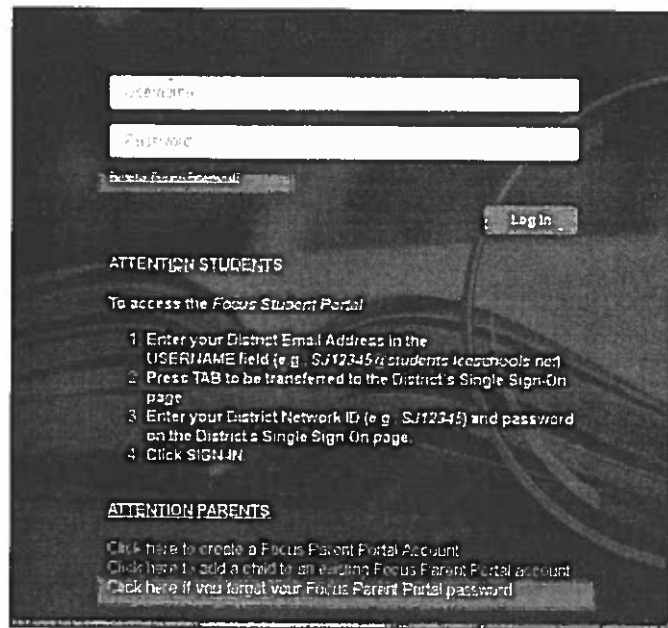





## Forgot Your Focus Parent Portal Password?


1. Your "Username" is the complete email address that you provided when you registered. If you did not write down the password when you first signed up or you forgot your password select: "[Click here if you forgot your Focus Parent Portal password](#)" OR "[Parents: Forgot Password?](#)"



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

  
Email Address:  (Required)

3. Click **SUBMIT**.

  
An email has been sent to the email address you provided (  ) with instructions on how to reset your password.

An email with the following message from *Focus/SIS Student Information Systems* will be sent to the email address you provided when you registered for account.

***"If you have forgotten your Lee County Schools Parent Portal Password and requested a new one be generated for you please click the link below:"***



6. If your child's Social Security Number (SSN) is on file with the District, you may enter the last 4-digits of their SSN in the field provided. Providing this information during the registration process will allow the system to automatically verify your *Focus Parent Portal* account and give you with immediate access to your student's information. **(OPTION 1)**

If your child's SSN is NOT on file with the District, or you do not know it or want to provide it, simply leave the SSN field blank. Your account will be created, but you will not be provided access to your student's information until your child's school has verified your request, which occurs within 1-2 business days of receiving your request. Once verified, you will have access to your child's confidential information via the *Focus Parent Portal*. **(OPTION 2)**

Once all information has been entered, click **"Add Student"** at the bottom of the screen.

Please enter your child's information:

Last 4 Digits of Social Security Number: <input style="width: 80%;" type="text"/>	(If your child does not have a SSN on file, or you do not want to provide it now, you will not have immediate access to your student's information. Instead, please allow 1-2 business days for your child's school to verify your request and provide you access.
Student ID: <input style="width: 80%;" type="text"/>	(Required)
Student's Birthday: <input style="width: 40%;" type="text" value="January"/> <input style="width: 10%;" type="text" value="1"/> <input style="width: 40%;" type="text" value="2016"/>	(Required)
<input type="button" value="Add Student"/>	

7. If you receive the error message below after when you click **"Add Student"**, you've either made a mistake while entering your child's information OR you entered the last 4-digits of your child's SSN; however, your child does not have a SSN on file with the District. In that case, simply leave the SSN field blank and try to **"Add Student"** again.

Please enter your child's information:

**The student you requested could not be found.**

Last 4 Digits of Social Security Number: <input style="width: 80%;" type="text"/>	(If your child does not have a SSN on file, or you do not want to provide it now, you will not have immediate access to your student's information. Instead, please allow 1-2 business days for your child's school to verify your request and provide you access.
Student ID: <input style="width: 80%;" type="text"/>	(Required)
Student's Birthday: <input style="width: 40%;" type="text" value=""/> <input style="width: 10%;" type="text" value=""/> <input style="width: 40%;" type="text" value=""/>	(Required)
<input type="button" value="Add Student"/>	



To create a *Focus Parent Portal* account, parents/guardians have two options available to them, both of which are explained on the registration screen (shown below).

**FOCUS**

Welcome to the School District of Lee County Focus Parent Portal registration screen. This portal provides parents/guardians a real-time view of their child's grades and assignments. For the protection of your child's confidential information, we have created the following secure procedures for parents/guardians to register for a Focus Parent Portal account online.

