



## BPS FOCUS Parent Registration Instructions

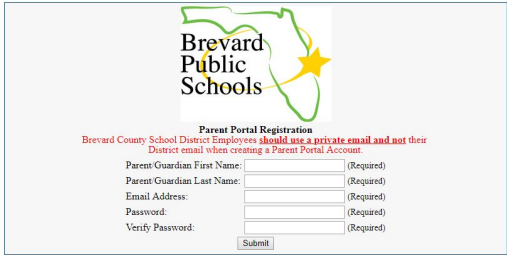
- ❑ **Link to this document:** <https://goo.gl/UNNexF>
- ❑ **Parent video on logging in to FOCUS:** <https://vimeo.com/287515571>
- ❑ **Frequently asked parent questions and troubleshooting guide:**  
<https://goo.gl/PTBtmU>

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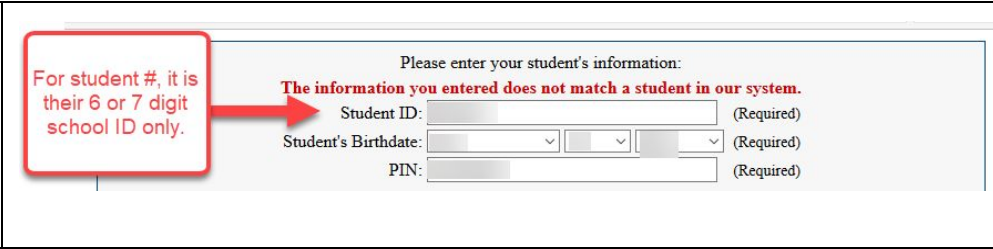
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# Registering Your Parent Account

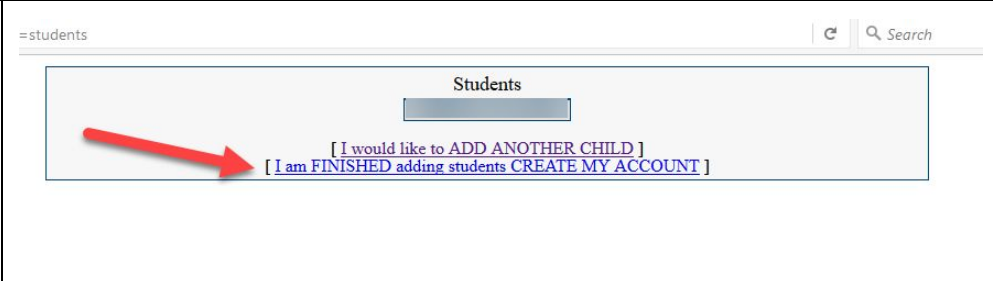
Please note that students will log in through Launchpad. The PIN code you are using for registration will not be used by students. Student login directions: <https://goo.gl/FjNbhD>

<p>1.</p> <p>Using Google Chrome as your Browser,</p> <p>Go to <a href="http://www.tinyurl.com/BPSFocusParent">www.tinyurl.com/BPSFocusParent</a></p> <p>Adding a Student (if you are looking to add another student to your existing account, click that link instead)</p>	<p><a href="http://www.tinyurl.com/BPSFocusParent">www.tinyurl.com/BPSFocusParent</a></p>  <p>Note: If you cannot see the “Click here to create a Focus Parent Portal Account, go directly to the account creation page at <a href="https://brevardk12.focussoftware.com/focus/auth/">https://brevardk12.focussoftware.com/focus/auth/</a></p>
<p>2. Click on “CREATE ACCOUNT”</p>	
<p>3. Fill in the information - BPS email addresses are not to be used for parent accounts.</p>	
<p>4. Enter in your student’s information and type in the PIN code you received. The PIN code is case sensitive. (note: student numbers that begin with a 0 will work with or without the beginning 0)</p>	

