



Focus is a new software program that Lee County has implemented throughout the district for scheduling, attendance and grading. The program offers parents the opportunity to look at assignment grades, view their child's attendance information, as well as view current averages.

Setting up a Parent Account

(Google Chrome is preferred browser)

1. Access the Focus Parent Portal registration screen at <http://focus.leeschools.net>
2. Click link under ATTENTION PARENTS **"Click here to create Focus Parent Portal Account"**
Must know your child's Student ID

A screenshot of the Focus Parent Portal login screen. It features a dark blue background with a white login form containing fields for "Username" and "Password". Below the password field is a link for "Parents: Forgot Password?". A red "Log In" button is positioned to the right. At the bottom, there is a section titled "ATTENTION PARENTS" with two highlighted links: "Click here to create a Focus Parent Portal Account" and "Click here to add a child to an existing Focus Parent Portal account".

3. Click **"CREATE ACCOUNT"**

A screenshot of the Focus Parent Portal registration screen. It features a light blue background with the "FOCUS" logo at the top. The text reads: "Welcome to the School District of Lee County's Focus Parent Portal registration screen. After initial registration, you will be provided access to the Focus Parent Portal. This portal provides a real-time view of your child's grades and assignments." Below this, it states: "To register for access you will need your child's Student ID and birthdate. You will also be asked to provide a valid e-mail address to activate your account. If you do not have an email address, you can create one for free at www.gmail.com." A final line says: "If you do not know your child's Student ID number, please contact or visit your child's school." At the bottom, there is a yellow "CREATE ACCOUNT" button, and two links: "I have an Account Registered on the Parent Portal but would like to ADD A CHILD" and "I have Forgotten My Password and would like to generate a new one".



4. Enter **ALL REQUIRED** fields, click submit ***Note: Lee County School District Employees should not use their school district's email address when creating a Parent Account.*

The screenshot shows the FOCUS registration form. It asks for the user's name and email address. The fields are: First Name (Required), Middle Name (Optional), Last Name (Required), and Email Address (Required). There is a Submit button at the bottom.

5. Enter the 8-digit Student ID and add the date of birth of the child. Click **"Add Student"**

The screenshot shows the FOCUS registration form for child information. It asks for the child's Student ID (Required) and Student's Birthday (Required). The birthday is entered as January 1, 2015. There are Cancel and Add Student buttons.

6. You may click **"ADD ANOTHER CHILD"** or when all children have been added, click **"I am FINISHED adding students CREATE MY ACCOUNT"**

The screenshot shows the FOCUS registration form with the 'Students' section. It displays a large empty box for the child's name and a smaller box below it containing the text 'Your child's name appears here'. Below this, there are two blue links: '[I would like to ADD ANOTHER CHILD]' and '[I am FINISHED adding students CREATE MY ACCOUNT]'.

7. ****IMPORTANT WRITE DOWN THE USERNAME AND PASSWORD****

The screenshot shows the FOCUS registration form with the confirmation message. It says 'Thank you for registering, your account has been created. You can now login using the credentials below:'. Below this, there is a yellow box containing the Username: XXXXXXX@ZZZZ.com and Password: abc123xyz. Below the box, it says 'This information will NOT be emailed to you, please write it down.' and there is a blue link: '[click here to LOGIN to the parent portal]'.



8. Click the link below the assigned username and password to **“Log in”**

A screenshot of the Focus School Software registration confirmation page. It features the Focus logo at the top, followed by the text "Thank you for registering, your account has been created. You can now login using the credentials below:". Below this is a box containing the username "XXXXXXXX@ZZZZ.com" and the password "abc123xyz". A red warning message states "This information will NOT be emailed to you, please write it down." At the bottom, there is a yellow button with the text "[click here to LOGIN to the parent portal]".

Or go to <http://focus.leeschools.net> to sign-in

Resetting your Password

1. “Username” is the complete email address that you provided. If you did not write down the password when you first signed up or you forgot your password click on **“Parents: Forgot Password?”**

A screenshot of the Focus Parent Portal login page. It features a dark blue background with a grid pattern. There are two white input fields for "Username" and "Password". Below the password field is a yellow button labeled "Parents: Forgot Password?". To the right is an orange "Log In" button. At the bottom, there is a section titled "ATTENTION PARENTS" with two links: "Click here to create a Focus Parent Portal Account" and "Click here to add a child to an existing Focus Parent Portal account".

2. Check the **email address on file**. You should receive an email **“If you have forgotten your Lee County Schools Parent Portal Password and requested a new one be generated for you please click the link below:”**
3. Link will bring you to a welcome screen that will allow you to change your password.



Changing your Password

1. Click **"My Information"** while logged into Focus

A screenshot of the Focus Parent Portal interface. The top navigation bar includes "My Child", "My Information", and "Assignments & Grades". The "My Information" menu is highlighted in yellow. Below it, a sub-menu shows "My Profile" and "Preferences". The "Preferences" sub-menu is also highlighted in yellow. Below the sub-menu, there are two tabs: "Display Options" and "Password". The "Password" tab is selected and highlighted in blue. Below the tabs are three input fields: "Current Password", "New Password", and "Verify New Password".

2. Click **"Preferences"** under "My Information"

A screenshot of the Focus Parent Portal interface, similar to the previous one. The "My Information" menu is highlighted in yellow. The sub-menu shows "My Profile" and "Preferences". The "Preferences" sub-menu is highlighted in yellow. The "Display Options" and "Password" tabs are visible, with "Password" selected and highlighted in blue. The input fields for "Current Password", "New Password", and "Verify New Password" are also visible.

3. Click **"Password"** on the tab that appears on the screen

A screenshot of the Focus Parent Portal interface, similar to the previous ones. The "My Information" menu is highlighted in yellow. The sub-menu shows "My Profile" and "Preferences". The "Display Options" and "Password" tabs are visible, with "Password" highlighted in yellow. The input fields for "Current Password", "New Password", and "Verify New Password" are also visible.

Remember to save your changes.