



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. ADHUS/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"

Parent Portal Registration

Welcome to the Florida Atlantic University Schools 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 ten digit 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 ID. You may also call the school. You will be asked to prove your identity by supplying the student DOB, and the last four digits of the student's SSN.
2. If your child's social security number is on file with the school and you know your child's ten digit Student ID number, and SSN#, you can register from home. By using a valid email address, you can create and activate your account.
3. If you know your child's Student ID but your child's SSN is not on file with the school and/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 but will need to visit the school to activate your account. You will need to bring with you a valid Driver's License or a government-issued ID.

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](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español](#)
[Klike isit la pou kreve/aktualize kont Potay Focus pou Paran yo nan lang kretyòl ayisyen](#)
[Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal](#)

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: (Required)

Create Password: (Minimum 8 characters)

Retype Password: (Required)

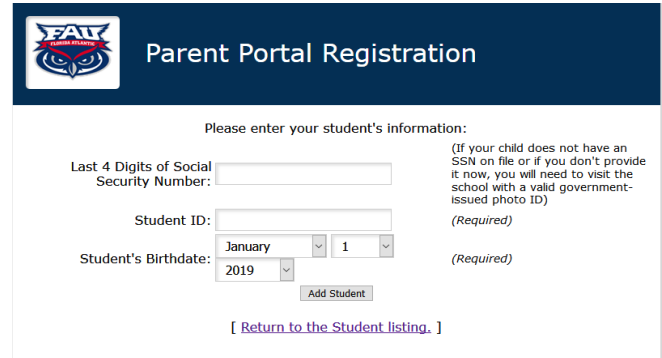
I'm not a robot

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.



Parent Portal Registration

Please enter your student's information:

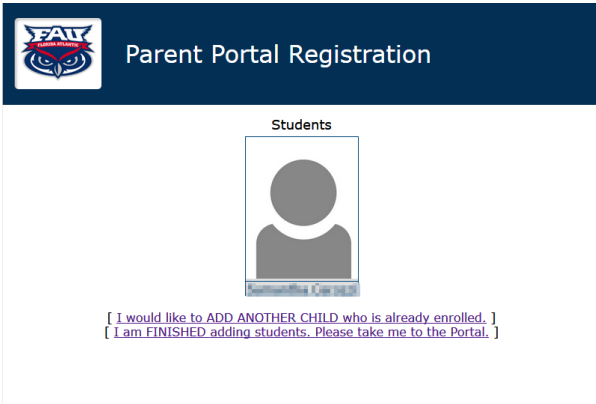
Last 4 Digits of Social Security Number:

Student ID: (Required)

Student's Birthdate: January 1 2019 (Required)


[[Return to the Student listing.](#)]

(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)



Parent Portal Registration

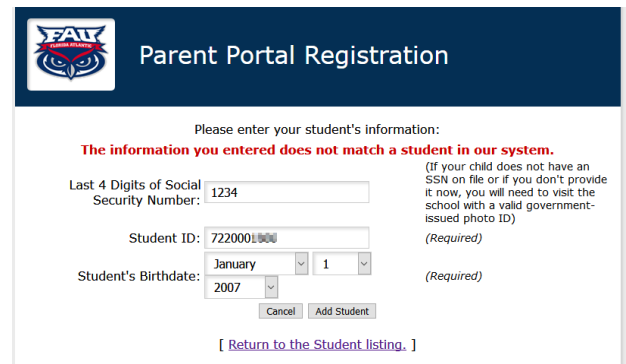
Students



[[I would like to ADD ANOTHER CHILD who is already enrolled.](#)]
[[I am FINISHED adding students. Please take me to the Portal.](#)]

4. SUCCESSFUL MATCH

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



Parent Portal Registration

Please enter your student's information:

The information you entered does not match a student in our system.

Last 4 Digits of Social Security Number: 1234

Student ID: 7220001000 (Required)

Student's Birthdate: January 1 2007 (Required)

[[Return to the Student listing.](#)]

(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 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.

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.