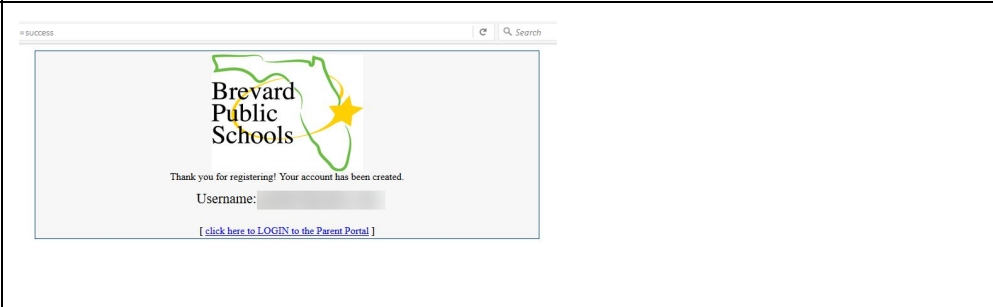
If you enter in the wrong information, you will be notified on the screen with a message in red.



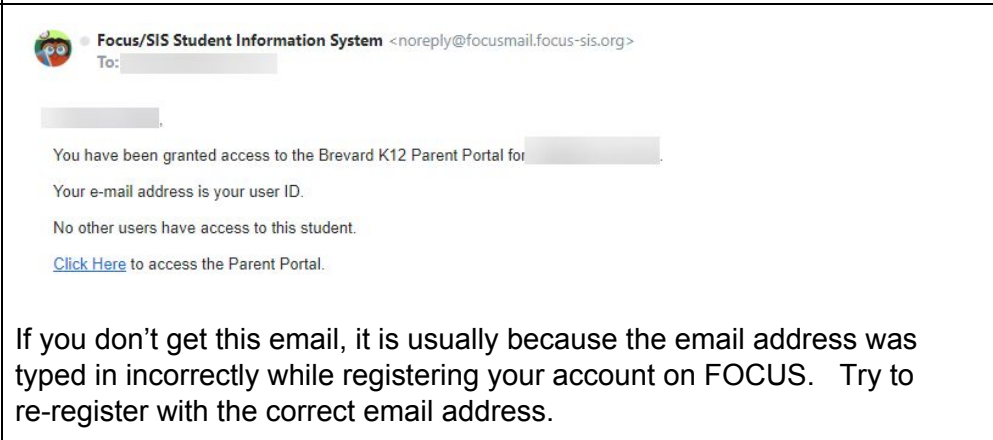
Once completed, you will get confirmation of the student name you've attached to your parent account and have the option to add another student BE sure to click you are finished!



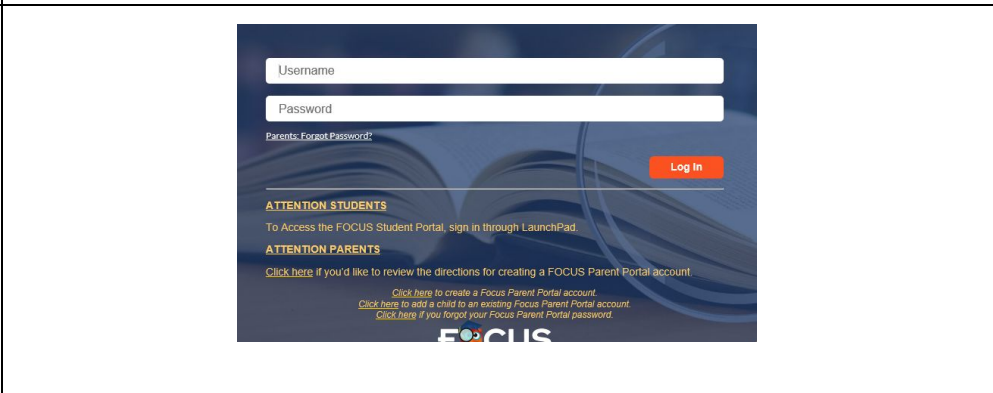
Once you select finished, you will get your confirmation screen. With the option to login to the parent portal.



FOCUS email... please note that this is an example of the email you will get from FOCUS once registration is complete. There are no verification action items in the email.