**TO REGISTER FOR A FOCUS PARENT PORTAL ACCOUNT, YOU WILL NEED:**

- Your Email address - The email address used to create your Focus Portal Account should be the one you have on file at your child's school. If you do not have an email account, you can create one for free at [www.gmail.com](http://www.gmail.com). Be sure to provide your new/updated email address to your child's school so they can update your emergency contact information in the district's official system of record.
- Your child's Student ID
- Your child's Date of Birth

To create a Focus Parent Portal Account, parents/guardians have two options to register online.

**OPTION 1: ONLINE REGISTRATION & AUTOMATIC ACTIVATION**

If you can provide your current email address on file with the district, your child's Student ID, Date of Birth, and the last 4-digits of your child's Social Security Number (if their SSN is on file with the district), you can register and activate your Focus Parent Portal account online by clicking the CREATE MY ACCOUNT link below. Providing this information during the registration process will allow the system to automatically verify your Focus Parent Portal account and give you with immediate access to your student's information.

**OPTION 2: ONLINE REGISTRATION AT HOME & SCHOOL ACTIVATION**

If you can provide your current email address on file with the district, your child's Student ID and Date of Birth, but do not know (or do not want to provide) the last 4-digits of your child's Social Security Number (or their SSN is not on file with the district), you can register for a Focus Parent Portal account online by clicking the CREATE MY ACCOUNT link below; however you will not have immediate access to your student's information. Instead, once you've registered, your child's school will verify your request and activate your account within 1-2 business days. At that time, you will be provided access to your child's confidential information via the Focus Parent Portal.

**DO YOU HAVE MORE THAN ONE STUDENT IN THE DISTRICT?**

Regardless of the number of students enrolled in the District, you only need to create one Focus Parent Portal account. If you have multiple children in the District, you can add additional students to your existing account by clicking the ADD A CHILD link below. Your child's school will verify your request and activate your account within 1-2 business days. At that time, you will be provided access to your child's confidential information via the Focus Parent Portal.

**QUESTIONS?**

If you need assistance with your Focus Parent Portal account, please contact or visit your child's school.

[CREATE ACCOUNT](#)

[I have an Account Registered on the Parent Portal but would like to ADD A CHILD](#)

[I have Forgotten My Password and would like to generate a new one](#)

## **OPTION 1: ONLINE REGISTRATION & AUTOMATIC ACTIVATION**

If you can provide your current email address on file with the district, your child's Student ID, Date of Birth, **AND your child's Social Security Number (SSN) is on file with the district** (and you are willing to provide the last 4-digits of their SSN), you will be able to **register** and **activate** your *Focus Parent Portal* account by clicking the CREATE MY ACCOUNT link at the bottom of the registration screen. Providing this information during the registration process will allow the system to automatically verify your *Focus Parent Portal* account and give you with immediate access to your student's information.

**If your child's SSN is not on file with the district, Option 2 must be used to request access to your child's information.**



4. Click the link provided to generate a new random password for you to access your account.  
**BE SURE TO WRITE THIS NEW PASSWORD DOWN!**
5. Click **LOGIN** to the parent portal at the bottom of this screen and enter your username and new password to access your Focus Parent Portal account.
6. Once you log in, follow the steps for **"RESETTING YOUR PASSWORD"** to change your password.

## Changing your Focus Parent Portal Password

1. Click **"My Information"** while logged into Focus

A screenshot of the Focus Parent Portal interface. The top navigation bar includes "My Child", "My Information", and "Assignments & Grades". Under "My Information", there are sub-menus for "My Profile" and "Preferences". The "Preferences" menu is expanded, showing "Display Options" and "Password" tabs. The "Password" tab is selected, displaying three input fields: "Current Password", "New Password", and "Verify New Password".

2. Click **"Preferences"** under "My Information"

A screenshot of the Focus Parent Portal interface, similar to the previous one. The "My Information" menu is expanded, showing "My Profile" and "Preferences". The "Preferences" menu is expanded, showing "Display Options" and "Password" tabs. The "Password" tab is selected, displaying three input fields: "Current Password", "New Password", and "Verify New Password".

3. Click **"Password"** on the tab that appears on the screen and enter requested information.

A screenshot of the Focus Parent Portal interface, similar to the previous ones. The "My Information" menu is expanded, showing "My Profile" and "Preferences". The "Preferences" menu is expanded, showing "Display Options" and "Password" tabs. The "Password" tab is selected, displaying three input fields: "Current Password", "New Password", and "Verify New Password".

4. Click **SAVE** on upper right of the screen to save the changes to your password.