


# Creating a Parent Portal Account

**Step 1:** Go to <https://focus.bayschools.net/focus/auth>

**Step 2:** Click on "I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled"

[Click here to Request Access to the Parent Portal](#)



Welcome to the Bay District Schools 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.

In order to create a Parent Portal account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.


[ [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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**Step 3:** Fill in all required fields and Click "Submit".

[Click here to Request Access to the Parent Portal](#)



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)

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**Step 4:** Enter your child's Student ID and birthdate then click "Add Student". Please note the Student ID is your child's district-issued Student ID, NOT his Social Security Number. Bay District no longer uses your child's Social Security Number as their unique identification number.

[Click here to Request Access to the Parent Portal](#)



Please enter your child's information:

Student ID:  (Required)

Student's Birthday:    (Required)

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**Step 5:** a) Verify that your child has been selected. If not, click the back button on your browser and start over.  
b) If this is your child, please click "I am FINISHED adding students CREATE MY ACCOUNT" to proceed.

[Click here to Request Access to the Parent Portal](#)

Students

Student Name

[ [I would like to ADD ANOTHER CHILD](#) ]  
[ [I am FINISHED adding students CREATE MY ACCOUNT](#) ]

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**Step 6:** If your process is complete, you will be given the screen below with your email address and your initial password. Place this information in a safe place until you have logged in successfully. Click “click here to LOGIN to the parent portal to gain access.”

[Click here to Request Access to the Parent Portal](#)



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

Username: **joeuser@anywhere.com**  
Password: **3e71fef9**


**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 government-issued Photo ID.**

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

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**Step 7:** a) Enter your Username and Password as given in the previous screen and you will be taken to the FOCUS Parent Portal Welcome Screen.  
b) Access to this screen will indicate that your registration process is complete. At this point, you will need to visit your school site with your Driver’s License and other identification that will validate that you are a parent of the selected child. The school site will connect your child’s record to your User ID to give you access to your child’s information.

(a)



**Bay District Schools**

Username

Password

**Parents: Forgot Password?**

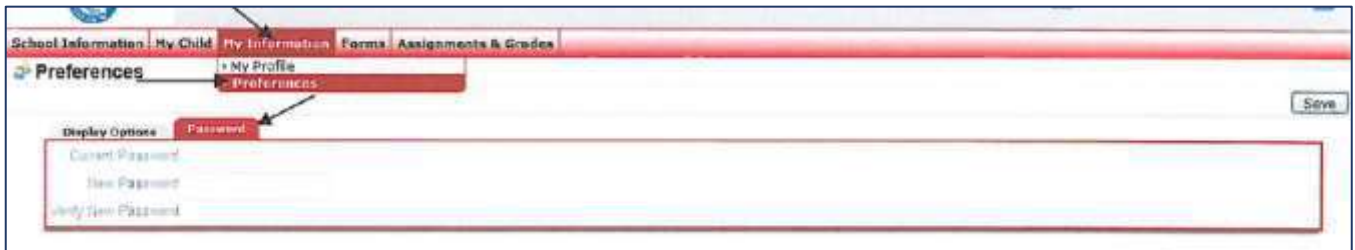
(b)

**Portal**

<p style="background-color: #0056b3; color: white; padding: 2px;"><b>Alerts – Since you last logged in:</b></p> <p><b>Wait!</b> 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.</p>	<p style="background-color: #0056b3; color: white; padding: 2px;"><b>Messages</b></p> <div style="height: 40px;"></div>
<p style="background-color: #0056b3; color: white; padding: 2px;"><b>Featured Programs</b></p>	<p style="background-color: #0056b3; color: white; padding: 2px;"><b>Parent Links</b></p>

## You may change your password by selecting:

My Information → Preferences → Password



## To Add Additional Students:

- Repeat Step 1, above, and click “I have an Account Registered on the Parent Portal but would like to ADD A CHILD”.

[Click here to Request Access to the Parent Portal](#)



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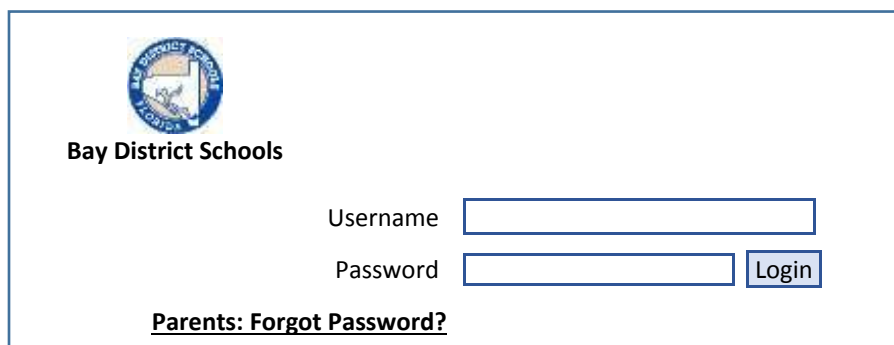
[ [I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#) ]


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- Log in with your parent portal username and password.

A login form for Bay District Schools. It features the Bay District Schools logo at the top left. Below the logo, the text "Bay District Schools" is displayed. To the right of the logo, there are two input fields: "Username" and "Password". A "Login" button is positioned to the right of the "Password" field. Below the input fields, there is a link: "Parents: Forgot Password?".

  
**Bay District Schools**

Username

Password

[Parents: Forgot Password?](#)

- Click "I would like to ADD ANOTHER CHILD".

<a href="#">Click here to Request Access to the Parent Portal</a>
<p>Students</p> <div style="border: 1px solid black; width: 100px; height: 80px; margin: 0 auto;"></div> <p style="text-align: center;">Student Name</p>
<p>[ <a href="#">I would like to ADD ANOTHER CHILD</a> ]</p> <p>[ <a href="#">I am FINISHED adding students take me back to the portal</a> ]</p>
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- Repeat Steps 4 & 5.