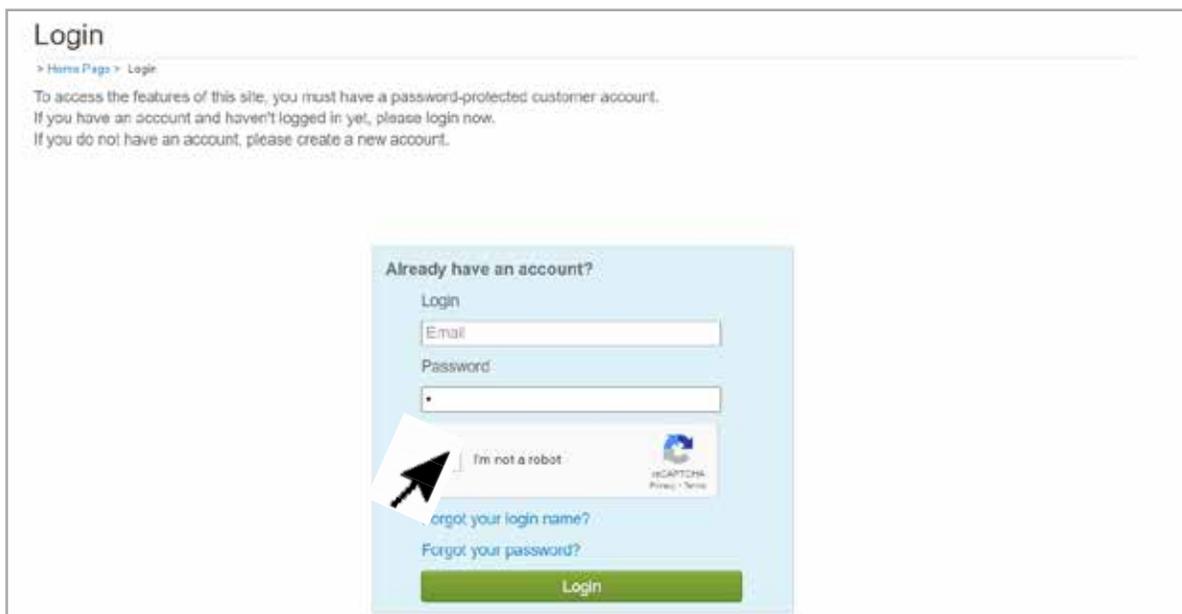
## SIGN IN TO YOUR ACCOUNT

After you have created an account, you can sign in to your account by following the steps below

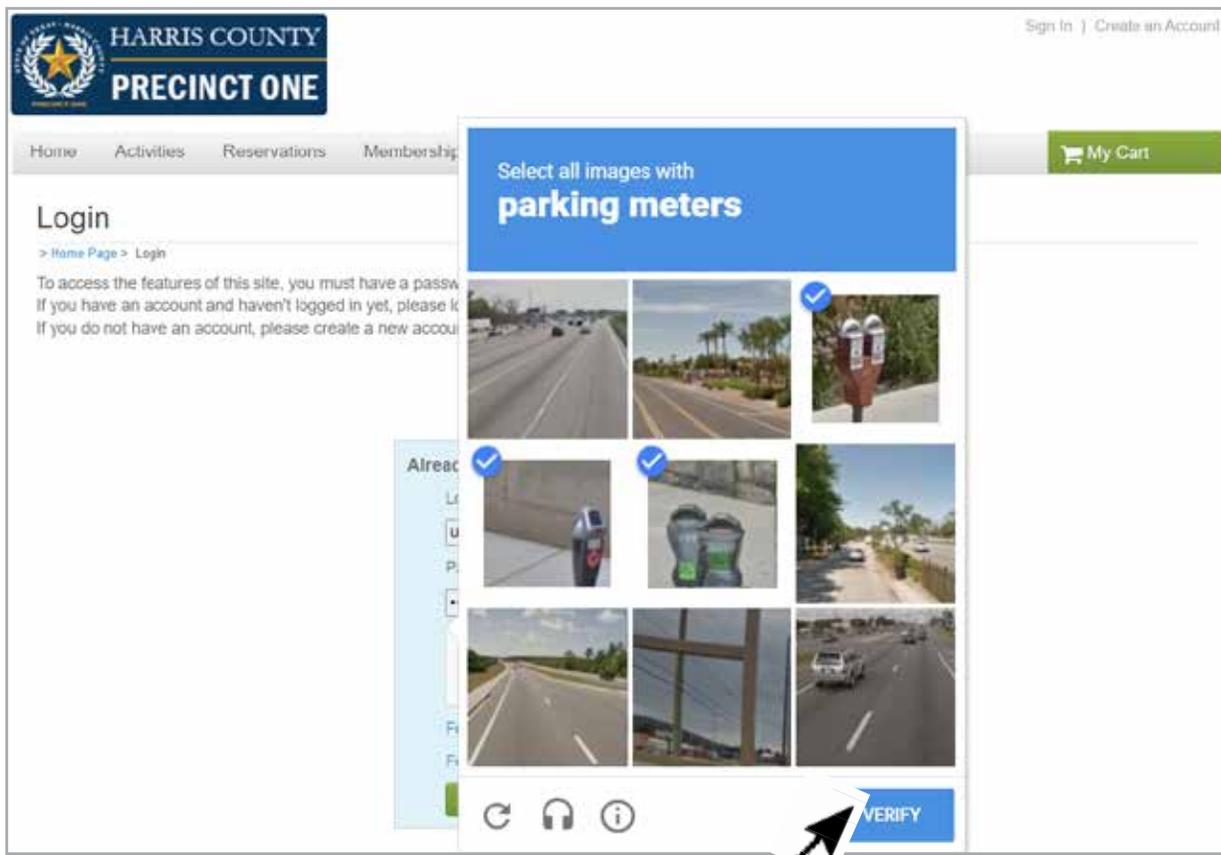
1. Access the registration site by going to our website [hcp1.net/CommunityPortal](http://hcp1.net/CommunityPortal). Click **Sign In** located in the top right-hand corner of your screen.