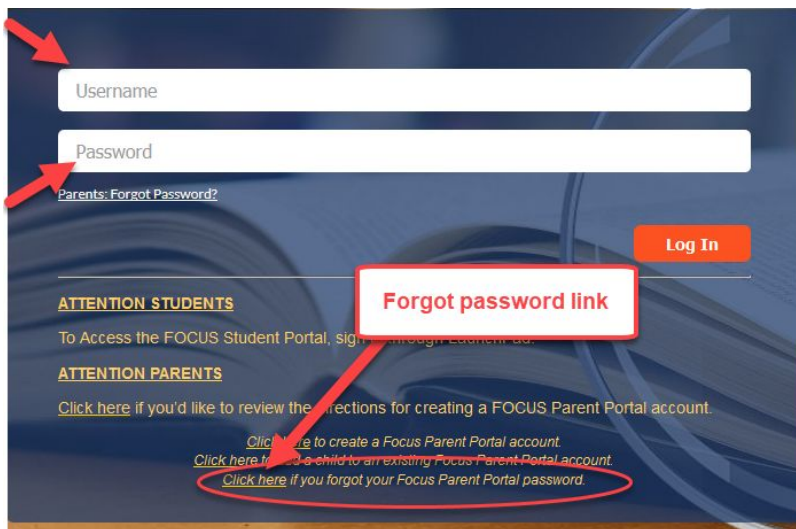
To login after you create your account, go to the parent page at [www.tinyurl.com/BPSFocusParent](http://www.tinyurl.com/BPSFocusParent) to log in with your new parent account information. (you can also add a student from this login page)



# Forgot Password and Account Lock-Out

You will be locked out after 5 failed login attempts. If you are locked out, you will need to reset your password.  
The school and district are unable to reset account passwords.

**If you forget your password**, click on the forgot password link. You will be prompted for your email address, and password reset instructions will be emailed to the address you provide. Click on the link in the email.



After clicking the link in the email, you will be taken to a FOCUS screen. Click on the "Click to view your new credentials" button.



You will see your temporary password on the screen.

1. Be sure to write this temporary password down as you will need it once you log in again to change your account password.
2. Click to login again to the parent portal



Change your password. The "current password" is the one you wrote down in the previous step. Click "save" in the upper right corner when you are done.



# What Can I See on the Parent Portal?

Parent video on using FOCUS: <https://vimeo.com/287515571>

## Left Side

The screenshot shows the Brevard Public Schools Portal. The left sidebar contains navigation links: Home, Alerts, Messages, Featured Programs, Final Grades & GPA, Calendar, Class Schedule, and View All Programs. The main content area is divided into Alerts, Messages, and Featured Programs. The Alerts section shows 'There are no alerts.' The Messages section is empty. The Featured Programs section lists courses with their periods and a '(Webpage)' link. A 'Select teachers to Message:' section is also visible.

**Callouts:**

- Alerts:** There are no alerts.
- Messages:** Messages and alerts from the school and/or teachers will appear under "Alerts" or "Messages".
- Featured Programs:** If the teacher has tied a web page to the class, clicking on this link will take you to the page.
- Course List:** Classes the student is enrolled in and other information is listed here. Click on the course name to see all assignments and grades for that class.
- Teachers:** The name of the teacher on record teaching the class is listed here. If you want to message the teacher, click on the check box.

## Right Side

The screenshot shows the right side of the Parent Portal. At the top, there are dropdown menus for the school year (2018-2019) and the semester (2nd 9 Weeks). Below this, the 'Last login' is displayed as 'Monday, 7:48am'. The 'Email Notifications' section is highlighted, showing a 'Status' dropdown set to 'Email', an 'Email' input field, and a 'Save' button. The 'Summary Type' is set to 'None'.

**Callouts:**

- Email Notifications:** Setup notification information here.
- Mobile App:** There is a mobile app that is coming out for parents soon.

Frequently Asked Parent Questions and Troubleshooting  
Document Link

<https://goo.gl/PTBtmU>