CREATING A PARENT PORTAL ACCOUNT

Step 1: Go to https://focus.bayschools.net/focus/auth

Click Here to Request Access to the Parent Portal

Welcome to the Bay District Schools parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

In order to create a Parent Portal account online, you must have a valid email address . If you are unable to create an account, visit your child's school for assistance.

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled]
[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]

Powered by Focus/SIS

Step 2: Click on" I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled.

Step 3: Fill in all required fields and Click "Submit".

Click Here to Request Access to the Parent Portal

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)

Submit

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Step 4: Enter your child's Student ID and birthdate then click "Add Student. Please note the Student ID is your child's district issued Student ID, NOT his Social Security Number. Bay District no longer uses your child's Social Security number as their unique identification number.

Click Here to Request Access to the Parent Portal

Please enter your child's information:

Student ID: [ ] (Required)
Student's Birthday: January ▾ 1 ▾ 2014 ▾ (Required)

Add Student

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Step 5: (a) Verify that your child has been selected, if not, click the back button on your browser and start over.

(b) If this is your child, please click "I am FINISHED adding students CREATE MY ACCOUNT" to proceed.

Click Here to Request Access to the Parent Portal

Students

☐

Student Name

[I would like to ADD ANOTHER CHILD]
→ [I am FINISHED adding students CREATE MY ACCOUNT]

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Step 6: If your process is complete, you will be given the screen below with your e-mail address and your initial password. Place this information in a safe place until you have logged in successfully. Click "click here to LOGIN to the parent portal to gain access.

Click Here to Request Access to the Parent Portal

Thank you for registering, your account has been created.
You can now login using the credentials below:

Username: **joeuser@anywhere.com**
Password: **3e71fef9**

This information will NOT be emailed to you, please write it down.
You will not be able to access student information until you visit your student's school with a valid government issued Photo ID.

[click here to LOGIN to the parent portal]

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Step 7: **(a)** Enter your Username and password as given in the previous screen and you will be taken to the FOCUS Parent Portal Welcome Screen. **(b)** Access to this screen will indicate that your registration process is complete. At this point, you will need to visit your school site with your Driver's License and other identification that will validate that you are a parent of the selected child. The school site will attach your child's record to your user-ID to give you access to your child's information.

(a)

Bay District Schools

Username _____

Password _____ [Login]

Parents: Forgot Password?

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Bay District Schools. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

Focus/SIS 6.0.8© 2004-2014

(b)

Portal

Alerts - Since you last logged in:

Wait! You have 1 more step to see your child's information. Your account is active, but you must contact your child's school to verify your identity before you can see your child's information.

Messages

Featured Programs

📊 Gradebook Grades
📖 Absences
📖 Final Grades. GPA. & Class Rank
🏠 Calendar
📖 Class Schedule

▶ View All Programs

Parent Links

Link to Parent Information Page

You may change your password by selecting; My information→Preference→Password

| School Information | My Child | My Information | Forms | Assignments & Grades |

🔧 **Preferences**   › My Profile
                      › Preferences

[Save]

| Display Options | **Password** |

Current Password _____
New Password _____
Verify New Password _____

To Add Additional Students:

- Repeat Step 1 and click "I have an Account Registered on the Parent Portal but would like to ADD A CHILD".

Click Here to Request Access to the Parent Portal

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- Log in with your parent portal username and password.

Click Here to Request Access to the Parent Portal

Username:
Password:
Forgot Password?
Login

Powered by Focus/SIS

- Click "I would like to ADD ANOTHER CHILD".

Click Here to Request Access to the Parent Portal

Students

Student Name

[I would like to ADD ANOTHER CHILD]
[I am FINISHED adding students take me back to the portal]

Powered by Focus/SIS

- Repeat Steps 4 and 5.