

## How to Update YOUR Parent Contact Information in FOCUS

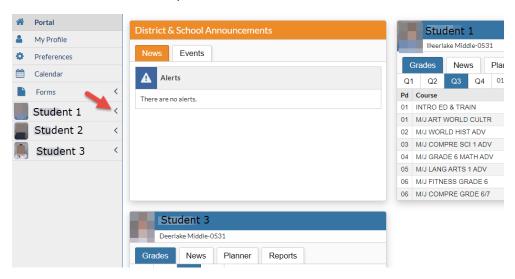
Do not use the app – login into a browser on a device using Google Chrome or Firefox.

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 add your child. Email <a href="mailto:focushelp@leonschools.net">focushelp@leonschools.net</a> if you need assistance.

Login to the portal account using your email and password.

You will need to update the information on each child.

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



## 2. Click Child Info



- 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 for attendance
  - SMS will be used for attendance messages.
- 6. Click SAVE
- 7. You can update other contacts if they do not have a custody flag.
- 8. If selecting both CALLOUT and SMS you will receive attendance calls AND texts.

