

## Parent Portal


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.

### **Parent Portal Setup**

1. Log on To This Site: <https://focus.yourcharlotteschools.net/focus/auth/>

On this screen is a message from the user's school and three (3) options to choose from:

- Parents without an account, *Start from Step Three (3) below.*
- Parents who need to add a child, *Start from Step Five (5) below.*
- Parents who need a new password, *Start from Step Ten (10) below.*



Welcome to the Charlotte County 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.

If you wish to create a Parent Portal Account, you have three options to choose from:

1. If you do not know your child's Student ID number, you cannot register from home and you will need to visit your child's school and bring with you a valid Driver's License or a government-issued photo ID.
2. If your child's social security number is on file with the school district and you know your child's Student ID number, you can register from home. By using a valid email address, you can create and activate your account using the attached directions.
3. If you know your child's Student ID number but your child's SSN is not on file with the district or you are not willing to provide the last four digits of your child's Social Security Number, you can create an account from home using the attached directions but will need to visit the school to activate your account.

[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](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español](#)

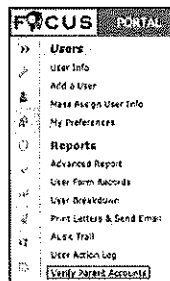
2. Click **I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled**, If you do not yet have a parent account.

## ☐ **Verify Parent Accounts**

### ☐ **(This is done by the School once the account has been created by the parent)**

The purpose of the Verify Parent Account feature is to allow Administrators to easily review parent account setup requests. Once the parent information has been reviewed according to district processes, the Administrator can either accept or reject the parent's account request. Accepting the request will enable the parent's account, allowing them to access their child's information via the Focus Parent Portal.

1. **ACCESS REQUESTS:** From the **Users** menu, select the **Verify Parent Accounts** pull-down menu tab to access the parent requests.



2. **VERIFY:** Once on the Verify Parent Accounts screen, you will see a listing of all unverified parent accounts. This listing reflects parents who have gone to the Focus Parent Portal and have requested a user account in order to be able to view their child's information. Review the information for verification in accordance with district processes.
3. **CHANGE VIEW:** To change the contents of this listing, you can use the check-boxes in the top right-hand corner of the screen. You can select the Show Verified Parents check-box to view only enabled accounts, or you can select the Show All Parents check-box to review both enabled and unverified accounts on one screen. Note that the default screen will only list unverified parent accounts.
4. **ENABLE ACCOUNT:** To mark a parent as "verified" and enable their parent account, select the check-box next to the parent's name on the far left-hand side of the screen. You can also select the check-box at the top of the listing in the column heading to select all parents simultaneously.

**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)

B. When you click **Create My Account**, 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. Make sure to write it down or put it in your phone.**

**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:** [redacted]  
**Password:** [redacted]

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](#) ]

7. Enter your new username and password on the Portal login screen. Click the **Login**.

**FOCUS**

Focus/BIS Student Information System

Username:

Password:

8. 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** in the top right corner.

**Display Options** **Password**

Password expired! You need to change your password!

Current Password:

New Password:

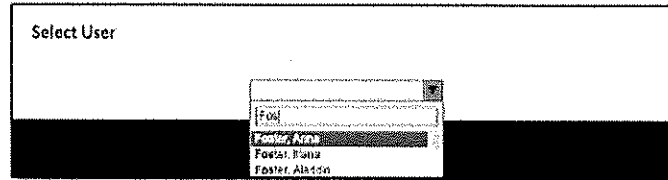
Verify New Password:

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

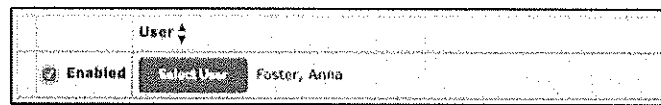
- Click **Select User**. A pop-up will display with a pull down menu



- Click the blue arrow to display the filter field and a list of users. Begin typing in the name of the desired user. Matching users will display in the list; select the appropriate user.



The selected user will now display as an Enabled Linked User



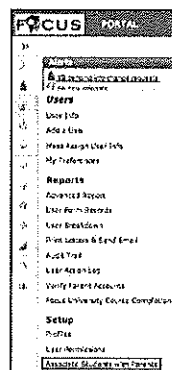
To disable the user's account and prevent access to the student's data, uncheck the "Enabled" box.

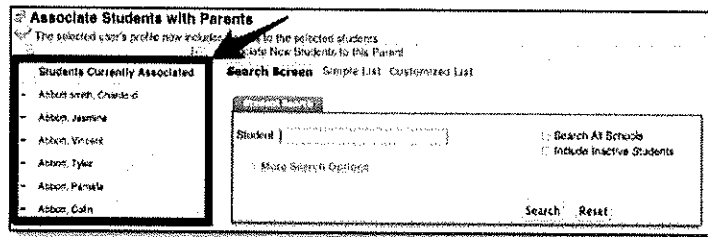


## Method 2

1. Navigate to the Users Menu → Associate Students to Parents.

**NOTE: The parent portal account must be setup in Focus before creating the association.**





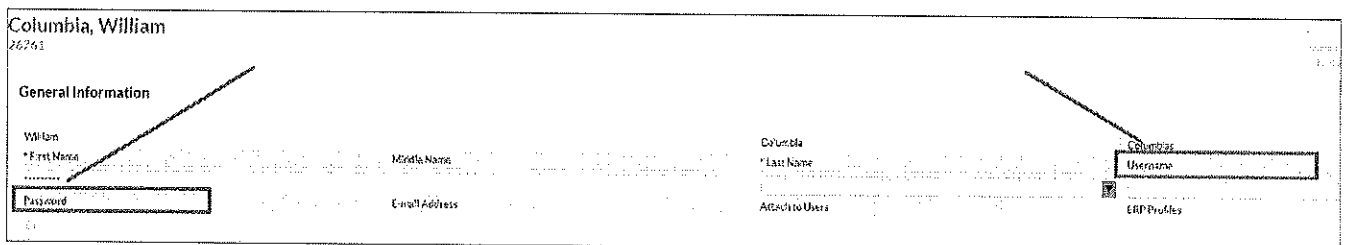
## Portal Page

Once a login is created the user will be signed in to Portal. Parents are able to view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.

### **For the schools:**

To reset Parent Password in Focus:

Go to User, User info, pull up the parent, when you have a parent selected click their name in the upper left hand corner and you will see the fields you are looking for. It will appear as though you cannot type in the password box but you can...just simply type in a new password if one is needed and then tab off of the field for the save button to turn red and be clickable.



**Keep in mind that this is case sensitive.. when you give the password to the parent/student please let them know.**

**Also let them to change their password once they logged in!!**