



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/FjNbhD>

<p>1.</p> <p>Using Google Chrome as your Browser,</p> <p>Go to www.tinyurl.com/BPSFocusParent</p> <p>Adding a Student (if you are looking to add another student to your existing account, click that link instead)</p>	<p>www.tinyurl.com/BPSFocusParent</p>  <p>Click here to add another student to your parent account</p> <p>Click here to go to the parent account creation page</p>
<p>2. Click on "CREATE ACCOUNT"</p>	 <p>DO YOU HAVE MORE THAN ONE STUDENT IN THE DISTRICT? 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 have an Account Registered on the Parent Portal but would like to ADD A CHILD" link below. After logging into your account, you will need your child's PIN.</p> <p>QUESTIONS? If you need assistance with your FOCUS Parent Portal account, please contact your District Administrator.</p> <p>CREATE ACCOUNT</p> <p>I have an Account Registered on the Parent Portal but would like to ADD A CHILD</p> <p>I have Forgotten My Password and would like to generate a new one</p> <p>Click here to create an account.</p>
<p>3. Fill in the information - BPS email addresses are not to be used for parent accounts.</p>	 <p>Brevard Public Schools</p> <p>Parent Portal Registration Brevard County School District Employees should use a private email and not their District email when creating a Parent Portal Account.</p> <p>Parent Guardian First Name: (Required)</p> <p>Parent Guardian Last Name: (Required)</p> <p>Email Address: (Required)</p> <p>Password: (Required)</p> <p>Verify Password: (Required)</p> <p>Submit</p>
<p>4. Enter in your student's information and type in the PIN code you received. The PIN code is case sensitive. (note: student numbers that begin with a 0 will work with or without the beginning 0)</p> <p>If you enter in the wrong information, you will be notified</p>	 <p>Please enter your student's information:</p> <p>Student ID: (Required)</p> <p>Student's Birthdate: January 1 2018 (Required)</p> <p>PIN: (Required)</p> <p><input type="checkbox"/> I'm not a robot</p> <p>reCAPTCHA Privacy - Terms</p> <p>Add Student</p>

<p>on the screen with a message in red.</p>	
<p>Once completed, you will get confirmation of the student name you've attached to your parent account and have the option to add another student BE sure to click you are finished!</p>	
<p>Once you select finished, you will get your confirmation screen. With the option to login to the parent portal.</p>	
<p>FOCUS email... please note that this is an example of the email you will get from FOCUS once registration is complete. There are no verification action items in the email.</p>	 <p>If you don't get this email, it is usually because the email address was typed in incorrectly while registering your account on FOCUS. Try to re-register with the correct email address.</p>
<p>To login after you create your account, go to the parent page at www.tinyurl.com/BPSFocusParent to log in with your new parent account information.</p> <p>(you can also add a student from this login page)</p>	

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.

<p>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.</p>	
<p>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.</p>	
<p>You will see your temporary password on the screen.</p> <ol style="list-style-type: none"> 1. 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 	
<p>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.</p>	

What Can I See on the Parent Portal?

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

Left Side

The screenshot shows the left side of the Parent Portal. At the top left is the Brevard Public Schools logo and the word "Portal". Below this is a "Welcome" message. A navigation sidebar on the left contains icons for Alerts, Messages, and Featured Programs. The main content area is divided into "Alerts" (stating "There are no alerts.") and "Messages". Below these is the "Featured Programs" section, which lists several courses with their respective periods and "Webpage" links. To the right of the course list is a "Select teachers to Message:" section with a list of checkboxes. A "View All Programs" link is at the bottom left of the course list.

Annotations:

- Red box: "Messages and alerts from the school and/or teachers will appear under 'Alerts' or 'Messages'" (points to the Alerts and Messages sections).
- Red box: "If the teacher has tied a web page to the class, clicking on this link will take you to the page" (points to the "Webpage" links).
- Red box: "Classes the student is enrolled in and other information is listed here. Click on the course name to see all assignments and grades for that class." (points to the course list).
- Red box: "The name of the teacher on record teaching the class is listed here. If you want to message the teacher, click on the check box." (points to the "Select teachers to Message:" section).

Right Side

The screenshot shows the right side of the Parent Portal. At the top, there are dropdown menus for the school year (2018-2019) and the semester (2nd 9 Weeks). Below this is the "Last login: Monday, 7:48am" text. The main content area is titled "Email Notifications" and contains a "Status" dropdown set to "Email", an "Email" input field, and a "Save" button. Below the input field is a "Summary Type" dropdown set to "None".

Annotations:

- Red box: "Setup notification information here." (points to the "Email" input field).
- Red box: "There is a mobile app that is coming out for parents soon." (points to the "Email" input field).

Frequently Asked Parent Questions and Troubleshooting
Document Link

<https://goo.gl/PTBtmU>