

STEP-BY-STEP INSTRUCTIONS FOR PARENT PORTAL ACCOUNTS

As of the start of this school year we are no longer able to create parent portal accounts or reset the passwords for the parent portal accounts. Parents will now have to go online to complete create their own account and/or complete a password reset. Below please find the steps to create accounts and link students and steps to reset passwords. I created this guide to assist if you ever have any parents asking for assistance and I am unavailable. I hope this is useful. Please let me know if you have any changes that need to be made.

TO CREATE NEW PORTAL ACCOUNT AND LINK YOUR STUDENTS

1. Navigate to pcsb.org.
2. Find the login button at the top right of the screen.
3. Click the first option on the drop-down menu-Focus (student information)
4. Click green button that says Create a Focus Parent Portal Account
5. Follow prompts to complete setup.
6. Log out and navigate back to the Focus login screen.
7. DO NOT log in, click the green button that says Link a Student to your Focus Parent Portal Account
8. Follow the prompts to add your student. You will need your child's student ID number and date of birth.
9. Once linked, you will be asked if you want to add another student or "click here" if you are done and want to go back to the login screen.
10. Once all students are added, log back in. You will either see a pic of your child with a green button underneath.
11. If that is the case click the button, complete the forms, enter your username and password to "sign" the documents on the last page. If you see a white screen that says, come to the school. You will need to bring your ID for verification.
12. Once complete all student information should populate.

TO RESET PASSWORD

1. Navigate to pcsb.org.
2. Find the login button at the top right of the screen.
3. Click the first option on the drop-down menu -Focus (student information)
4. Find the orange "Forgot password? Reset Here" button near the middle of the screen, click it.
5. Enter email address associated with focus account, click submit.
6. Check your email account, you should receive a link to click and follow.
7. Link navigates to page that says, "click here to view your credentials".
8. Click and you will be shown your username and a password. Use that to log in.

IF THIS WORKS STOP HERE. IF YOU RECEIVE A MESSAGE STATING MULTIPLE USERS AND PASSWORD CANNOT BE CHANGED YOU MUST CREATE A NEW PORTAL ACCOUNT WITH A DIFFERENT EMAIL. IF A NEW ACCOUNT IS NEEDED, REFER TO HOW TO CREATE ACCOUNT AND LINK YOUR STUDENT.