

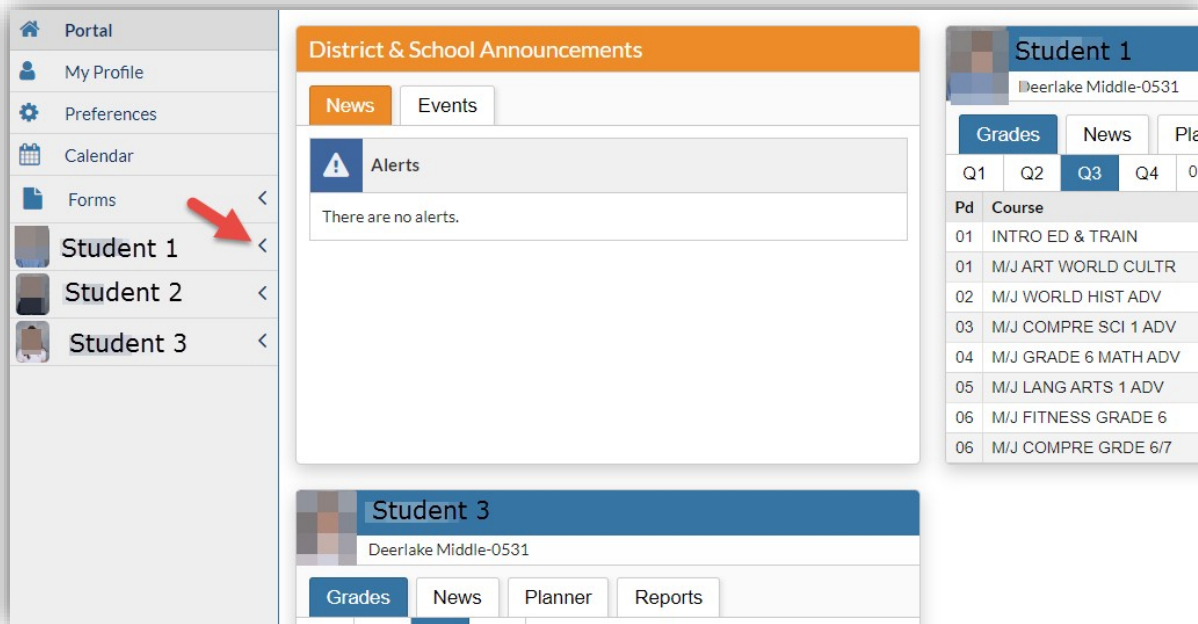
How to Update YOUR Parent Contact Information in FOCUS

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

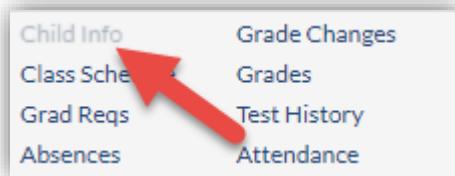
If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register OR have your contact linked to your portal account. You can also email focushelp@leonschools.net

- 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



2. Click **Child Info**



3. Click **Addresses and Contacts**

4. Click on **YOUR Name**

5. You can then edit the contact information. (**You CANNOT edit other contacts info for them**)

- 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**

