RESETTING PARENT PASSWORDS ELECTRONICALLY

**STEP 1**

Click Reset My Password Box.

**STEP 2**

Enter Email Address and Click Submit. A new password reset link will be generated and emailed.

**STEP 3**

Follow the instructions in your email.
CREATING AN ACCOUNT

**STEP 1**
Click create a new parent account box.

**STEP 2**
Enter the parent information.
Alert: Parents will not be able to proceed if their email address is already associated with a Parent Portal account. Please contact your child’s school.

**STEP 3**
A verification email will be sent.

**STEP 4**
Select the appropriate box to add a child or navigate to the student reservation system.
**FOCUS STUDENT INFORMATION SYSTEMS**

**PARENT RESOURCES**

**ADDED A STUDENT**

**STEP 1**

**Parent Account Registration**

If you wish to create a Parent Portal Account, you must obtain the student’s legal ID from your child’s report card or school and have a valid email address. Once you have this information, select the below to create your account. Your username will be your email address.

Please enter your student’s information:

- Local Student: Yes
- Student’s Birthday: December
- Student ID: (Required)
- Email Address: (Required)

Add Student

**ENTER THE STUDENT ID**

WARNING: If the student id entered does not match a current student, the message below appears. Parent should contact the student’s school.

**STEP 2**

**NOTE:** No access to student information is given until the parent has been verified by the student’s school. A Portal Alert below will display until verification occurs.

**District & School Announcements**

- Text Events
- Alerts

**THE PARENT RECEIVES MESSAGE BELOW AFTER ADDING STUDENT**

**STEP 3**

**VISIT YOUR CHILD'S SCHOOLS WITH YOUR GOVERNMENT ISSUED ID TO COMPLETE THE PROCESS.**