

# FOCUS Parent Portal Registration

The link for FOCUS Parent Portal registration is:

<https://martin.focusschoolsoftware.com/focus/auth/>

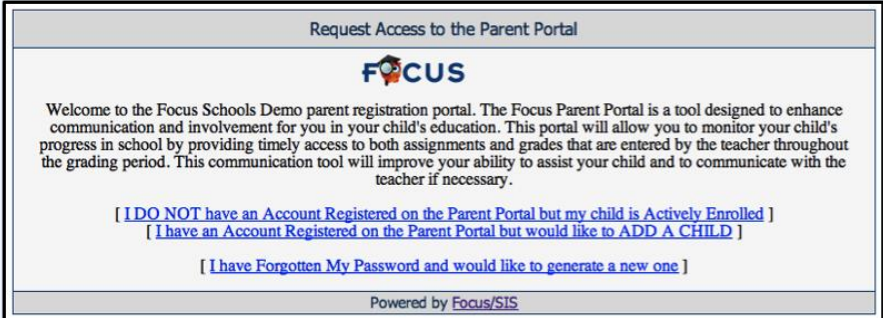
## *Purpose: Parent Portal Setup*

Focus allows parents to 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 parent portal account. If a parent has multiple children enrolled in the district, they can add each student individually. The district has set up the information requirements to create a parent account, and additional verification may be needed before student information can be accessed.

To complete the registration process you will need:

- The last 4 digits of your child's social security number. **If you did not give the social security number to the school, please use four zeroes.**
- Your child's student id number (ten digit number beginning with 4300 which can be found on a prior report card or by contacting your child's school)
- Your child's date of birth.

## *Step-by-Step Guidance: Parent Portal Setup*

<p>Parents may choose one of three (3) options:</p> <ul style="list-style-type: none"><li>• Parents without an account</li></ul> <p><i>Start from Step One (1) below.</i></p> <ul style="list-style-type: none"><li>• Parents who need to add a child</li></ul> <p><i>Start from Step Four (4) below.</i></p> <ul style="list-style-type: none"><li>• Parents who need a new password</li></ul> <p><i>Start from Step Six (6) below.</i></p>	
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1. If you do not have a parent account, you can create one by clicking on the link below and following the instructions:

<https://martin.focusschoolsoftware.com/focus/auth/>

2. Enter all of the required fields with your own information.

Click the "Submit" button.

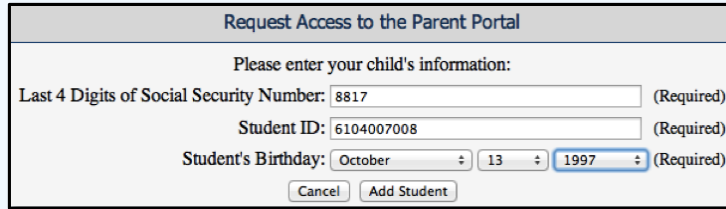
3. Enter the required information to identify your child. Multiple children must be added one at a time; an option to add another child will be available in the next step.

Click the "Add Student" button.

4. Your child's name will display on the screen. To add another child, click the "Add Another Child" button. Otherwise, click the "Create My Account" button.

**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:  (Required)

Student ID:  (Required)

Student's Birthday:    (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. 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:

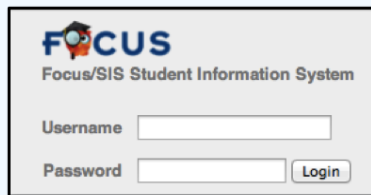
Username:

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.

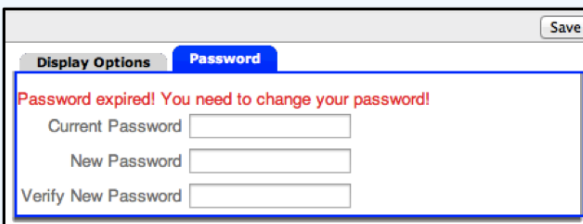


**FOCUS**  
Focus/SIS Student Information System

Username

Password

**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.



Display Options **Password**

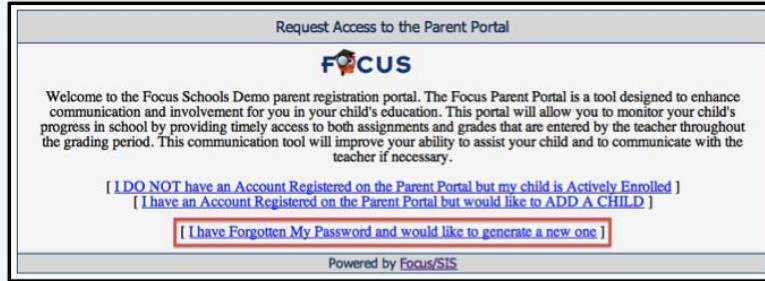
**Password expired! You need to change your password!**

Current Password

New Password

Verify New Password

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



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. If the email address has been found in the system, a message will display indicating that an email has been sent with a link 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. You may need to visit your school and present a valid photo ID to view any student information.

