



Focus Parent Portal

Purpose: The Focus Parent Portal is a web-based tool used to monitor student's schedules, attendance, classroom assignments and grades, progress reports and report cards, test history and much more. This document will guide parents through the creation of and navigation within the Parent Portal.

Quick Guide

Keep track of your login information.

1. Log On to This Site: <https://osvsd.focusschoolsoftware.com>
2. Write your username. _____
3. Write your password. _____

Parents with Vision Family Portal Logins

If you have been using the Family Portal with Vision software, you will be able to log in directly to the Parent Portal in Focus School Software. Use the same password as before, but use the registered email address on file for the username.

Create Parent Portal Account

For the protection of the child's confidential information, the following secure procedures for establishing a Parent Portal account are listed below. To establish a parent portal account online, the parent must have a valid email address and the student's birth date must be on record with the School District of Oswayo Valley.

1. Log on To This Site: <https://osvsd.focusschoolsoftware.com/focus/auth/>
2. Click **I DO NOT have an Account Registered...**, if the parent does not have a parent account.
3. Enter all of the required fields with the parent's own information.
4. Click **Submit**.
5. Enter the required information to identify the child. Multiple children must be added one at a time; an option to add another child will be available in the next step.

6. Click **Add Student**.
7. The child's name will display on the screen.
8. To add another child, click **Add Another Child**. Otherwise, click **Create My Account**.
9. To **Add Another Child**, enter all of the information required and click **Add Student**.

Tips: This step can be completed as many times as necessary, or at a later date if needed.

10. When finished adding students, click **I am Finished Adding Students Create My Account**.
A confirmation message will appear with the parent's username and password. A link to the Parent Portal login screen is also provided.
11. Click the link to log in to the parent portal.

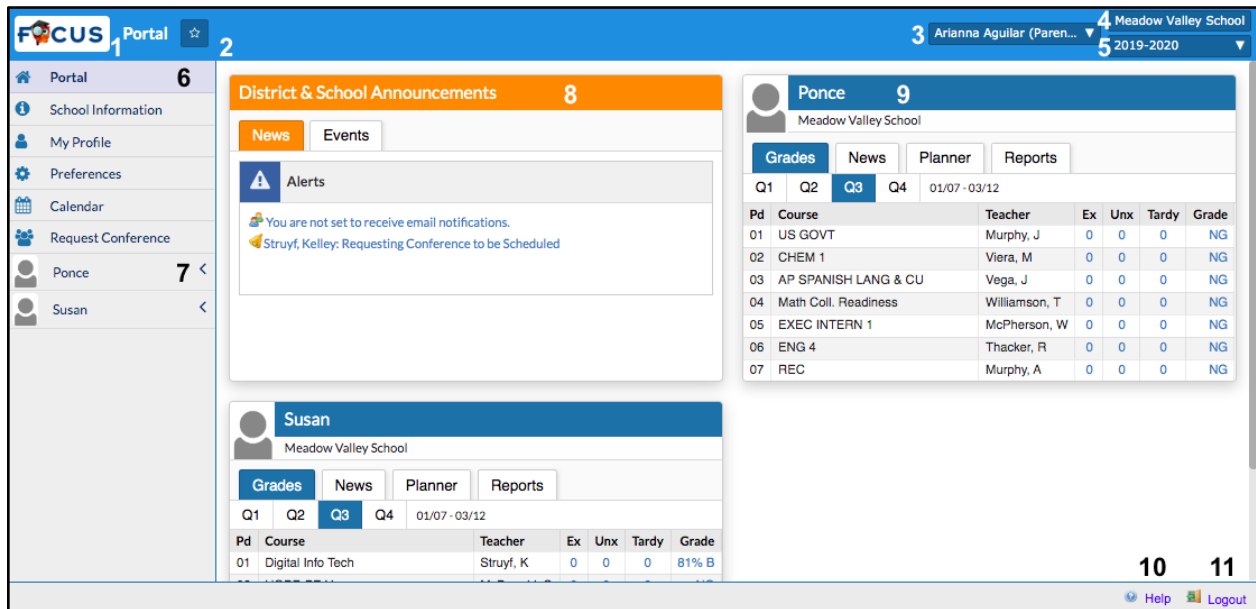
Alert: If a district requires a parent to visit the school and present a valid photo ID prior to gaining access to student information, a message in red will display as seen in the above screenshot and the parent will not receive an email.

An email will be sent to the email address on file stating that access has been granted for the students identified, as well as others who have access to this student and an additional link to the parent portal account.

12. Enter the username and password on the Portal login screen.
13. Click the **Login**.
14. If additional actions need to be taken before the parent can view student information, an alert will display on the main Portal page.

Parent Portal Navigation

Once a parent account is created, parents can sign in to the Parent Portal. Students will have accounts created based on district defined credentials. Parents and students will have access to useful notifications and information, including real-time alerts and messages.



The screenshot shows the Focus Parent Portal interface. The top navigation bar includes the Focus logo (1), a star icon for favorites (2), the parent's name 'Arianna Aguilar (Paren...)' (3), the school name 'Meadow Valley School' (4), and a dropdown for the school year '2019-2020' (5). The left sidebar contains menu options: Portal (6), School Information, My Profile, Preferences, Calendar, Request Conference, and a list of children 'Ponce' (7) and 'Susan'. The main content area is titled 'District & School Announcements' (8) and includes a 'News' tab, an 'Alerts' section with a message about email notifications, and a profile for 'Susan' (9) with tabs for Grades, News, Planner, and Reports. Below the profile is a table showing course information for 'Susan' across four quarters (Q1-Q4) for the year 01/07 - 03/12. The table includes columns for Pd, Course, Teacher, Ex, Unx, Tardy, and Grade. The bottom right corner shows the number of children '10' and '11', along with 'Help' and 'Logout' links.

1. **Focus/District Logo** – Click on the logo return to the portal page.
2. **Favorites** - Click the Star on any screen to make the Program a favorite and to see a list of all Programs that have been added to as a Favorite. Existing pages saved as favorites can be selected to navigate to the specified page. Existing pages saved as favorites can be removed by selecting the red minus sign.
3. **Parent Name** – Displays the parent’s first and last name.
4. **School List** – Displays the name of the child’s school.
5. **School Year Pull-Down** – Navigates between the current year and prior/future years.
6. **Menu Options** – Allows navigation to different screens within Focus.
7. **Child(ren) Name(s)** - Parents with multiple students within the district can switch between their children by selecting the child and then the specific information needed.
8. **District & School Announcements** -
 - a. **News** - This is the default. This will display messages and alerts.



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- i. **Messages** - can include school or district messages to Parents.
 - ii. **Alerts** - can include attendance, grade, referral, or conference request notifications.
- b. **Events** - This will display assignments and calendar events for the next week.
9. **Child Info Block** - A separate block will display for each student that is enrolled in the district. Each student information block will contain the following tabs specific to the student:
 - a. **Grades** - displays the current marking period (by default). The current schedule will display with attendance summary and Gradebook averages for each period.
 - b. **News** - displays an overview of attendance, assignments, positive behaviors, and teacher webpage news.
 - c. **Planner** - displays assignments that are due.
 - d. **Reports** - displays progress reports and report cards.
10. **Help** – Provides contextual help for an open page. Links to Focus University can be opened in a new window.
11. **Logout** – Closes the Focus application. Focus times-out is after 24 minutes of inactivity.