2. Fill in the **Login** and **Password**. The login is the email address you used to create the account.
3. Check the box next to **I'm not a robot** and click **Login**. A



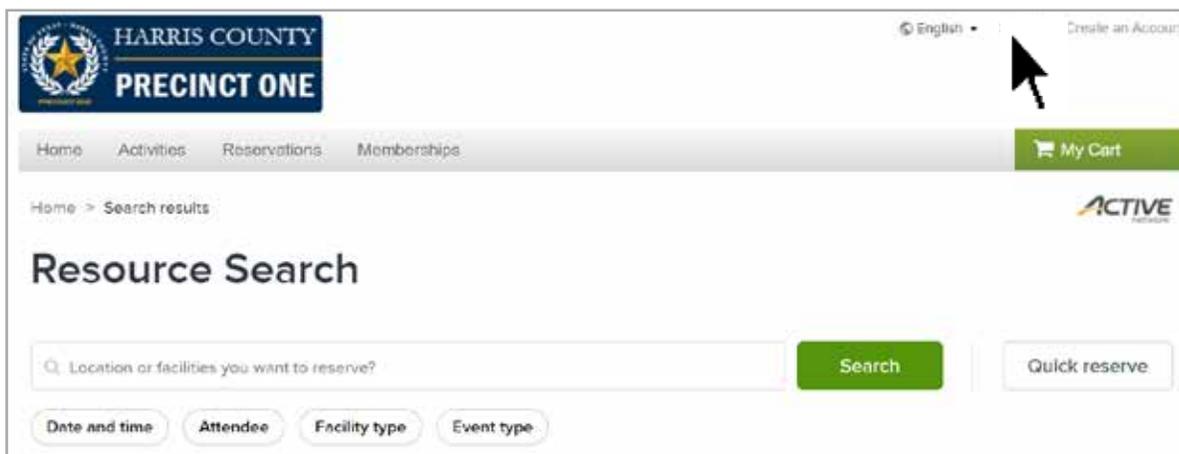
4. A pop up box may appear to confirm you are a human signing in. Follow the directions and click **Verify**.



