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 people to approve Parent/Guardian – Student relationships (Document titled: Principal Account Approval Delegation Procedures)
4. Personalize and send home the Parent letter (see below)
5. Validate Parent/Guardian – Student relationships within the PGApprover 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
2. Have school validate their relationship with their child within the portal (school managed) *within 7 days!*
3. Log into Focus Parent Portal

**Parent Guardian Letter:** The attached Parent/Guardian letter is intended to be a template that can be personalized to meet the needs of your school. It is intended to inform parents/guardians of the transition to a new student information system and your school’s participation in the pilot.

**School Website Message:** The following message needs to be placed on your school’s website:

*Focus Grade Portal Pilot*: Attention Parents and Guardians!! Beginning February 2nd, our school is transitioning to the Focus Parent Portal. Click [here](#) for directions on creating an account and accessing the Focus Grade Portal.

**OnCourse Grade Portal Message:** The following message needs to be posted in the OnCourse Grade Portal:

*Focus Grade Portal Pilot*: Attention Parents and Guardians!! For the second half of the school year, our school is participating in the district pilot for a new student information system which includes a new online gradebook and a new Grade Portal. You will still have access to your student’s information for the first half of the school year. All grades for the second half of the school year will be accessed through the new Focus Grade Portal. Click [here](#) for directions on creating an account and accessing the Focus Grade Portal.

**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 setup 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 student information. Schools are responsible for doing their due diligence and verifying that a parent/guardian has rights to access a student’s information.

**Logging into the Grade Portal:** Once the account approval process is complete, parents/guardians can log in at: [https://duval.focusschoolsoftware.com/focus](https://duval.focusschoolsoftware.com/focus). Students will also have access to the grade portal and will log in with their 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.