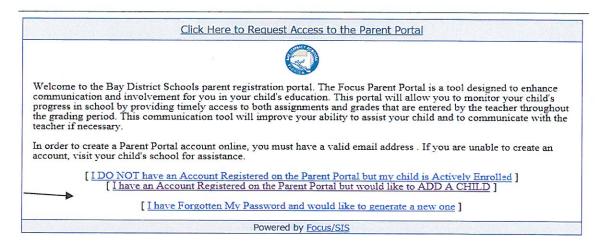
## CREATING A PARENT PORTAL ACCOUNT

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



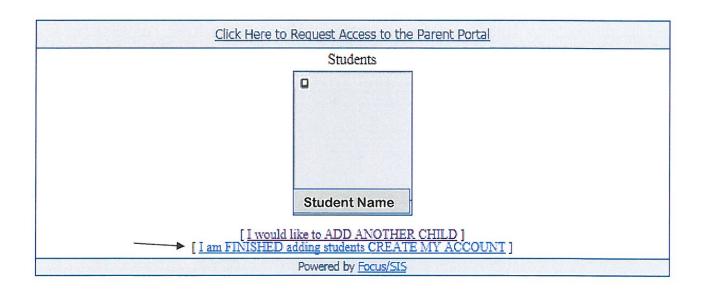
- Step 2: Click on" I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled.
- Step 3: Fill in all required fields and Click "Submit".

| Click Here to Request Access                             | to the Parent Portal                            |
|--|---|
| Please enter your name exactly as it appears on your dri | ver's license as well as a valid email address: |
| First Name:  Middle Name:                                | (Required) (Optional)                           |
| Last Name: Email Address:                                | (Required) (Required)                           |
| Submit Powered by Focu                                   | s/SIS   |

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 |  |
| Powered by <u>Focus/SIS</u>  |  |

- **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.



**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.



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.

|                  | Bay District Schools   |   |
|------------------|--|---|
|                  | Username   |   |
|                  | Password   | Login   |
|                  | Parents: Forgot Password?  |   |
| This is a second |  | Alexandra and alexandra and a second a second and a second a second and a second a second and a second and a second and a |
| network sominti  | ed network. Use of this network, its equipment, and resources is more trace and Bay District Schools. If you do not have this permission in prosecuted to the full extent of the law. By continuing into this system | writing, you are violeting the regulations of this n-   |

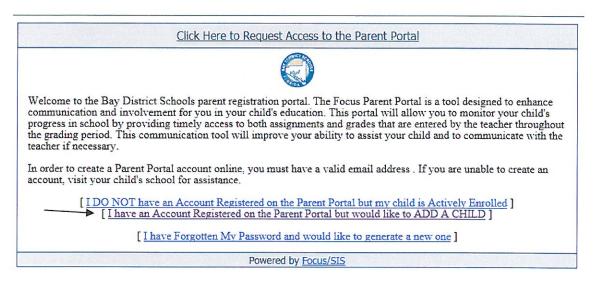
| Alerts - Since you last logged in:   | Messages                                     |
|--|--|
| Nait! You have 1 more step to see your child's information. Your account is active, but you must<br>contact your child's school to verify your identity before you can see your child's information. |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Featured Programs  | Parent Links                                 |
|  | Parent Links Link to Parent Information Page |
| 74 Gradebook Grades  |  |
| ¼ Gradebook Grades<br>♠ Absences   |  |
| 4 Gradebook Grades   |  |

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



## To Add Additional Students:

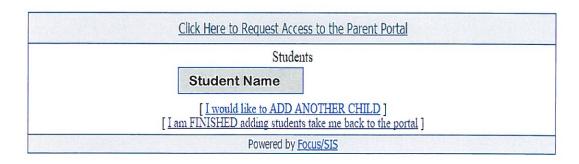
 Repeat Step 1 and click "I have an Account Registered on the Parent Portal but would like to ADD A CHILD".



• Log in with your parent portal username and password.



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



Repeat Steps 4 and 5.