How to Update YOUR Parent Contact Information in 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.

Login to the portal account using your email and password.

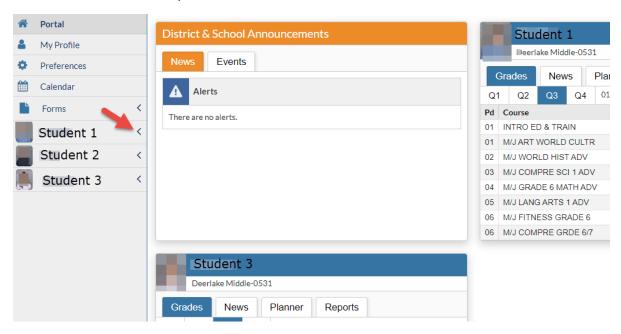
To reset your password go here and enter your email address - https://leon.focusschoolsoftware.com/focus/auth/index.php?action=recovery

At your first login of the year, you will have to complete authorizations forms for 23-24. If you are on the phone app, turn the phone sideways if you see a white screen to view the forms.

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



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.
 - SMS used for sending texts
- 6. Click SAVE

