



School District of Osceola County

Focus Training: How to Create a New Parent Portal Account Online

In order to successfully create a parent portal account (successfully means being able to view all your child(ren)'s information once you log in), you will need to know three pieces of information: the last 4 digits of each child's Social Security Number (SSN), each child's student ID number, and each child's date of birth. However, if you enter all three pieces of information for one child and the system says that the information entered does not match a student in the system, then that means that this child's SSN is not in the system. You can try again, but this time, only enter the student ID number and the date of birth. You will be able to add the child; if you have multiple children, you can continue the process until all your children have been added. When you log in, however, you will see a message like this one:

Alerts - Since you last logged in:

Wait! You have linked a new student and have 1 more step to see your child's information. Your account is active, but you must visit your child's school to verify your identity before you can see your child's information.

You are not set to receive email notifications.

You will need to visit the school to have your parent portal account verified for each child whose SSN is not in the system.

Here are the step-by-step instructions on how to create a parent portal account online if you don't currently have one.

1. Go to the following URL: <https://osceola.focusschoolsoftware.com/focus/auth>.
2. On the **Parent Portal Registration** screen, click on the first link: **I DO NOT have an Account Registered on the Parent Portal** if you currently do not have a parent portal account.

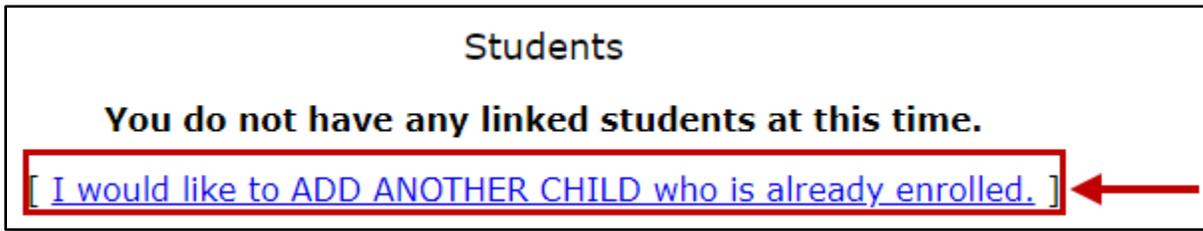
[I DO NOT have an Account Registered on the Parent Portal](#) ←

3. On the next screen, type your first name, last name, email address (which will be your username), and a password twice in the indicated spaces. All this information is required.

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

| | | |
|-----------------------------|--------------------------|--------------------------|
| Parent/Guardian First Name: | <input type="text"/> | (Required) ← |
| Parent/Guardian Last Name: | <input type="text"/> | (Required) ← |
| Email Address: | <input type="text"/> | (Required) ← |
| Create Password: | <input type="password"/> | (Minimum 8 characters) ← |
| Retype Password: | <input type="password"/> | (Required) ← |

- Click to check **I'm not a robot**. You might be required to complete additional tasks. Click **Submit**.
- On the **Students** screen, click on the first link: **I would like to ADD ANOTHER CHILD who is already enrolled**.



- Type the last 4 digits of the child's SSN and the student ID and select the date of birth and click **Add Student**.

Please enter your student's information:

Last 4 Digits of Social Security Number: **1** (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: **2** (Required)

Student's Birthdate: **3** (Required)

←

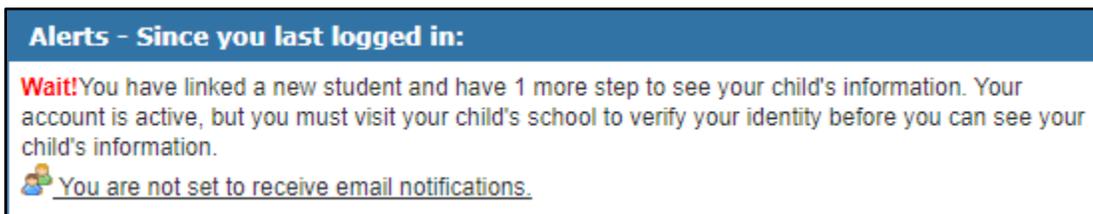
- Remember, if you receive a message from the system saying that the information entered does not match a student in the system, try again, but this time, delete the last 4 digits of the SSN and click **Add Student**.

The information you entered does not match a student in our system.

- You'll be returned to the **Students** screen. Continue clicking on the first link until you've added all your children. Once you've finished adding all your children, click on the last link: **I am FINISHED adding students. Please take me to the Portal** to be taken directly to your parent portal account.

[I am FINISHED adding students. Please take me to the Portal.](#) ←

- Remember, if you did not (or could not) enter the last 4 digits of the SSN, you will see a message in the **Alerts** block, directing you to visit the school to have your account verified.



- Your username is the email address you entered, and the password is the password you entered twice when creating the parent portal account. The URL for accessing the parent portal is: <https://osceola.focusschoolsoftware.com/focus>.

If you currently have a parent portal account and need to add an additional child, go the URL in Step 1. Instead of clicking on **I DO NOT have an Account Registered on the Parent Portal**, click on the second link: **I have an Account Registered on the Parent Portal but would like to ADD A CHILD**.

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



You'll be directed to enter your username and password and click **Login**. Continue with Step 5 above. If you don't remember your password, click on the **Forgot Password?** link. You'll be directed to enter your email address and click **Submit**. You'll be directed to log into your email account to retrieve the email message you receive from the system. You'll need to click on the link in the email message. Once the link is open, you'll need to click on **Click to view your new credentials**, and your temporary password will be displayed. You'll need to either write in down so you can enter it or copy (Ctrl-C) and then paste it (Ctrl-V) when you try to log in. You'll need to go back to the URL in Step 1 in order to log in to add additional children.