

Parent Portal Registration

Purpose: Parent Portal Setup

Focus allows parents to directly log in to the school district's site, where they can view the information for their enrolled student(s). This documentation provides step-by-step guidance for parents to set up their own Focus portal from the **Request Access** screen. If a parent has multiple children enrolled in the district, they can add each student individually. The schools have set up the information requirements to create a parent account, and additional verification may be needed before student information can be accessed.

Step-by-Step Guidance: Parent Portal Setup

Your school activates the **Request Access** screen when they open parent registration. On this screen is a message from your school and three (3) options to choose from:

- Parents without an account

Start from Step One (1) of this document.

- Parents who need to add a child

Start from Step Four (4) of this document.

- Parents who need a new password

Start from Step Six (6) of this document.

Request Access to the Parent Portal

FOCUS

Welcome to the Focus Schools Demo parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

[\[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled \]](#)
[\[I have an Account Registered on the Parent Portal but would like to ADD A CHILD \]](#)
[\[I have Forgotten My Password and would like to generate a new one \]](#)

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1. If you do not yet have a parent account, your school will create one for you once it can verify your information.

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2. Enter all of the required fields with your own information. Your school has set up these requirements to create a parent account; requirements may include more fields than the example display.

Request Access to the Parent Portal

FOCUS

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)

Middle Name: (Optional)

Last Name: (Required)

Email Address: (Required)

Click the "Submit" button.

3. Enter the required information to identify your child. Your school has set up these requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step.

Request Access to the Parent Portal

Please enter your child's information:

Last 4 Digits of Social Security Number: (Required)

Student ID: (Required)

Student's Birthday: : : (Required)

Click the "Add Student" button.

4. Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another child, click the "Add Another Child" button. Otherwise, click the "Create My Account" button.

Request Access to the Parent Portal

Students

Johnathan Doe

[I would like to ADD ANOTHER CHILD]

[I am FINISHED adding students CREATE MY ACCOUNT]

4a. To add another child, enter all of the information required and click the "Add Student" button.

NOTE: This step can be completed as many times as necessary, or at a later date if needed.

Request Access to the Parent Portal

Please enter your child's information:

Last 4 Digits of Social Security Number: 8817 (Required)

Student ID: 6104007008 (Required)

Student's Birthday: October : 13 : 1997 (Required)

4b. When you click the "Create My Account" button, a confirmation message will appear with your username and password. A link to the Parent Portal login screen is also provided.

NOTE: Your username and password will not be emailed. Depending upon your school's setup requirements, you may need to visit your school and present a valid photo ID before gaining access to student information.

Request Access to the Parent Portal

FOCUS

Thank you for registering, your account has been created.
You can now login using the credentials below:

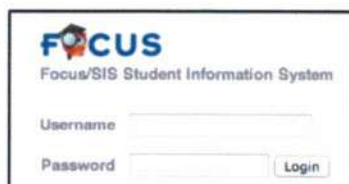
Username:

Password:

This information will NOT be emailed to you, please write it down.
You will not be able to access student information until you visit your student's school with a valid Photo ID.

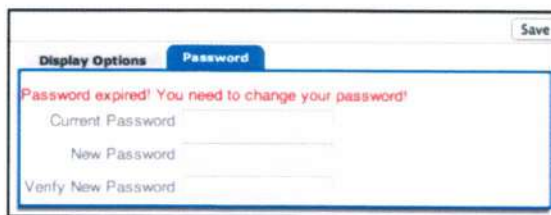
[[click here to LOGIN to the parent portal](#)]

5. Enter your new username and password on the Portal login screen. Click the "Login" button.



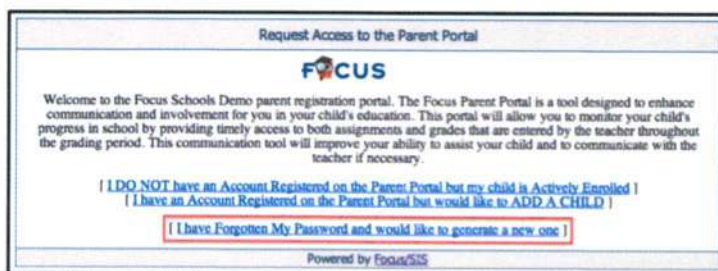
The login screen features the Focus logo and the text "Focus/SIS Student Information System". It includes two input fields: "Username" and "Password", followed by a "Login" button.

6. When you first log into Focus, you will be prompted to change the generated password. Enter the generated password, a new password, and the new password again to verify the entry. Click the "Save" button in the top right corner.



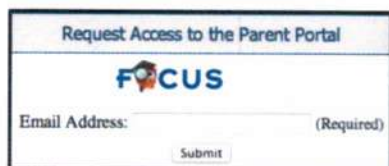
The password change screen has a "Save" button in the top right corner. It contains two tabs: "Display Options" and "Password". The "Password" tab is active, showing a red message: "Password expired! You need to change your password!". Below this are three input fields: "Current Password", "New Password", and "Verify New Password".

6a. If you have do not have your password, you can generate a new one from the **Request Access** screen.



The "Request Access to the Parent Portal" screen features the Focus logo and a welcome message. It includes three links: "I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled", "I have an Account Registered on the Parent Portal but would like to ADD A CHILD", and "I have Forgotten My Password and would like to generate a new one". The last link is highlighted with a red box. The footer says "Powered by Focus/SIS".

6b. Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display.



This is a screenshot of the "Request Access to the Parent Portal" screen with the "Email Address" input field filled with "wrong@email.com" and the "Submit" button highlighted.

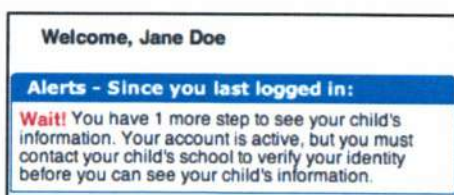


The error message screen shows the Focus logo and the text "The email address entered does not exist." Below this, the "Email Address" field contains "wrong@email.com" and is marked as "(Required)".



The success message screen shows the Focus logo and the text "An email has been sent to the email address you provided (c[redacted]) with instructions on how to reset your password."

7. If additional actions need to be taken before you can view student information, an alert will display on the main Portal page. Depending upon your school's setup requirements, you may need to visit your school and present a valid photo ID to view any student information.



The welcome screen says "Welcome, Jane Doe". Below this is a blue header "Alerts - Since you last logged in:". The alert text reads: "Wait! You have 1 more step to see your child's information. Your account is active, but you must contact your child's school to verify your identity before you can see your child's information."