



Quick Start Guide for Parent/Guardian Access to Focus Parent Portal

Principal/School Responsibility:

1. Add message to school website (see below)
2. Add message to School OnCourse Parent Portal (see below)
3. Principal designates additional student relationships within the PGA Approver Application (Document titled: *Parent/Guardian to Student Relationship Guide*) **within 7 days**

Parent/Guardian Responsibility:

1. Create an account using their personal information in the Parent Portal (Document titled: *Parent/Guardian Portal Registration and Student Assertion Procedures* & should be posted on school website).
 - a. Be sure to enter parent information, not student information when creating the account
 - b. Parent needs a personal email account

Focus Grade Portal Pilot: Attention Parents and Guardians!! Beginning February 2nd

Parent Account Registration Process: All parents/guardians must create an account. The directions are posted on the website and are attached to this email for your review. Any issues with parent/guardian registration should be forwarded to: pga_support@duvalschools.org.

Account Approval Process: All parent/guardian accounts go through an approval process before they have access to student information. You will be able to delegate someone at your school to manage this process. The person chosen for this role should be an administrator or someone who works in the main office. It should not be a classroom teacher. You will be contacted by a representative from Technology to assist with the setting up the delegation process. Please note that the final step in the approval process is to verify the relationship of parent/guardian to child and give access to the account. Once the account approval process is complete, parents/guardians will receive an email with instructions on how to log in to the Focus Parent Portal.

at: <https://duval.focusschoolsoftware.com/focus/>. Students will also have access to the grade portal and will log in with their S student ID# @duvalschools.org and regular password (Ex: S12345678@duvalschools.org). Note that there is only one URL for Focus access for all users. Once logged in, access to information is based on the role of the end user.