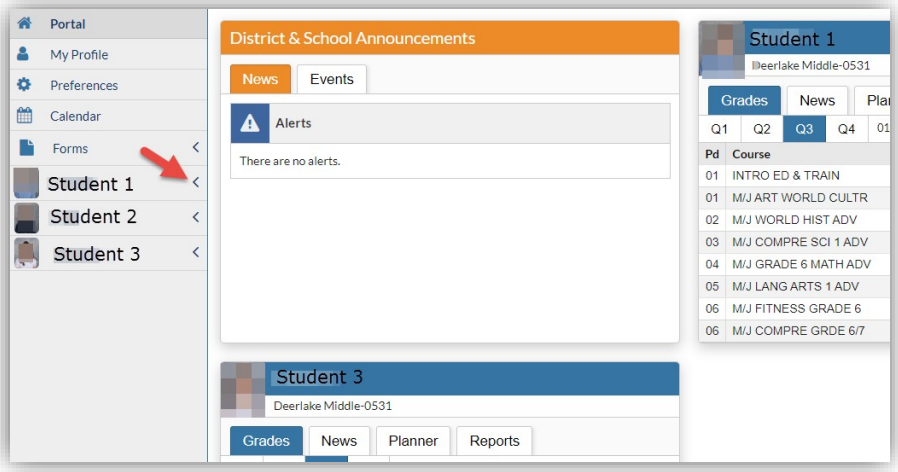
How to Update YOUR Parent Contact Information in FOCUS

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

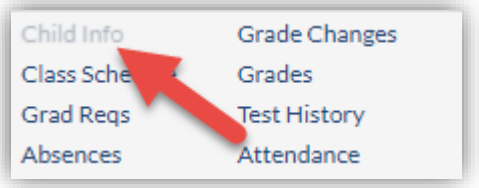
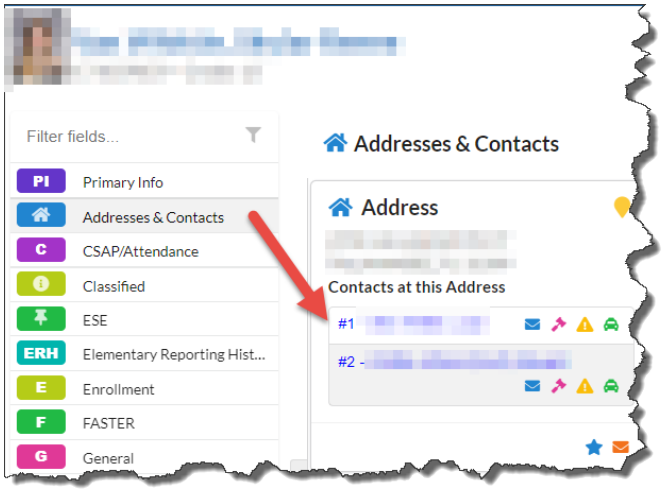
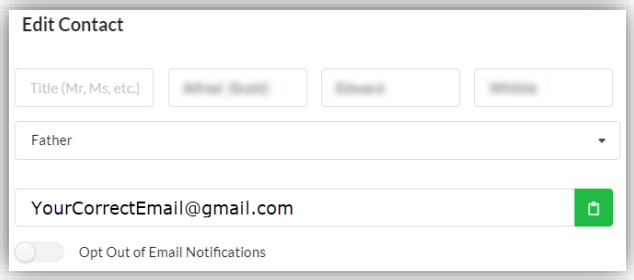
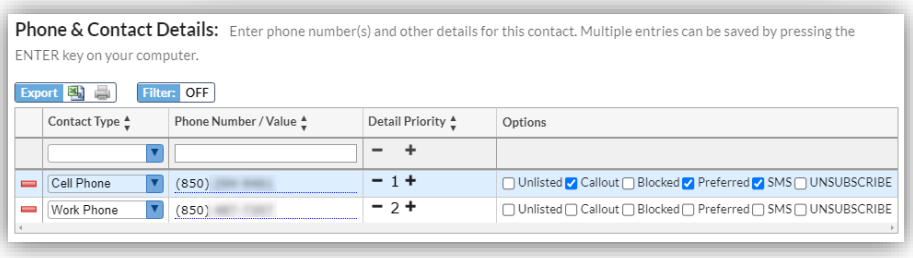
If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register or add your child. Email focushelp@leonschools.net if you need assistance.

- 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.