

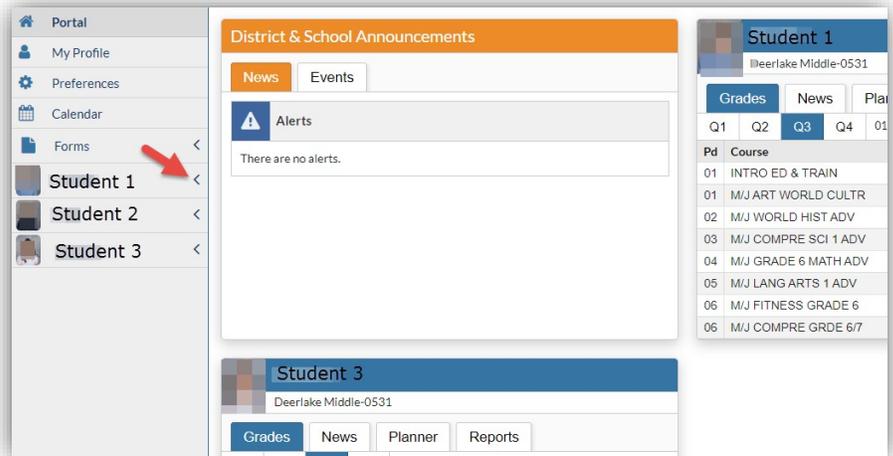
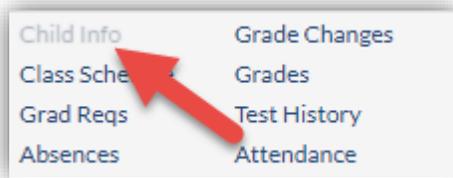
How to Update YOUR Parent Contact Information in FOCUS

Note: Do not use the app to update contact info – login into a browser on a device using Google Chrome or Firefox.

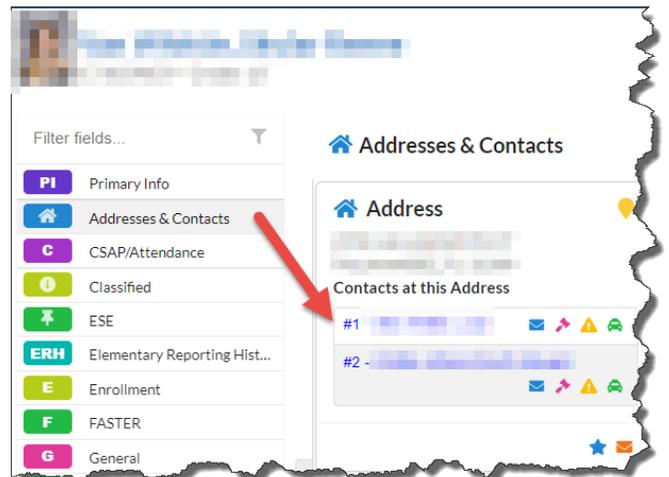
If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register or add your child. Email focushelp@leonschools.net if you need assistance.

- 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. Choose **Addresses and Contacts**
4. Click on **Your Name** under Contacts
5. You can then edit the contact information.
 - Update your **Email address**
 - Update your **Phone Numbers**
 - **Preferred** – only ONE should be PREFERRED
 - **Callout** – will be the number used for making calls for attendance
 - **SMS** – will be the number used for attendance messages and emergency updates texts
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.



Edit Contact

Title (Mr, Ms, etc.)

Father

YourCorrectEmail@gmail.com

Opt Out of Email Notifications

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.

Export

Contact Type	Phone Number / Value	Detail Priority	Options
Cell Phone	(850) [redacted]	- 1 +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input checked="" type="checkbox"/> Preferred <input checked="" type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Work Phone	(850) [redacted]	- 2 +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE