



STAY CONNECTED THROUGH FOCUS PARENT PORTAL

Lee County's **FOCUS Parent Portal** provides parents/guardians a real-time view of their child's assignment grades, attendance information, current grade averages in all classes, as well as progress monitoring results.



HOW TO REGISTER

- ▶ <https://lee.focusschoolsoftware.com/focus/>
- ▶ If you are creating an account for the first time, select the **"Click here to create a Focus Parent Portal Account"** link at the center of the page.
- ▶ Select the **"CREATE ACCOUNT"** icon on the bottom of the page.
- ▶ Enter the information in all the required fields and click **"Submit"** to create your account.
- ▶ Once all required information has been entered click **"I would like to ADD A CHILD who is already enrolled"**.
- ▶ You will need a Student ID, Birth Date, and Portal PIN for each student account you wish to add.
- ▶ Note that the student Portal PIN will be emailed to the Parent's email address on file. If you did not receive this PIN, contact your child's school.
- ▶ Enter the information in all the required fields and click **"Add Student"** to create your account.
- ▶ Your student's account is now linked to your parent portal account.
- ▶ To add another child, click **I would like to ADD A CHILD who is already enrolled."** Enter all the information required and click **Add Student**. (Note that this step can be completed as many times as necessary, or later, if needed).
- ▶ Otherwise, click **"I am Finished Adding Students Please take me to the Portal"**

***Note in the future you will need to use the username provided, and the password you create to access your portal again.*