

How to Update YOUR Parent Contact Information in FOCUS

Beginning WEDNESDAY March 18th parents with portal accounts will be able to update THEIR contact information in the webportal on FOCUS. Do not use the app – login into a browser using Google Chrome or Firefox.

If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register OR have your contact linked to your portal account. You can also email focushelp@leonschools.net

Login to the portal account using your email and password.

All of your children will appear on the main page even if at different schools.

You will need to update the information on each child.

1. Click the arrow to open the information on the student

The screenshot shows the FOCUS portal interface. On the left is a navigation menu with items: Portal, My Profile, Preferences, Calendar, Forms, Student 1, Student 2, and Student 3. A red arrow points to the 'Student 1' link. The main content area is titled 'District & School Announcements' and has 'News' and 'Events' tabs. Below this is an 'Alerts' section with a warning icon and the text 'There are no alerts.' To the right is a 'Student 1' profile card for 'Deerlake Middle-0531' with tabs for 'Grades', 'News', and 'Planner'. The 'Grades' tab is selected, showing a table with columns 'Pd', 'Course', 'Q1', 'Q2', 'Q3', 'Q4', and '01'. Below the student 1 card is a 'Student 3' profile card for 'Deerlake Middle-0531' with tabs for 'Grades', 'News', 'Planner', and 'Reports'.

2. Click Child Info

The screenshot shows a dropdown menu for 'Child Info'. The menu items are: Child Info, Class Schedule, Grad Reqs, Absences, Grade Changes, Grades, Test History, and Attendance. A red arrow points to the 'Child Info' link.

3. Addresses and Contacts
4. Click on YOUR Name
5. You can then edit the contact information.

- Update phone Numbers
- Preferred – only ONE number should be PREFERRED
- Callout – used for making calls.
- SMS – will be used at a later date for texting and REMIND.

6. Click SAVE

The screenshot shows the 'Contacts at this Address' section. It features a search bar with the text '#1 - C...' and a red arrow pointing to it. To the right of the search bar are three icons: a pink arrow, a yellow warning triangle, and a green car icon.

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Contact Type	Phone Number / Value	Detail Priority	Options
Home Phone	(850)	- +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Work Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Cell Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE