FOCUS PARENT PORTAL REGISTRATION and USAGE

The FOCUS Parent Portal is a web-based tool for parents to monitor student progress throughout the year. The FOCUS Parent Portal allows you to set up your own account which provides the following student information:

- Attendance
- Prior & Current Grades and Assignments
- Test Scores
- Discipline Information
- Class Schedule
- Downloadable Report Cards
- Student Demographics
- Billing Balances

CREATE AN ACCOUNT

Parents and Guardians may self-register for FOCUS Parent Portal access here: [Create a new FOCUS account](#)

You will need the following information to complete the registration:

1. Valid Parent Email address for notifications (this email address will also be your username)
2. Student’s Date of Birth
3. ADHU/FAU HIGH SCHOOL ten digit Student ID number (Beginning with 72.....)
4. The last four digits of the student’s Social Security Number

Student ID numbers can be found on report cards and progress reports. If you are unable to locate your student’s ID number, please call the front office at 561-297-3970. You will be asked to verify your identity by answering questions about your student.

1. CREATE A NEW PARENT ACCOUNT

To create a NEW parent account select “I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled”

2. EMAIL REGISTRATION

Register for the account with the same email provided to the school for parent contact, and create a password. Each parent may create a unique account.
3. **STUDENT INFORMATION**
Enter the information on the screen, and it will be matched to an **ACTIVE** student in the District’s FOCUS system.

4. **SUCCESSFUL MATCH**
The following screen displays when an active student is **successfully** matched to the information provided.

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**STUDENT NOT MATCHED**
If the following screen displays following a student search, and all information entered is correct, please contact the front office at 561-297-3970, or email adhusrecords@adhus.fau.edu.

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5. **FINISH CREATING ACCOUNT**
Once you have successfully added all of your students, select “I am FINISHED adding students. Please take me to the Portal”. Check your email for a message from Florida Atlantic University Schools - noreply:focus-sis.org.

6. **VERIFICATION**
**YOU WILL NOT BE ABLE TO SEE STUDENT INFORMATION UNTIL YOUR ACCOUNT IS VERIFIED BY THE SCHOOL.**
Once you log in you will notice you do not yet have access to your student’s data. For security reasons, there is a process in place to verify and approve your request which may take up to 48 hours. In most cases it is NOT necessary to visit the school in order for the account to be verified.

Once your account has been verified by the school you will have access to your student’s data. If there are multiple students under the account, you may toggle between them using the drop down box in the upper right side of the screen.

**HOW TO USE FOCUS AFTER VERIFICATION**

**TOGGLE BETWEEN SIBLINGS**
If you have multiple children enrolled and added to your parent account, you may toggle between them using the drop down menu located top right of the main portal page.
VIEW PAYMENT INFORMATION
You may view student Activity Fee Balance and Activity Fee Payments by selecting “My Child” and then “Fees and Payments”. Remember to check the “Display Paid Fees” Box in order to see all payments.

SET EMAIL NOTIFICATIONS
From the main “Portal” page you may select the type of Email Notifications you would like to receive. Choices include none, daily, weekly and custom notifications (where you can receive notifications if your student’s grade drops below a certain level and more).

VIEW CONTACT INFORMATION
You may view your contact information, as well as the student’s emergency contact information by selecting “My Child” and then “Child Info”. From there, use the left side menu to navigate through the students’ demographics.

FOCUS APP FOR iPHONE OR ANDROID
Visit the Apple or Android app store and download the FAU Lab Schools Community App. See the FOCUS mobile app set-up instructions, also located on the ADHUS & FAU HS websites. Select Academics (at bottom of the website), & then FOCUS access. You must have a verified parent FOCUS account to log into the mobile app.

RE-ENROLL YOUR STUDENT (NEW THIS YEAR)
Beginning mid-February of each school year instructions will be provided by email and on the parent portal to “re-enroll” students who will be RETURNING for the next school year. THIS YEAR a parent FOCUS account will be required in order to complete this process.

DOWNLOAD REPORT CARDS & STANDARDIZED TESTS (NEW THIS YEAR)
Parents may download a copy of their student’s most recent report card & some standardized tests from the main FOCUS portal page.

For questions, difficulties with account creation, or if you would like assistance creating an account, please contact the front office at 561-297-3970 or email adhusrecords@adhus.fau.edu.