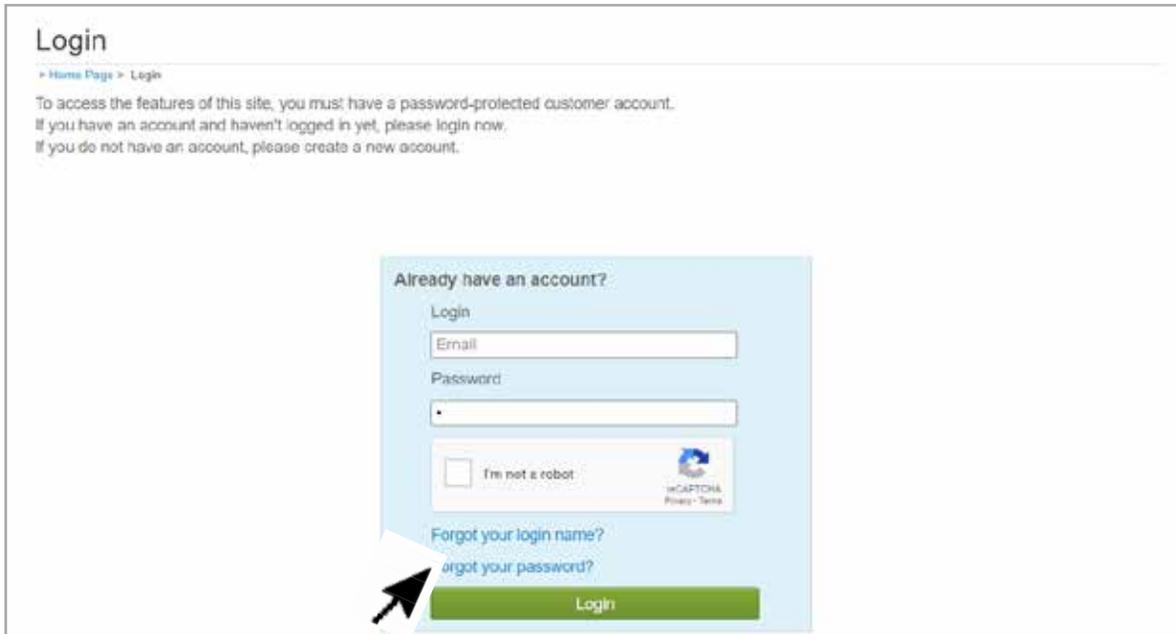
## RESET PASSWORD

If you cannot remember your password, follow the directions below.

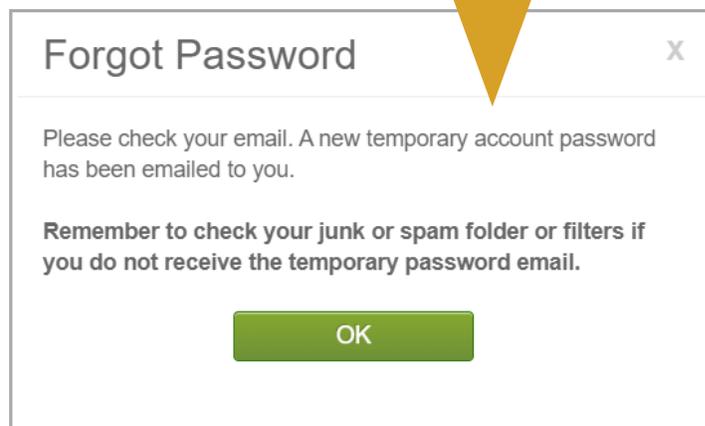
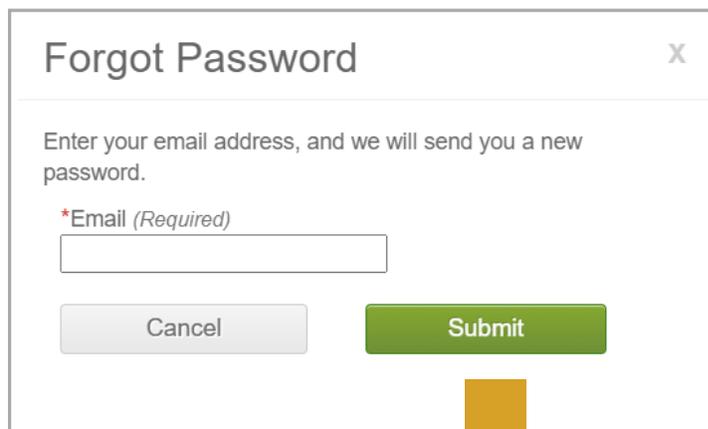
1. Access the registration site by going to our website at [hcp1.net/CommunityPortal](http://hcp1.net/CommunityPortal). Click **Sign In** located in the top right-hand corner of your screen.



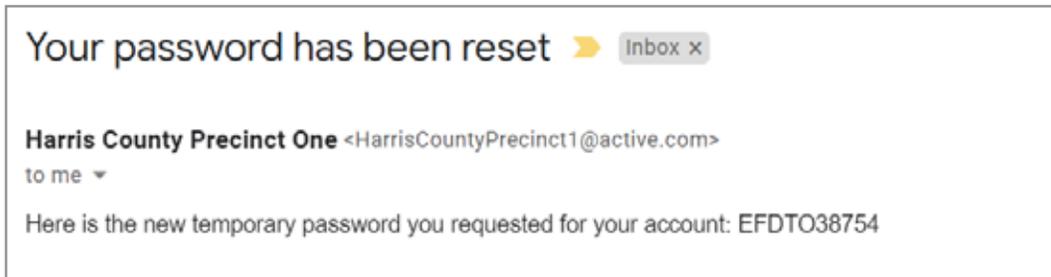
2. Click on **Forgot your password?**



3. A pop-up will appear. Enter an email address and click **Submit**. A temporary password will be emailed to you. Make sure to check your spam or junk folder.



4. Locate the email from Harris County Precinct One (**HarrisCountyPrecinct1@active.com**) and copy the temporary password in the email.



5. Go back to [hcp1.net/CommunityPortal](http://hcp1.net/CommunityPortal) and sign-in to your account using your email address and the temporary password that was emailed to you.
6. After logging in, you will have to set a new password.

Enter your email address for **Login Name**.

Enter the temporary password that was emailed to you for **Current Password**.

Enter your new password in **New Password** and **Confirm New Password** fields.

Click **Save** to complete resetting your password.

