

## Focus – Adding Additional Students

Follow these instructions to add additional students your parent portal.

There is some information you need to know in order to sign up for the portal. The information needed is:

Parent Username and Password

Child(ren)'s Student ID number

Child(ren)'s Student Birthdate

WE SUGGEST YOU CREATE YOUR ACCOUNT USING A DESKTOP OR LAPTOP. ALL DATA DOES NOT PRESENT CORRECTLY USING YOUR PHONE.

Once you have this information please go to this website:

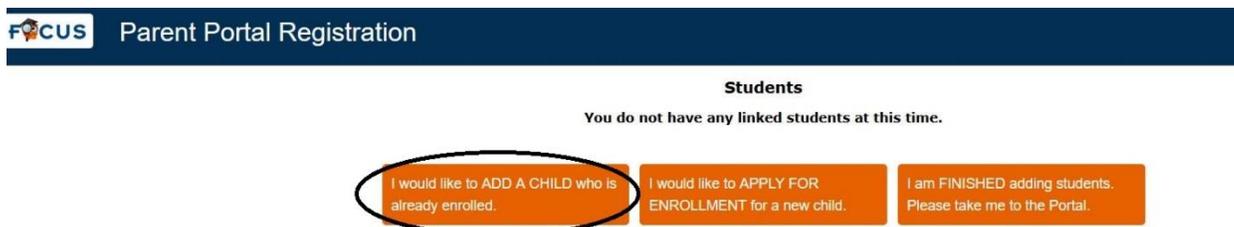
<https://blasd.focusschoolsoftware.com/focus/auth>

When you arrive you will be greeted with this screen:



Scroll down to the bottom of the page and select **“I have an Account Registered on the Parent Portal but would like to ADD A CHILD”**

You will come to this screen to add your child to the account.



Choose I would like to ADD A CHILD who is already enrolled. DO Not choose I would like to APPLY FOR ENROLLMENT for a new child.

Enter your child's Student ID Number and Birthdate. Click the box for I'm not a robot. Click on Add Student.

## Parent Portal Registration

Please enter your student's information:

Student ID:  (Required)

Student's Birthdate:    (Required)

I'm not a robot   
reCAPTCHA  
Privacy • Terms

Add Student

[ [Return to the Student listing.](#) ]

You will be presented with this screen:

## Parent Portal Registration

### Students



I would like to ADD A CHILD who is already enrolled.

I would like to APPLY FOR ENROLLMENT for a new child.

I am FINISHED adding students. Please take me to the Portal.

If you have another child click on I would like to ADD A CHILD who is already enrolled and follow the same steps you did for the 1<sup>st</sup> Child. Continue until you no longer have children to enroll. When you are finished enrolling click on I am FINISHED adding students. Please take me to the Portal.

Once you've checked in all children you will go to the Parent Portal Welcome Screen:

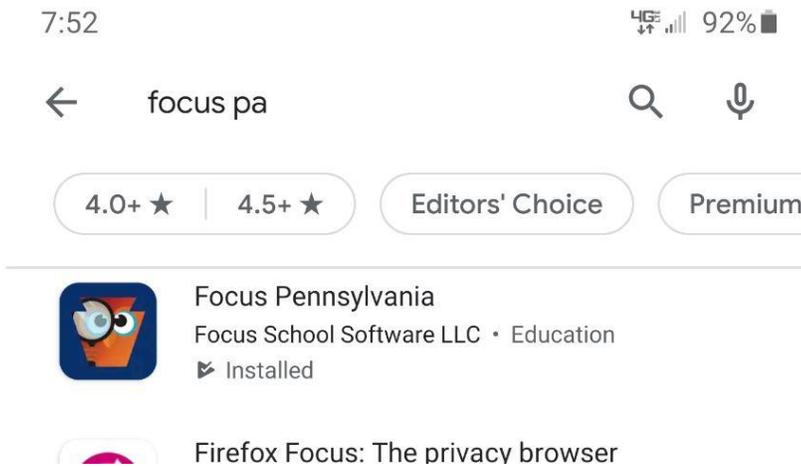
The screenshot displays the Parent Portal interface. On the left is a navigation menu with options: Portal, School Information, My Profile, Preferences, Calendar, and Forms. The main content area is divided into three sections. The top section, 'District & School Announcements', has tabs for 'News' and 'Events', and an 'Alerts' section stating 'There are no alerts'. The middle section, 'Secondary Complex - 701', has tabs for 'Grades', 'News', 'Planner', and 'Reports'. It displays a table with columns for Pd, Rot, Course, Teacher, Ex, Unx, Tardy, and Grade, with data for five periods. The bottom section, 'Memorial Elementary School - 704', has the same tabs and displays the message 'Schedule Not Available'.

QT1	QT2	QT3	QT4	08/24-10/29				
Pd	Rot	Course	Teacher	Ex	Unx	Tardy	Grade	
01	1,2,3,4,5,6	Algebra I	Severson, D	0	0	0	NG	
02	1,2,3,4,5,6	Civics	Turner, S	0	0	0	NG	
03	1,2,3,4,5,6	Found of Bio I	Hoover, C	0	0	0	NG	
04	1,2,3,4,5,6	Baking I	Plyler, J	0	0	0	NG	
05	1,3,5	Driver Ed	BLASD, N	0	0	0	NG	

At this point you are finished. You will receive an email notifying you that you added your Child(ren).

Focus also has a Phone App that can be found in both Google Play Store and Apple Apps Store. Be sure you've already logged into Focus from a Laptop or Desktop to reset your password.

Search for Focus PA in the store



Click on Focus Pennsylvania and install



Click Open when install is complete and login using your credentials.

