

Rev 8/15/18

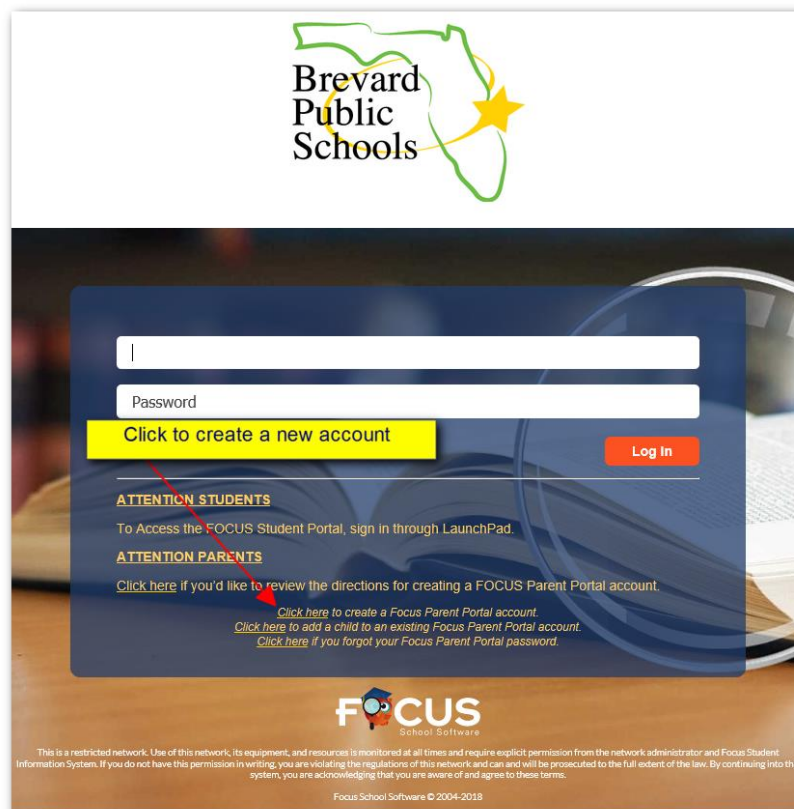
FOCUS is the software program Brevard County uses for grade reporting. Brevard County's Focus Parent Portal provides parents and guardians a view of their child's assignments, grades, attendance information and current class averages. For the protection of your child's confidential information, the following secure procedures have been put in place for parents and guardians to register for a FOCUS Parent Portal account online.

Creating a new Focus Parent Portal Account

1. The preferred browser for accessing the FOCUS Parent Portal is Google Chrome.
2. Access the FOCUS Parent Portal registration screen at <https://Brevardk12.focusschoolsoftware.com>.

You can also navigate to the Parent Portal page from our District website at www.brevardschools.org. Look under the "Parents & Student" tab, then FOCUS.

