



Focus is the software program Lee County uses for purposes of scheduling, attendance and grade reporting. Lee County's *Focus Parent Portal* provides parents/guardians a real-time view of their child's assignment grades, attendance information, as well as current averages in all classes. 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**

## Setting up a Focus Parent Portal Account


(Google Chrome is the preferred browser)

1. Access the *Focus Parent Portal* registration screen at <http://focus.leeschools.net>.
2. Under ATTENTION PARENTS, select "**Click here to create Focus Parent Portal Account**" to open the registration screen for the *Focus Parent Portal*.

A screenshot of the Focus Parent Portal registration screen. It features a dark blue background with a white login form. The form has two input fields: "Username" and "Password". Below the password field is a link that says "Parents: Forgot Password?". To the right of the password field is an orange "Log In" button. Below the login form, there is a section titled "ATTENTION STUDENTS" in green text. Under this section, there are four numbered steps in green text: 1. Enter your District Email Address in the USERNAME field (e.g., SJ12345@students.leeschools.net). 2. Press TAB to be transferred to the District's Single Sign-On page. 3. Enter your District Network ID (e.g., SJ12345) and password on the District's Single Sign-On page. 4. Click SIGN-IN. Below the "ATTENTION STUDENTS" section is another section titled "ATTENTION PARENTS" in white text. Under this section, there are three links in white text: "Click here to create a Focus Parent Portal Account", "Click here to add a child to an existing Focus Parent Portal account", and "Click here if you forgot your Focus Parent Portal password".



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).



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.**



## **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, **AND** your child's SSN is not on file with the district (or you do not know or are not willing to provide the last 4-digits of your child's SSN), you will be able to **register** for a *Focus Parent Portal* account by clicking the CREATE MY ACCOUNT link at the bottom of the registration screen. However, 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*.

3. Once you have the information you need for either **Option 1** or **Option 2**, click "**CREATE ACCOUNT**" at the bottom of the registration screen.
4. Enter all required fields on the next screen and click "**SUBMIT**"  
**NOTE:** 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.

**FOCUS**

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

First Name:  (Required)

Middle Name:  (Optional)

Last Name:  (Required)

Email Address:  (Required)

**\*\* Lee County School District Employees should not use their district email address when creating a Parent Account. \*\***

5. Enter the 8-digit **Student ID** and **Birthday** of the child for whom you're requesting access.

Please enter your child's information:

Last 4 Digits of Social Security Number:  (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:  (Required)

Student's Birthday:  January  1  2016 (Required)



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:  (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:  (Required)

Student's Birthday: January 1 2016 (Required)

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.**

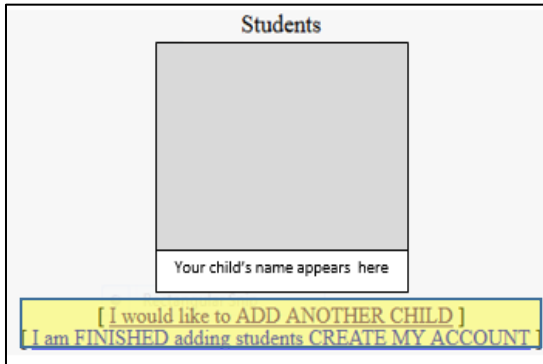
Last 4 Digits of Social Security Number:  (If your child does not have a SSN on file, or you do not want to provide it now, you will not have immediate access to your student's information. Instead, please allow 1-2 business days for your child's school to verify your request and provide you access.)

Student ID:  (Required)

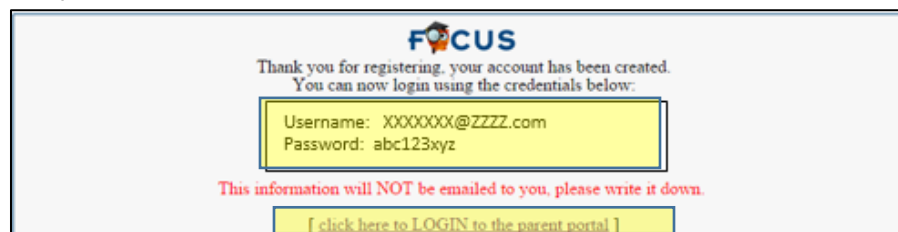
Student's Birthday:    (Required)



8. 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 account by clicking the “**ADD ANOTHER CHILD**” link. If necessary, you can add additional children to your account at a later time using the “**Add a child to existing Focus Parent Portal account**” on the main Focus login screen.



9. When all children have been added, click “**I am FINISHED adding students CREATE MY ACCOUNT**”.
10. Write down your username & password, then click the “**Log in**” link beneath your username and password.



**\*\* BE SURE TO WRITE DOWN YOUR USERNAME & PASSWORD!! \*\***

In the future, visit the *Focus Portal Page* at <http://focus.leeschools.net> to sign-in to your parent/guardian account and view your student’s information.



## 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?"**

Username

Password

[Parents: Forgot Password?](#)

**Log In**

**ATTENTION STUDENTS**

To access the Focus Student Portal:

1. Enter your District Email Address in the USERNAME field (e.g., SJ12345@students.leeschools.net).
2. Press TAB to be transferred to the District's Single Sign-On page.
3. Enter your District Network ID (e.g., SJ12345) and password on the District's Single Sign-On page.
4. Click SIGN-IN.

**ATTENTION PARENTS**

[Click here to create a Focus Parent Portal Account](#)  
[Click here to add a child to an existing Focus Parent Portal account](#)  
[Click here if you forgot your Focus Parent Portal password](#)

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

**FOCUS**

Email Address:  (Required)

**Submit**

3. Click **SUBMIT**.

**FOCUS**

An email has been sent to the email address you provided ( [REDACTED] ) 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:"***



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" (highlighted in green), and "Assignments & Grades". Below this, a "Preferences" dropdown menu is open, showing "My Profile" and "Preferences" (highlighted in blue). Under "Preferences", there are two sub-tabs: "Display Options" and "Password" (highlighted in blue). The "Password" section contains 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" tab is selected. The "Preferences" dropdown menu is open, and "Preferences" is highlighted in yellow. The "Password" sub-tab is still highlighted in blue.

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

A screenshot of the Focus Parent Portal interface. The "My Information" tab is selected. The "Preferences" dropdown menu is open, and "Preferences" is highlighted in blue. The "Password" sub-tab is now highlighted in green, indicating it is the active section. The input fields for "Current Password", "New Password", and "Verify New Password" are visible.

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