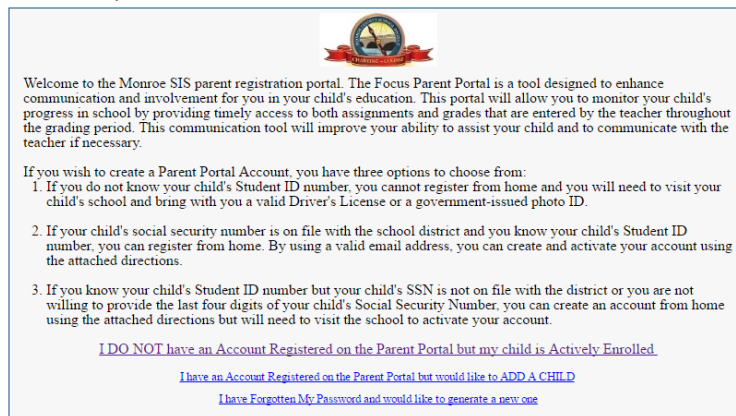



FOCUS PARENT PORTAL
OPEN ENROLLMENT – December 1-31, 2016

Pou pwoteje enfòmasyon konfidansyèl pitit ou, FOCUS epi Distri Lekòl Monroe kreye pwosedi ki an sekirite pou etabli yon akawont Parent Portal pou chyeke nòt pitit yo. Pou kreye yon akawont Portal pou paran sou entènèt, ou dwe genyen yon adrès imèl ki valab epi dat nesans elèv la dwe sou dosye avèk Distri lekòl Monroe County a. Ou pral bezwen 4 dènye chif nimewo Sosyal Sekirite pitit ou osi byen nimewo ID lekòl la bay elèv yo. 10-chif Nimewo ID elèv ki disponib sou orè elèv la, kanè a oswa atravè pòtal elèv yo. If you need assistance setting up an email address or creating a Parent Portal account, please visit your school's Parent Resource Center. Si ou bezwen asistans a kreye yon adrès imel oswa kreye yon akawont Parent Portal, tanpri ale nan Sant Resous Paran lekòl ou a.

1. Ale nan sit sa a: <https://monroe.focusschoolsoftware.com/focus/auth/>
2. Sou ekran sa se yon mesaj ki soti nan itilizatè lekòl la epi twa (3) opsyon ou kapab chwazi:
 - Paran san akawont yo, kòmanse nan Twazyèm pati (3) anba a.
 - Paran ki bezwen ajoute yon timoun, Kòmanse nan pati Senk (5) anba a.
 - Paran ki bezwen yon nouvo mo pas





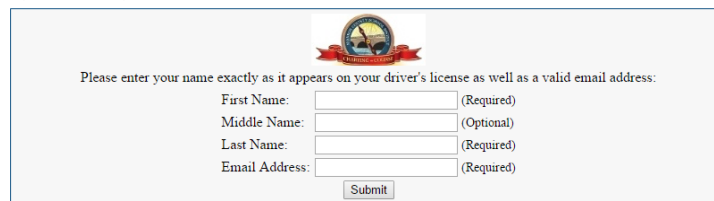
Welcome to the Monroe SIS parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.


If you wish to create a Parent Portal Account, you have three options to choose from:

1. If you do not know your child's Student ID number, you cannot register from home and you will need to visit your child's school and bring with you a valid Driver's License or a government-issued photo ID.
2. If your child's social security number is on file with the school district and you know your child's Student ID number, you can register from home. By using a valid email address, you can create and activate your account using the attached directions.
3. If you know your child's Student ID number but your child's SSN is not on file with the district or you are not willing to provide the last four digits of your child's Social Security Number, you can create an account from home using the attached directions but will need to visit the school to activate your account.

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#)
[I have an Account Registered on the Parent Portal but would like to ADD A CHILD](#)
[I have Forgotten My Password and would like to generate a new one](#)

3. Si ou poko genyen yon akawont paran, klike **sou mwen pa genyen yon akawont anrejistre sou Parent Portal la, men se pitit mwen gentan enskri.**
4. Mete tout pwòp enfòmasyon ou key o mande. Lekòl pitit ou a mete kondisyon sa yo, pou paran kapab kreye yon akawont. Klike **Submit (Soumèt).**

