FOCUS Parent Portal

First-Time Registration

1. **Go to** https://monroe.focusschoolsoftware.com/focus/auth/.

2. **Register for a Focus Parent Portal account.** Click: "I DO NOT have an Account Registered on the Parent Portal and would like to create one, or link to my child that is Actively Enrolled."

I DO NOT have an Account Registered on the Parent Portal and would like to create one, or link to my child that 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	Klike isit la pou kreye/aktyalize kont Pòtay Focus pou Paran yo nan lang kreyòl ayisyen	Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal

3. **Create your Focus Parent Portal login.** Enter your first and last name exactly as it appears on your driver's license and include a valid email address.

   (Note: The **username** for your Focus Parent Portal login will be your email address.)

   Focus Parent Portal Registration

   Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name:		(Required)
Parent/Guardian Last Name:		(Required)
Email Address:	@gmail.com	(Required)
Create Password:	••••••••	(Minimum 8 characters)
Retype Password:	••••••••	(Required)

   ☐ Show Password

   ☐ I'm not a robot — reCAPTCHA Privacy - Terms

   [Submit]

4. **Link students to your Focus Parent Portal account.** If your student is not enrolled in school yet, please select: "I would like to APPLY FOR ENROLLMENT for a new child."

   Focus Parent Portal Registration

   Students

   You do not have any linked students at this time.

I would like to ADD A CHILD who is already enrolled.	I would like to APPLY FOR ENROLLMENT for a new child.	I am FINISHED adding students. Please take me to the Portal.

5. **Select the "Application for New Students" tab.** Enter your student's information into all required fields and click "Begin Application" to start the enrollment process.

6. **Complete the Online Application for Enrollment.** Fill in all required fields on each page of the application. Use the Next/Previous buttons at the bottom of the window to move between pages.

7. **Submit the Online Application.** Once you have completed the application, go to the last page (Page 20/20), and click the green **"Submit and Finish"** button.
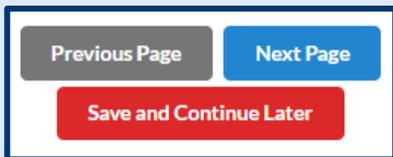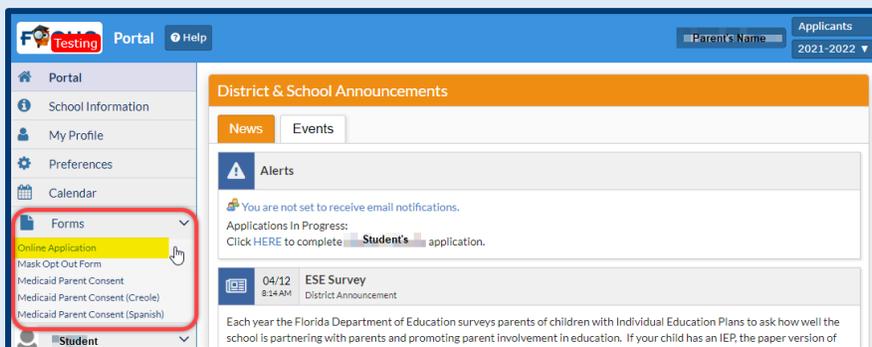
FOCUS Parent Portal
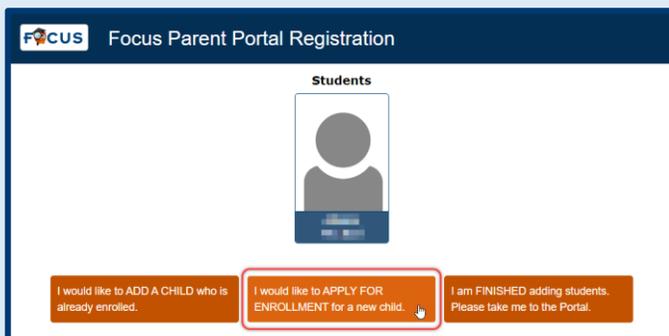
Need More Time to Finish Online Registration?

No problem! Click "**Save and Continue Later**" at the bottom of any page to save your work and finish the Online Application for Enrollment later.

How to Resume an Online Registration

1. Log in to the Focus Parent Portal:
   https://monroe.focusschoolsoftware.com/focus/?skipSAML.

2. On the Portal dashboard, open the **Forms** section and click "**Online Application**."

3. To continue working on an incomplete application, click: "**I would like to APPLY FOR ENROLLMENT for a new child.**"

4. Click the "**Continue Application**" tab and select your student's name from the **Applicant** drop-down menu. Click "**Log In**."

5. Once you have completed the application, go to the last page and click the green "**Submit and Finish**" button.