



How Do I login to Focus to See My Child's Grades?

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 by taking a photo ID **to** the school and have someone from the staff confirm your request.
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:

- Your password must be between 8 and 16 character(s) long.
 - 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 will need to know their school name, student ID#, and last name.
 - 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 **7 days to have your child's school validate and approve the account** by taking a photo ID **to** the school and have someone from the staff confirm your request.
7. 24 hours after the school verifies your account, you may login to Focus at <https://duval.focusschoolsoftware.com> to see your child's grades.

Focus Parent Portal

School 2014-2015 Student 1 Quarter 3

School Information My Child My Information Assignments & Grades

Welcome, Ms. Parent

Alerts: There are no alerts.

Messages: The Parent, Guardian and Student Portal is open. Welcome Parents, Guardians and Students!

Upcoming Events - View Calendar: Feb 16, 2015: President's Day; Mar 31, 2015: End of 3rd grading period; Apr 3, 2015: Good Friday; May 25, 2015: Memorial Day / Schools and Off; Jun 5, 2015: End of 4th grading period/2nd ser; Jun 8, 2015: Planning Day; Jun 9, 2015: Planning Day

Featured Programs: M/J Research 3 - Period 5 - 3 - 605; M/J Language Arts 1, Advanced - Period 1 - 3 - 621; M/J World History, Advanced - Period 2 - 3 - 622; M/J Research 1 - Period 6 - 3 - 816; M/J Research 1 - Period 3 - 3 - 603

Select teachers to email: Not Graded Send Message; Not Graded Send Message; Not Graded Send Message; Not Graded Send Message; Not Graded Send Message

Click the Send Message button and a chat window will appear to send a message to the corresponding teacher.

Mr. Teacher

Can we please set up a time to go over

Chat Help Logout

School Information: Portal, School Information, Calendar

My Child: Class Schedule, Absences

My Information: My Profile, Preferences

Assignments & Grades: M/J Research 3 - Period 5 - 3 - 605 - Anita Keller; M/J Language Arts 1, Advanced - Period 1 - 3 - 621 - Heather Amerson; M/J World History, Advanced - Period 2 - 3 - 622 - Shana Holzendorf; M/J Research 1 - Period 6 - 3 - 816 - Kathryn Ford; M/J Research 1 - Period 3 - 3 - 603 - Amber Amerson; M/J Theatre 1 - Period 7 - 3 - 607 - Aimee Barusch-Vargas; M/J Mathematics 1 - Period 4 - 3 - 604 - April Wilson; M/J Comprehensive Science 1, Advanced - Period 8 - 3 - 628 - John Miller

Frequently Asked Questions and Answers

- Is there a time limit in which the school request needs to be approved?
 - Yes! Once the parent creates an account and claims their child during the registration, they have **7 days** to have the request verified or it will be automatically denied.
- What happens when a relationship request is denied?
 - The parent/guardian will need to go back to the portal and claim their child once again. They will then have **7 days** to have it approved at the school level.
- Will the parent be notified of the reason why the request was denied?
 - Not at this time.
- If a parent made a mistake during the registration process (enters the student name and email rather than their information) can they go back and make changes?
 - The only changes that can be made to an account once it has been created is the phone number and address. If additional information needs to be corrected, the account will need to be recreated with a new email address.
- If a parent forgets their username or password what should they do?
 - The parent should send an email to pga_support@duvalschools.org.
- After a parent/guardian receives the approval email can they immediately log into Focus to see their child's grades?
 - No. It will be up to 24 hours after the approval was made.
- When can students log into Focus?
 - Students have access immediately by logging in with their regular DCPS username and password.