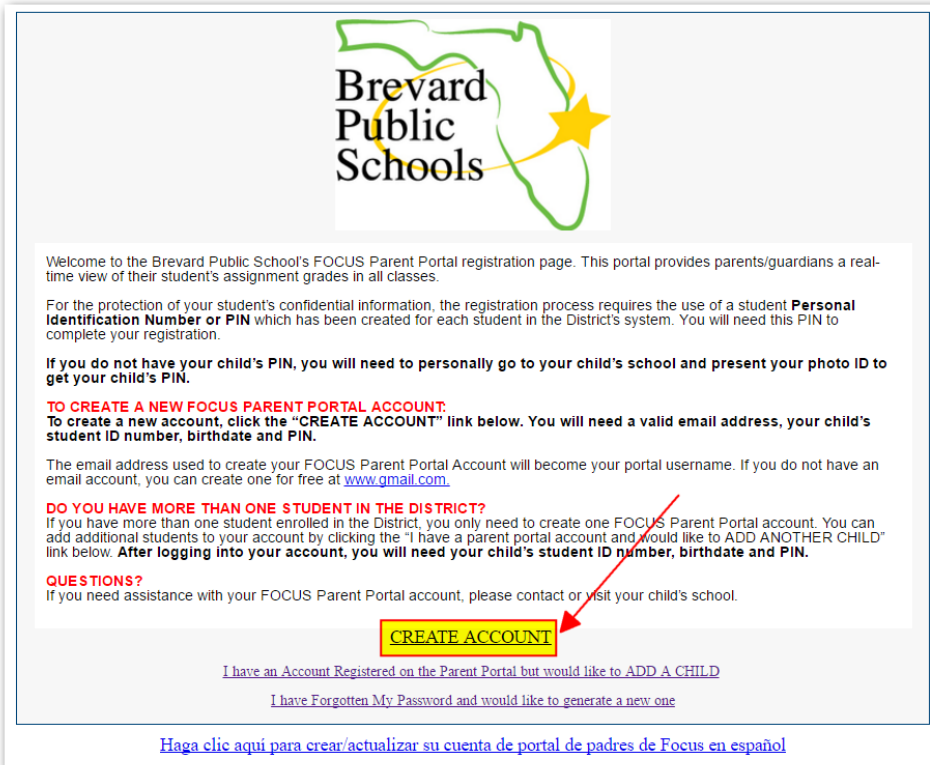
3. Under "ATTENTION PARENTS" select **"Click here to create a FOCUS Parent Portal Account"**



The screenshot shows the FOCUS Parent Portal registration interface. At the top is the Brevard Public Schools logo. Below it is a login form with two input fields: one for the username (containing a vertical bar) and one for the password. A yellow button labeled "Click to create a new account" is positioned below the password field, and a red "Log In" button is to its right. Underneath the form, there are sections for "ATTENTION STUDENTS" and "ATTENTION PARENTS". The "ATTENTION PARENTS" section contains several links: "Click here if you'd like to review the directions for creating a FOCUS Parent Portal account.", "Click here to create a Focus Parent Portal account.", "Click here to add a child to an existing Focus Parent Portal account.", and "Click here if you forgot your Focus Parent Portal password." At the bottom of the page, the FOCUS School Software logo is displayed, along with a small disclaimer and copyright notice: "Focus School Software © 2004-2018".

Rev 8/15/18

After clicking the link, you will see the FOCUS Parent Portal registration page below:



- Click the **CREATE ACCOUNT** link on the registration page. You will need a valid email address, your child's student ID number, birthdate and PIN. The email address used to create your FOCUS Parent Portal Account will become your portal username. If you do not have an email account, you can create one for free at www.gmail.com. Enter all required information below and click "**SUBMIT**"

**** Brevard County School District Employees should use a private email and not their district email when creating a Parent Account. ****

Brevard Public Schools

Parent Portal Registration

Parent/Guardian First Name: (Required)

Parent/Guardian Last Name: (Required)

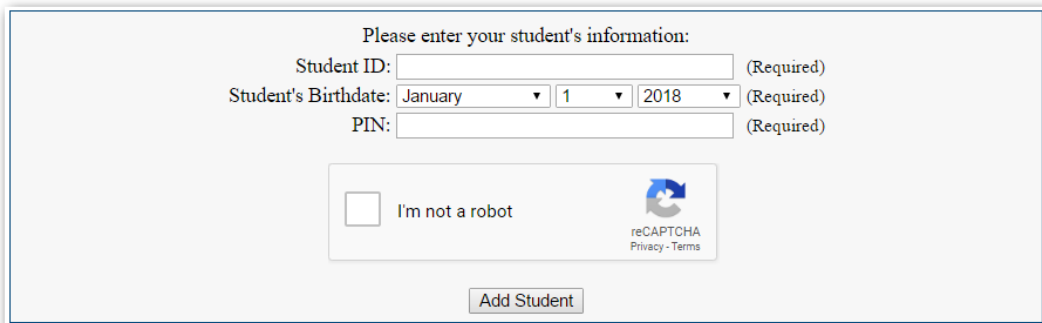
Email Address: (Required)

Password: (Required)

