



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 and provides the following student information:

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

CREATE AN ACCOUNT - Beginning in the 2019-2020 school year parents/guardians **MUST** have a parent FOCUS account in order to **RE-ENROLL** their student for the 2020-2021 school year.

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

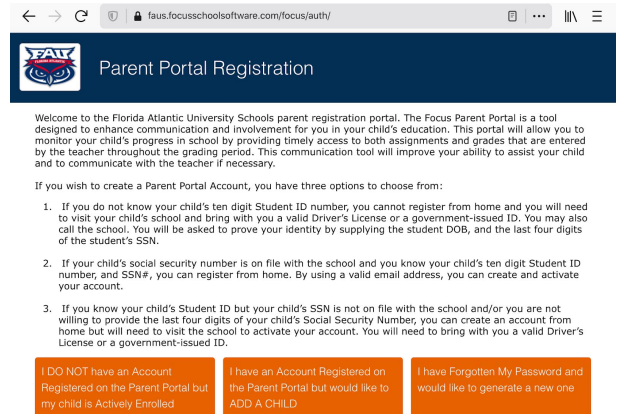
You will need the following information to complete the registration:

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 supplying your address, the student's DOB, and the last four digits of the student's SSN.

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"



The screenshot shows the registration form with the following fields:

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

Submit

2. EMAIL REGISTRATION

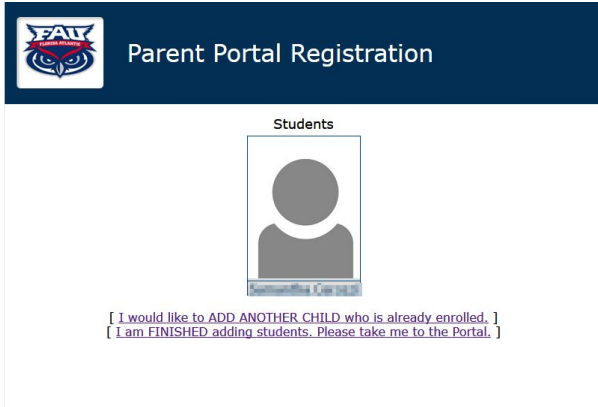
Register for the account with the same email provided to the school for parent contact, and create a password.



3. **STUDENT INFORMATION**

Enter the information on the screen, and it will be matched to

an **ACTIVE** student in the District's FOCUS system.

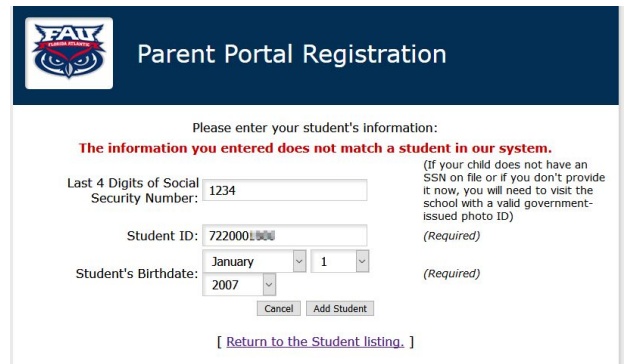


4. **SUCCESSFUL MATCH**

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

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. **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.

ONCE VERIFIED

RE-ENROLL YOUR STUDENT (NEW THIS YEAR)

Beginning mid-February of each school year instructions will be provided on the parent portal to "re-enroll" students who will be RETURNING for the next school year. A parent FOCUS account will be required in order to complete this process.

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).

DOWNLOAD REPORT CARDS (NEW THIS YEAR)

Parents may download a copy of their student’s most recent report card from the main FOCUS portal page.

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.

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.

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.