

BPS FOCUS Parent Registration Instructions

☐ Link to this document: https://goo.gl/UNNexF
□ Parent video on logging in to FOCUS: https://vimeo.com/287515571
☐ Frequently asked parent questions and troubleshooting guide: https://goo.gl/PTBtmU

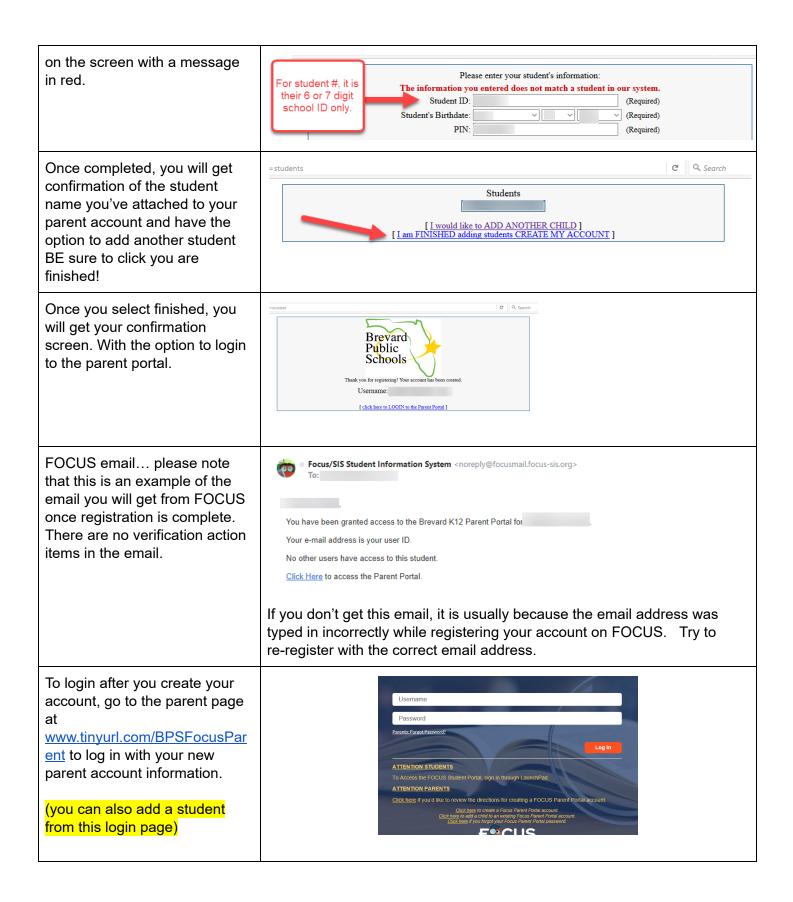
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Registering Your Parent Account

Please note that students will log in through Launchpad. The PIN code you are using for registration will not be used by students. Student login directions: https://goo.gl/FiNbhD



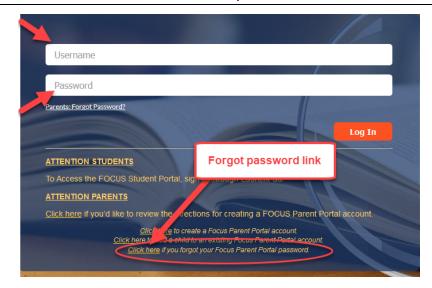


Forgot Password and Account Lock-Out

You will be locked out after 5 failed login attempts. If you are locked out, you will need to reset your password.

The school and district are unable to reset account passwords.

If you forget your
password, click on the
forgot password link.
You will be prompted for your
email address, and
password reset instructions
will be emailed to the
address you provide. Click
on the link in the email.



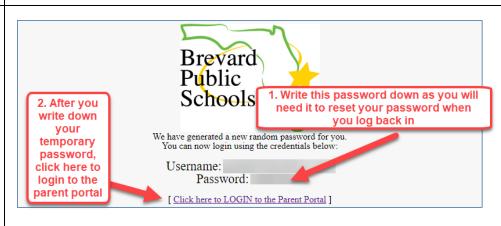
After clicking the link in the email, you will be taken to a FOCUS screen. Click on the "Click to view your new credentials" button.

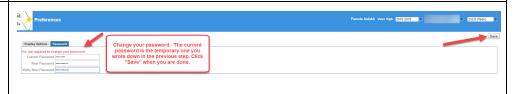


You will see your temporary password on the screen.

- Be sure to write this temporary password down as you will need it once you log in again to change your account password.
- 2. Click to login again to the parent portal

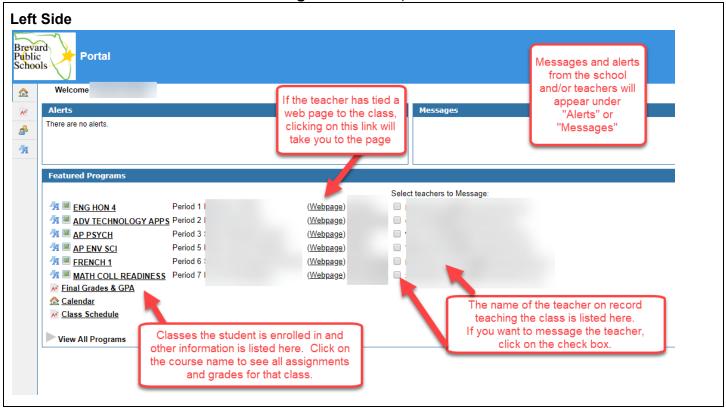
Change your password. The "current password" is the one you wrote down in the previous step. Click "save" in the upper right corner when you are done.

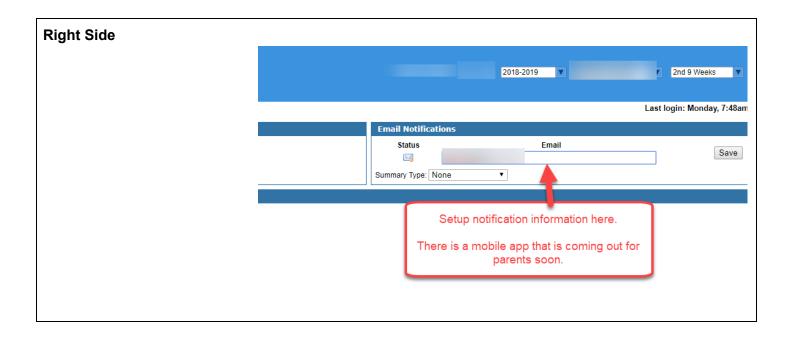




What Can I See on the Parent Portal?

Parent video on using FOCUS: https://vimeo.com/287515571





Frequently Asked Parent Questions and Troubleshooting Document Link

https://goo.gl/PTBtmU