



## How to Create a NEW Focus Portal Account For Parents/Guardians

You must be registered in the Focus System as an individual with permission to view student data. If you are unsure, then call the school @ 617-4700.

You will need the Parent Portal PIN for your child. Contact the school if you do not know it.

**Parent Portal Registration**

Welcome to the Leon Parent Portal Registration. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

In order to create a Parent Portal account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.

**Register For A Parent Account**

[I have an account, but I can't log in. Please help me.](#)

[I have forgotten my password and would like to generate a new one.](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español.](#)  
[Klikke hit la ou kreye/aktualize kont Pòtay Focus oua Paran vo nan lapò kreyòl ayisyen.](#)  
[Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal.](#)

STEP 1: Using Chrome or Firefox, go to

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

STEP 2: Choose the first option

**Parent Portal Registration**

Parent/Guardian First Name:  (Required)

Parent/Guardian Last Name:  (Required)

Email Address:  (Required)

Create Password:  (Minimum 8 characters) (Required)

Retype Password:  (Required)

I'm not a robot

STEP 3: Complete the Form, then click submit.

- Your name must match the parent/guardian name in the Focus System.
- The email address will become your user name

**Parent Portal Registration**

**Students**

You do not have any linked students at this time.

[I would like to ADD ANOTHER CHILD who is already enrolled.](#)

[I am FINISHED adding students. Please take me to the Portal.](#)

STEP 4: Click the First Option

**Parent Portal Registration**

Please enter your student's information:

Student ID:  (Required)

Student's Birthdate:  January 1, 2019 (Required)

PIN:  (Required)

I'm not a robot

[Return to the Student listing.](#)

STEP 5: Complete screen, then click "add student"

- The student ID and PIN is on the Parent Portal Letter.
- If you get an error, then check your spelling and numbers
- If you continue to get an error, then call the school @ 617-4700

STEP 6: Once you see a profile picture of your student, you can;

- Add another child, or
- Continue to the Focus Portal and see your child's information, or
- Log out and Close the browser