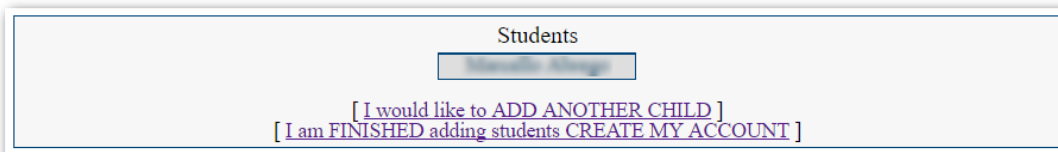
Verify Password: (Required)

Rev 8/15/18

- After entering your account registration information, you will have the opportunity to add a student to your account. Enter the 7-digit **Student ID, birthdate and PIN** for the student you want to add to your account and click "Add Student".



- If you have entered all of the required information correctly, you will see your student's name on the page.



- If the information you entered is not correct, you will see the error message: **"The information you entered does not match a student in our system"**. Your portal account will **not** be created and you will need to contact your child's school and verify that you have the correct student ID number and PIN for your child.
- If you have more than one student enrolled in the District, you only need to create one FOCUS Parent Portal account. You can add additional students to your account by clicking the **"I would like to ADD ANOTHER CHILD"** link. (You can also add additional students to your account at a later time using the **"Add a child to existing Focus Parent Portal account"** on the [main FOCUS login page](#).)

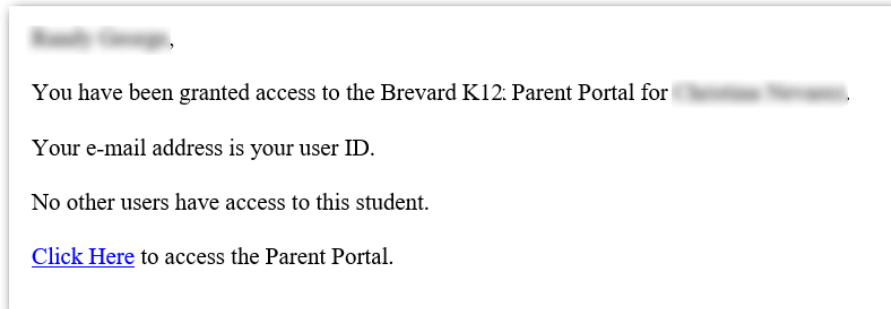
When all children have been added, click **"I am FINISHED adding students. CREATE MY ACCOUNT"**

- If you were able to create your account, you will see the page below. You will also receive an email notifying you that you have created your account.



Rev 8/15/18

Sample email:



In the future, visit the *Focus Portal Page* at <https://brevardk12.focusschoolsoftware.com> to sign-in to your FOCUS Parent Portal account and view your student's information.

Note: If your child has a Custody Alert on file, you may need to visit the school to get your account verified.

