Focus Parent Portal Registration

Create a Parent Portal Account

For the protection of your child's confidential information, we have created the following secure procedures for establishing a Parent Portal account. To establish a Parent Portal account online, you must be the parent/guardian and have a valid email address, the student's ID #, and the student's birthday.

1. Go to https://nassau.focusschoolsoftware.com

2. Click on the Parent Account Registration & Password Reset link.

3. On this screen there are 3 options from which to choose:

   - Parents without an account.

   - Parents who need to add a child to their account.

   - Parents who need a new password.

4. Click **I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled,** if you do not yet have a parent account.

5. Enter all of the required fields (First Name, Last Name, Email Address) with your own information. Click **Submit**.

6. Enter the required information (Student ID, Student's Birthday) to identify your child. Click **Add Student**. Note: Multiple children must be added one at a time; an option to add another child will be available in the next step.

7. Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another child, click **I would like to Add Another Child**. Otherwise, click **I am FINISHED adding students Create My Account** and skip to step 9.

8. To **Add Another Child**, enter all of the information required and click **Add Student**.

   NOTE: This step can be completed as many times as necessary, or at a later date if needed.
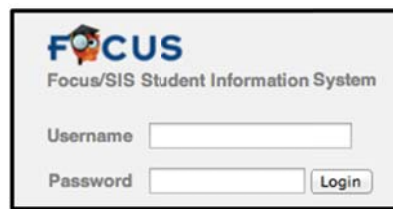
9. When you click **Create My Account**, a confirmation message will appear with your username and password. A link to the Parent Portal login screen is also provided.

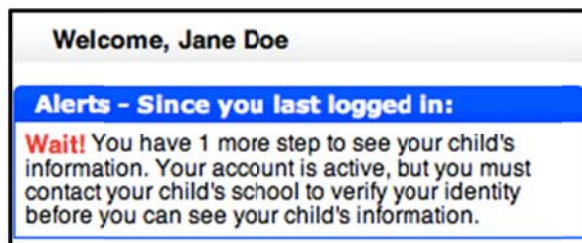## NOTE: Write down your username and password.

It will not be emailed.

10. Click the link or go to https://nassau.focusschoolsoftware.com/ and enter your new username and password on the Portal login screen. Click **Login**.

11. An alert will display on the main Portal page letting you know there is 1 more step. In order to be able to view student information, you need to visit your child's school and present a government issued photo ID to verify your identity.

12. If you do not remember your password, you can generate a new one from the request access screen.

13. Enter the email address used to create your account and click the Submit button. If the email address is not in the system, an error message will display.