

# CREATE YOUR FOCUS ACCOUNT TODAY!

How to create a parent account:

- Go to [duvalschools.org](http://duvalschools.org)
- Popular Links
- Focus
- Parents, guardians
- I don't have a DCPS account
- Enter the code, click next
- Enter parents first name
- Enter parents last name
- Enter parents email
- Enter phone number
- Click same as mobile
- Click NA
- Enter your address
- Click next
- Create a password that contains
  - Between 8 and 16 characters
  - One upper case letter
  - One lower case letter
  - One number
  - One special character
- Choose three different questions and provide three different answers.
- Click next
- If you already have a DCPS student:
  - Find the school that the student is currently attending
  - Enter student number
  - Enter last name
  - Click add
  - Click submit
- If the student is a new student:
  - Find the word Applicants
  - Enter student number
  - Enter last name
  - Click add
- Click next
- Scroll all the way down and click on the I agree box
- Click next
- You will receive an email. Click on the email validation link.
- Link a student to your parent account (instructions on next page)



# CREATE YOUR FOCUS ACCOUNT TODAY!

How to link a student to the parent account:

- Go to [duvalschools.org](https://duvalschools.org)
- Popular links
- One view webmail
- Parents
- Email address
- Password
- Manage profile
- Add a student
- Choose the school that the student is currently at, if it's a new student look for applicants.
- Student number
- Last name
- Add
- Submit

**If you have any questions, please contact the School Choice Office:**

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Email: [school\\_choice@duvalschools.org](mailto:school_choice@duvalschools.org)

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