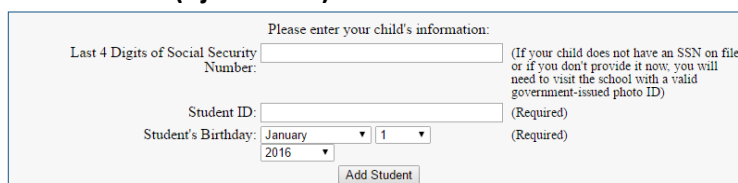




Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)
Middle Name: (Optional)
Last Name: (Required)
Email Address: (Required)

5. Your child's school has set up these requirements to link a student to a parent account. Mete enfòmasyon yo mande pou idantifye pitit ou a. Lekòl pitit ou a mete kondisyon sa yo pou ranje yon akawont elèv avèk paran. Multiple children must be added one at a time; an option to add another child will be available in the next step. Si ou genyen plizyè timoun ou dwe ajoute yo youn apre lòt; Opsyon pou ajoute yon lòt timoun ap disponib nan pwochen pati a. Klike **Add Student (Ajoute Elèv).**



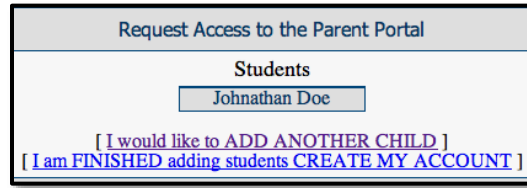
Please enter your child's information:

Last 4 Digits of Social Security Number: (If your child does not have an SSN on file or if you don't provide it now, you will need to visit the school with a valid government-issued photo ID)

Student ID: (Required)

Student's Birthday: January 1 2016 (Required)

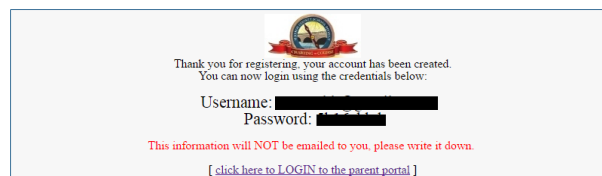
6. Non pitit ou a ap monte sou ekran an, avek lekòl la ap resevwa demann ou fe a nan kont elev la. Pou ajoute yon lot timoun, klike sou ajoute yon lot timoun sinon, klike sou kreye yon kont.



7. A. **Pou Ajoute Yon Lot Timoun**, antre tout enfòmasyon ki obligatwa , epi klike **Ajoute Elev**.
REMAK: Etap sa ka konplete plisye fwa si ou bezwen, oswa nan yon dat apre.

B. Le ou klike sou kreye yon kont , yon mesaj konfimasyon ap parèt avèk non utilizatè a epi modpas ou . Gen yon lyen pou ka ale nan ekran Parent Portal login nan.

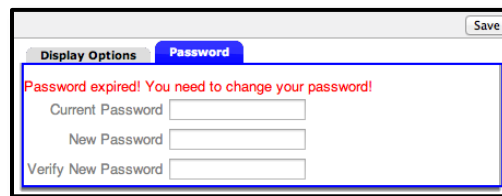
Remak: Non utilizatè avèk modpas pap ka imel. Asire ke ou ekril oswa metel nan telefon ou.



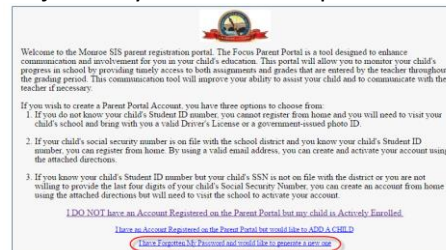
8. Siw ou pa,t klike sou lyen ki sou ekran avan an , ou ka aksè paj Portal Login nan <https://monroe.focusschoolsoftware.com>. Antre nouvo non utilizatè ou avèk modpas la sou ekran login portal...Epi klike **Login**.



9. Le ou fèk ale nan Focus, ou pral mande pou change modpas la. Antre premier modpas ou an, pou yon nouvo modpas, mete nouvo modpas la anko pou verifye antre a. Klike sou **Save** nan kwen sou bo dwat la.



10. Si ou pa geneyn yon modpas , ou ka jenere yon nouvo modpas nan ekran **Request Access** la.



11. Si gen bezwen aksyon addisyonel avan ou dwe gade enfòmasyon Elèv , yon alèt ap montre sou paj prensipal portal a. depan de kondisyon konfigirasyon lekòl ou , ou ka bezwen ale vizite lekòl ou pou prezante yon foto ID valab pou ka we nenpot enfòmasyon elèv.