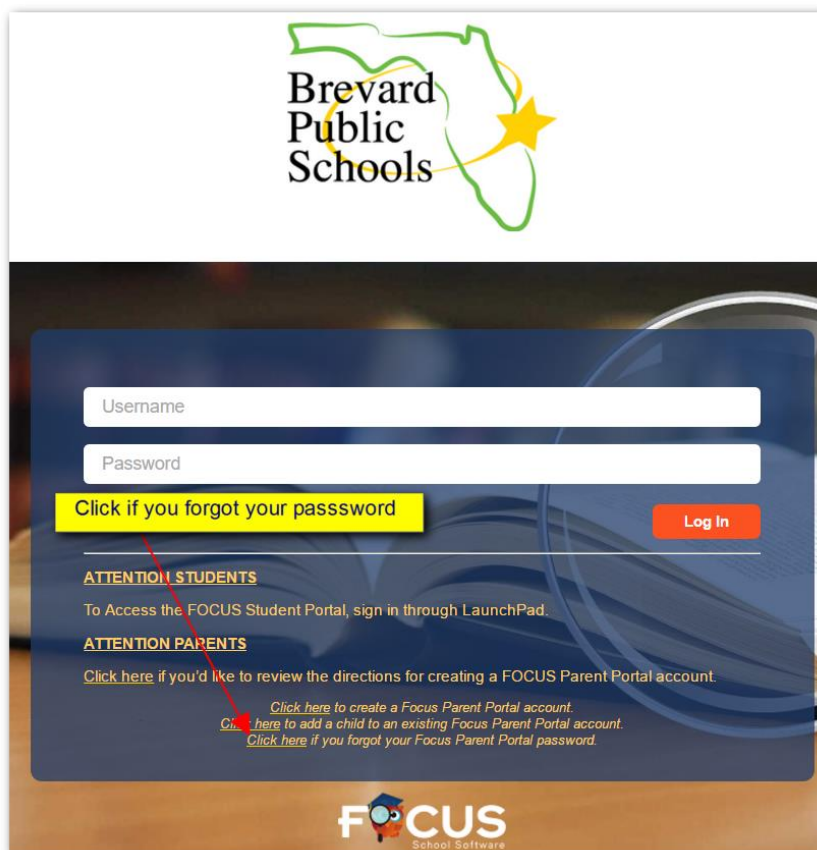
Rev 8/15/18

Forgot Your Focus Parent Portal Password?

1. The preferred browser for accessing the FOCUS Parent Portal is Google Chrome.
2. Access the FOCUS Parent Portal registration screen at <https://Brevardk12.focusschoolsoftware.com>.

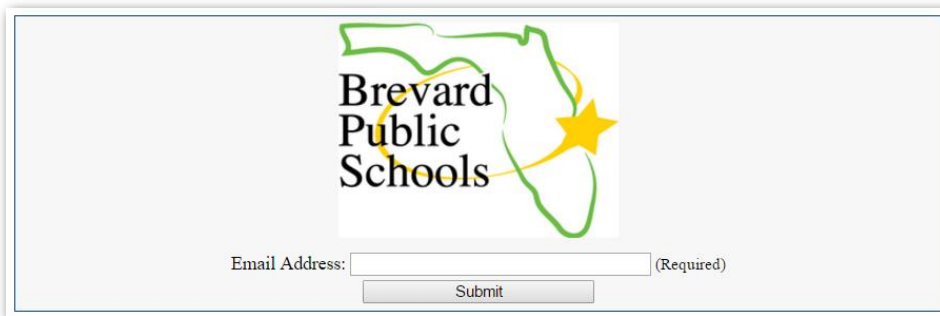
You can also navigate to the Parent Portal page from our District website at www.brevardschools.org . Look under the "Parents & Student" tab.

3. Under "ATTENTION PARENTS" select "**Click here if you forgot your Focus Parent Portal password**"



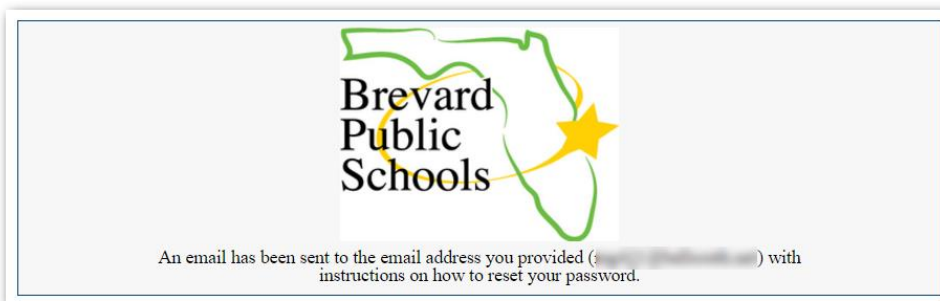
Rev 8/15/18

4. Enter the email address you used to register your account.



The screenshot shows a form with the Brevard Public Schools logo at the top. Below the logo is a text input field labeled "Email Address:" followed by "(Required)". A "Submit" button is located below the input field.

5. Click **SUBMIT**



The screenshot shows a confirmation message from Brevard Public Schools. The text reads: "An email has been sent to the email address you provided ([redacted]) with instructions on how to reset your password."

You will receive an email with a link to allow you to change your password.