



School District of Osceola County

Focus Training: *How to Create a New Parent Portal Account Online and Link Your Enrolled Child(ren)*

To successfully create a parent portal account (successfully means being able to view all your child(ren)'s information once you log in and complete the **Student Update Form** and **any other form**), you will need to know two pieces of information:

1. each child's student ID number
2. each child's date of birth

If the email address that you use to create your parent portal account matches the email address you provided when you registered your child, then you will be automatically linked. If the email addresses do not match or if you did not provide your email address when you registered your child, then you will need to go to the school to get the email address updated or entered.

Here are the step-by-step instructions on how to create a parent portal account online if you do not currently have one. If you currently have a parent portal account and need to link one or more children, then start with the **Note** on Page 3. If you have multiple children, you only need to create one parent portal account; you can then link all your children to the one account.

1. Go to the following URL: <https://osceola.focusschoolsoftware.com/focus/auth>.
2. On the **Parent Portal Registration** screen, click on the button on the left: **I DO NOT have a Parent Portal account and would like to create one** if you currently do not have a parent portal account. If you do have a parent portal account, go to the **Note** on Page 3 for information on logging in.

I DO NOT have a Parent Portal account and would like to create one

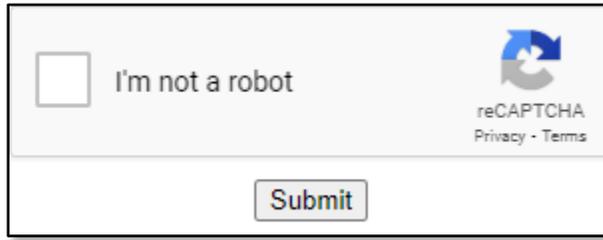
3. On the next screen, type your first name, last name, email address (which will be your username), and a password twice in the indicated spaces. The only requirement for the password is that it must be at least eight (8) characters. All this information is required.

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

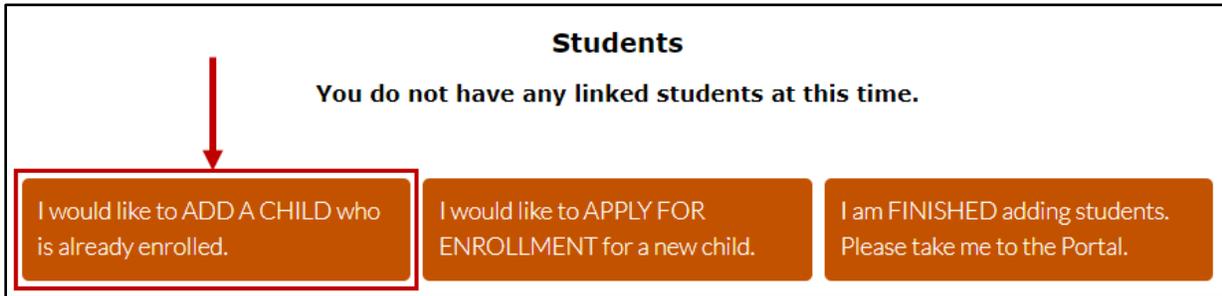
Parent/Guardian First Name:	<input type="text"/>	(Required) ←
Parent/Guardian Last Name:	<input type="text"/>	(Required) ←
Email Address:	<input type="text"/>	(Required) ←
Create Password:	<input type="text"/>	(Minimum 8 characters) ←
Retype Password:	<input type="text"/>	(Required) ←

