

1. Create/Register for an account within DCPS Parent Portal at <https://accounts.public.duvalschools.org/enrollmentwizard.aspx> using a personal email address.
2. Have your child's school validate and approve the account you have created. You may have to take a photo ID **to** the school and have someone from the staff confirm your request. You will receive an email letting you know if that will be necessary.
3. **After** the approval has been made it may take up to 24 hours before you may login to Focus to see your child's grades at <https://duval.focusschoolsoftware.com>.

Parent Registration

1. On any device type in the URL <https://accounts.public.duvalschools.org/enrollmentwizard.aspx> in the browser.
2. Follow the on screen directions to complete the form.
 - a. Be sure you enter **parent/guardian** First and Last name and **personal** email address when creating the account.
 - b. When creating a password, it must contain the following:
 - It must have at least 1 numeric character(s) and 1 alphabetic character(s).
 - It must have at least 1 lower case character(s) and 1 upper case character(s).
 - It must contain at least 1 non-alphanumeric "special" characters.

Valid special character(s) are: !"#%&'()*+,-./:;<=>?[\]^_`@
 - c. Be sure to write down your security questions and answers for future reference.
3. Identify and connect your children to your account on the Student Information page.
 - a. You may do this by using your current OnCourse parent username and password (**you will not need to go to the school**) or *****by entering their school name, student ID#, and last name (**you will have to go to the school to have your request verified**).
 - b. You can connect all of your children within this one account. You do not need to create a separate account for each child!
4. Confirm your account information and click finish.
5. Go to the email account you used as part of the account registration to find an email from FIMservice@duvalschools.org. **You have 7 days to verify the account with the link in the email.**
6. *****After verifying your account through the email from FIMservice@duvalschools.org you now have **21 days to ~~have~~ your password must be between 8 and 16 character(s) long.**

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