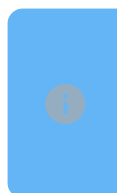


How to Create Parent Portal

These are the steps to create a parent FOCUS account and to add students.

Parent Portal

Focus allows parents to directly log in to the school's student information system, where they can view the information for their enrolled student(s). This documentation provides step-by-step guidance for parents to set up their own Focus portal from the Request Access screen. Multiple children enrolled in the district can be added individually. Schools have set up the information requirements to create a parent account. Additional verification may be needed before student information can be accessed.



Please note: In order for parents to request a Focus account, an email address will need to be listed in Focus under contact info for the student. If both parents would like access, both email addresses will need to be in Focus.

Step 1 Log on To This Site

<https://focus.yourcharlotteschools.net/focus/auth/>

Username

Password

Parents: [Forgot Password?](#)

Log In

ATTENTION STUDENTS

Please log into FOCUS via CLASSLINK (preferred)
OR
To access the *Focus Student Portal*:

- (1) Enter your CCPS Student ID in the USERNAME field above.
- (2) Enter your password in the PASSWORD field above.
- (3) Click "Log In".

ATTENTION PARENTS

Charlotte County's *Focus Parent Portal* provides parents/guardians a real-time view of their child's assignment grades, attendance information, and current averages in all classes.


 [Click here to create a Focus Parent Portal Account](#)

[Click here to add a child to an existing Focus Parent Portal account](#)

[Click here if you forgot your Focus Parent Portal password](#)

FOCUS

Step 2 Under ATTENTION PARENTS click on the first selection to Create a Focus Parent Portal Account

<p>Welcome to CCPS Schools. Please click here to create a new account.</p> 	<p>Welcome to CCPS Schools. Please click here if you already have an account but want to link to a currently registered student.</p>	<p>I have Forgotten My Password and would like to generate a new one</p>
<p>Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español</p>	<p>Klike isit la pou kreye/aktyalize kont Pötay Focus pou Paran yo nan lang kreyòl ayisyen</p>	<p>Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal</p>

Step 3 Enter all of the required fields with your own information. Your child’s school has set up these requirements to create a parent account. Click Submit.

Please enter your name exactly as it appears on your driver's license as well as a valid email address:


Parent/Guardian First Name: (Required)

Parent/Guardian Last Name: (Required)

Email Address: (Required)

Create Password: (Minimum 6 characters)

Retype Password: (Required)

I'm not a robot  reCAPTCHA
[Privacy](#) - [Terms](#)

Step 4


Enter the required information to identify your child. Your child’s school has set up these requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another Child will be available in the next step. Click Add Student. (skip the SSN field unless you are sure you provided it to the school. Entering the CCPS ID is sufficient to create an account)

Please enter your student's information:

Student ID: (Required)

Student's Birthdate: (Required)

I'm not a robot



reCAPTCHA
Privacy - Terms

Add Student

[[Return to the Student listing.](#)]



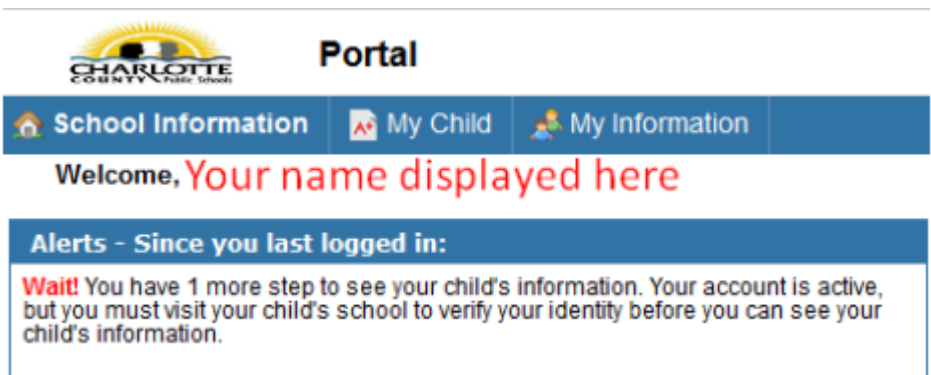
NOTE: This step can be completed as many times as necessary, or at a later date if needed. When you click Create My Account, a confirmation message will appear with your username and password. A link to the Parent Portal login screen is also provided.



NOTE: Make sure to write down this information as it will not be available any other way. The school does not have access to your password

Step 5

When you first log into Focus, if you did not enter your child's Social Security Number, you will receive an Alert indicating that you must contact your child's school to have your account activated through the Verify Parent Accounts process.



Forgotten Password

If you do not remember your password, you can generate a new one from the Request Access screen.

Welcome to CCPS Schools. Please click here to create a new account.	Welcome to CCPS Schools. Please click here if you already have an account but want to link to a currently registered student.	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	Klike isit la pou kreye/aktyalize kont Pötay Focus pou Paran yo nan lang kreyòl ayisyen	Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal

Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display. You will receive an email to the account provided with a new password.

Email Address: (Required)



If an account is associated with the provided email address, you will receive an email that contains a link to reset your password.