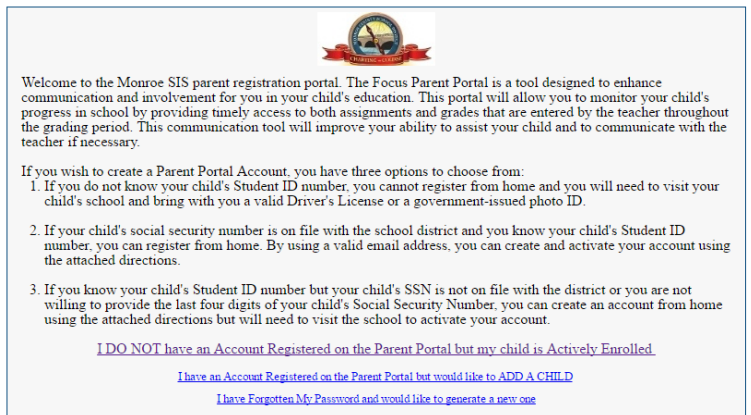# FOCUS PARENT PORTAL

To establish a parent portal account online, you must have a valid email address and the student's birth date must be on record with the School District of Monroe County. **You will also need the last 4 digits of your child's Social Security number as well as their school-issued Student ID number.** The 10-digit Student ID number is available on the student's schedule, the report card or through the student portal.

1. Log on To This Site: https://monroe.focusschoolsoftware.com/focus/auth/

2. 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

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

Welcome to the Monroe SIS 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:
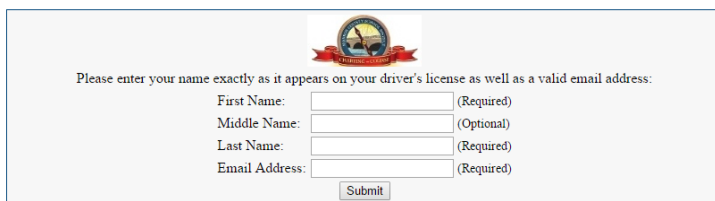1. If you do not know your child's Student ID number, you cannot register from home and you will need to visit your child's school and bring with you a valid Driver's License or a government-issued photo ID.

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

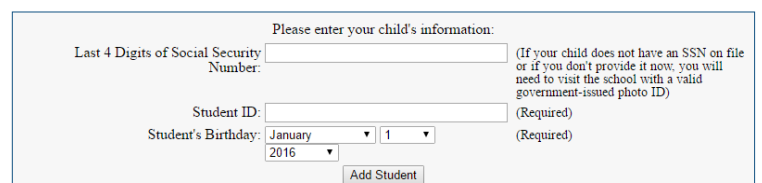I have Forgotten My Password and would like to generate a new one

4. Enter all of the required fields with your own information. Your child's school has set up these requirements to create a parent account. Click **Submit**.

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)

[Submit]

5. Enter the required information to identify your child. Your child's school has set up these requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. Click **Add Student**.

Please enter your child's information:

Last 4 Digits of Social Security Number: _____ (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: _____ (Required)
Student's Birthday: January ▼ 1 ▼ 2016 ▼ (Required)

[Add Student]

6. Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another child, click **Add Another Child**. Otherwise, click **Create My Account**.

7. A. To **Add Another Child**, enter all of the information required and click **Add Student**. *NOTE: This step can be completed as many times as necessary, or at a later date if needed.*

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.
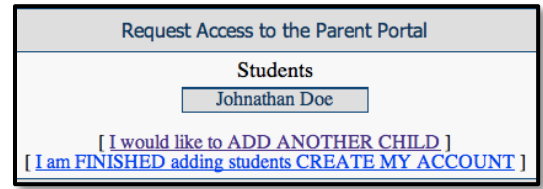

NOTE: Your username and password will not be emailed. Make sure to write it down or put it in your phone.

8. If you did not click on the link on the previous screen, you can access the Portal Login page at https://monroe.focusschoolsoftware.com. Enter your new username and password on the Portal login screen.. Click the **Login**.
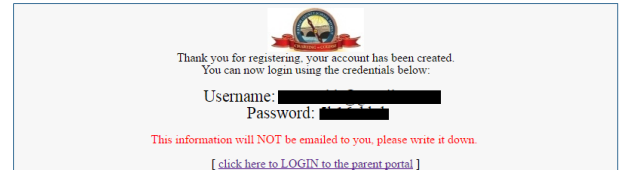

9. When you first log into Focus, you will be prompted to change the generated password. Enter the generated password, a new password, and the new password again to verify the entry. Click the **Save** in the top right corner.

10. If you do not have a password, you can generate a new one from the **Request Access** screen.
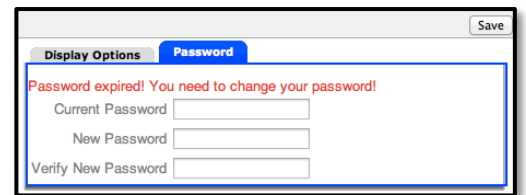
11. If additional actions need to be taken before you can view student information, an alert will display on the main Portal page. Depending upon your school's setup requirements, you may need to visit your school and
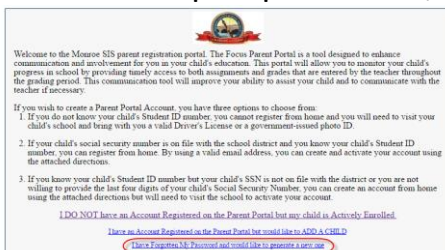
present a valid photo ID to view any student information.