FOCUS PARENT PORTAL ACCESS

The FOCUS Parent Portal is a web-based tool for parents to monitor student progress throughout the year. The FOCUS Parent Portal allows you to set up your own account which provides the following student information:

- Attendance
- Class Schedule
- Current and Prior Grades
- Current Class Assignments
- Test Scores
- Student Demographic and Address Information
- Discipline Information
- Billing Balances
- School Calendar and Current Events

To self-register for FOCUS Parent Portal Access, visit the school website and click the Parent Portal Registration or go to:

https://faus.focusschoolsoftware.com/focus/auth/

You will need the following information to complete the registration:

1. Valid Parent Email address for notifications (this email address will also be your username)
2. Student’s Date of Birth
3. ADHUS/FAU HIGH SCHOOL ten digit Student ID number (72xxxxxxxx)
4. The last four digits of the students Social Security Number

If you do not know your student’s ID number, please call the school at 561-297-3970. You will be asked to prove your identity by supplying your address, the student’s DOB, and the last four digits of the student’s SSN.

Accessing the site will display the following panel with options to create and register a parent account, add a student to an existing parent account and to reset the parent account’s password.

- Clicking “I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled” will display the following panel as seen below.
- NOTE: The email address entered below will be used as the parent account holder’s username.
Once the above information has been entered and the submit button clicked the following panel will be displayed:

![Image of FAU login form]

- All required information must be entered correctly. It will be matched to an ACTIVE student in the District’s FOCUS system, if not, the following error will be displayed:

![Image of error message]

- Once the request to access student information for a specific student has been successfully matched, the following panel will be displayed allowing additional requests to be entered or you can FINISH CREATING the Parent Account. Your students picture “may” appear if one exists in Focus at time of registration.

![Image of student account creation panel]
• From this same panel, additional students can be added using the same process as above. You will have access to “all” your children under one parent account if they are added here.

Clicking “I am FINISHED adding students, CREATE MY ACCOUNT” will create the parent account. Once the parent account is created the following panel will be displayed and an email sent to the parent.

WARNING: PLEASE WRITE DOWN YOUR USERNAME AND PASSWORD BEFORE YOU CLICK:

“Click here to LOGIN to the parent portal”

YOU WILL NEED IT TO LOG IN.

[ click here to LOGIN to the parent portal ]

• After you click to log in, you will receive a confirmation email.

• CHANGE YOUR PASSWORD:

Once logged in, it is HIGHLY recommended that you change your password. You can do this by clicking on MY INFORMATION>PREFERENCES>PASSWORD. Enter the password you were initially provided and then create a new one. SAVE your changes by clicking the save button in the upper right hand corner.
**VERIFICATION AND APPROVAL PROCESS:**

Once you log in you will notice you do not yet have access to your student’s data. For security reason, there is a verification process in place to verify and approve your request which may take up to 48 hours. Please check back periodically. Once your account has been approved you will have access to your student’s data. If you have multiple students under one account, you will be able to toggle between them using the drop down box in the upper right side of the screen.