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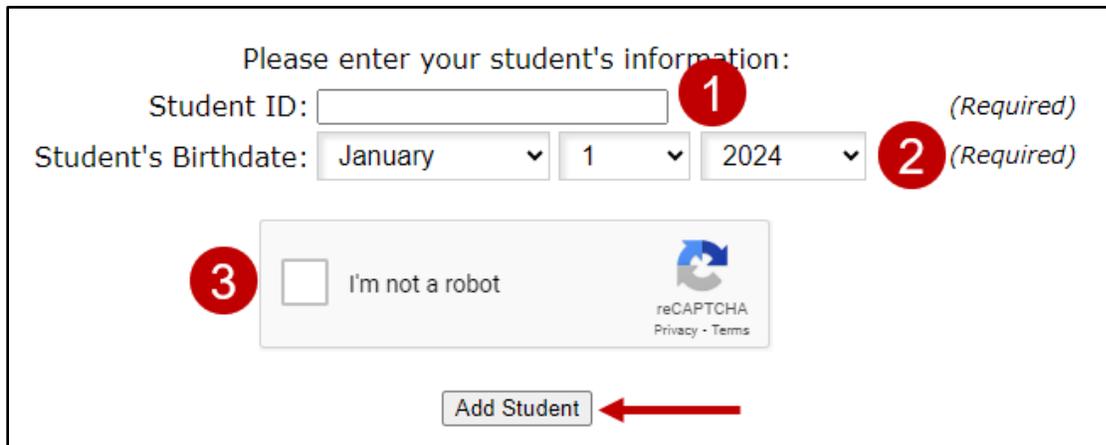
4. Click to check **I'm not a robot**. You might be required to complete additional tasks. Click **Submit**.



5. On the **Students** screen, click on the button on the left: **I would like to ADD CHILD who is already enrolled**.



6. Type the student ID, select the date of birth, click to check **I'm not a robot** (you might be required to complete additional tasks), and click **Add Student**.



7. If your email addresses match as explained on Page 1, then you will be returned to the **Students** screen. If they do not match, you will receive a message stating that only custodial contacts with a matching email can be registered for a student's parent portal account.

Only custodial contacts with a matching email can be registered for a student's parent account. If you believe you have received this message in error, please contact your child's school and provide them with your name and email address.

You will need to go to the school to update your email address or have it entered. Otherwise, continue clicking on the button on the left until you have added all your children. Once you have finished adding all your children, click on the button on the right: **I am FINISHED adding students. Please take me to the Portal** to be taken directly to your parent portal account.



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- 8. Once in the portal, you will need to complete any pending forms you need to complete, mainly the yearly **Student Update Form** and any other forms that are required. You will not be able to see any information on your child(ren) until the yearly required forms are submitted for the child(ren) linked with your parent portal account.

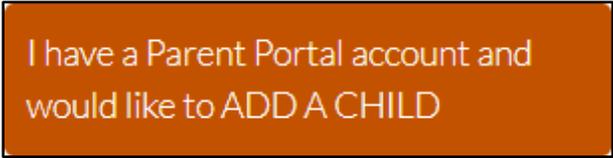
Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

Student Name	Form	Status
	Student Update Form	Not yet started - Click to begin in English [EN]
	Library Access Options (CP)	Not yet started - Click to begin in English [EN]
	School Health Services (CP)	Not yet started - Click to begin in English [EN]

- 9. Your username is the email address you entered, and the password is the password you entered twice when creating the parent portal account. The URL for accessing the parent portal is: <https://osceola.focusschoolsoftware.com/focus>.

NOTE: If you currently have a parent portal account and need to link an additional child, go the URL in Step 1. Instead of clicking on the button on the left, click on the button in the middle: **I have a Parent Portal account and would like to ADD A CHILD.**



You will be directed to enter your username and password and click **Login**. Continue with Step 5 above.

If you do not remember your password, click on the button on the left: **I have Forgotten My Password and would like to generate a new one.** You will be directed to enter your email address and click **Submit**. You will be directed to log into your email account to retrieve the email message you receive from the system. You will need to click on the link in the email message. Once the link is open, you will need to click on **Click to view your new credentials**, and your temporary password will be displayed. You will need to either write in down so you can enter it or copy (Ctrl-C) and then paste it (Ctrl-V) when you try to log in. You will need to go back to the URL in Step 1 in to log in to link additional children.