

School District of Indian River County

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The FOCUS Parent Portal

Creating A Parent Portal Account

For the protection of your child's confidential information, we have created the following secure procedures for establishing a Parent Portal account. Please consult your child's school for a schedule of parent portal registration dates and times.

Option 1

If your child's SSN is on file with our school district and you know their Student ID number, you can take advantage of the online registration process at home and you will not need to visit the school. To take advantage of this option, follow steps 1 through 5 in the directions as outlined on the next two pages.

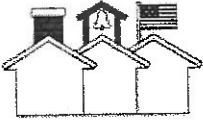
Option 2

If you do not know your child's Indian River Student ID or Social Security number (or unwilling to provide it), you will need to visit your child's school and bring with you a valid Florida Driver's License or a government-issued photo ID. Upon school visit, a temporary code will be given to allow you to register on-line. With this new code, you will be able to follow steps 1 through 5 in the directions outlined on the next two pages.

Online Registration (Requires Mozilla Firefox, Google Chrome, or Safari)

Do not use Internet Explorer to perform the following steps

1. Log on to this site: <https://sdirc.focuschoolsoftware.com/focus/auth/>
2. To set up an account for the first time, click on the first link. If you already have an account and wish to add another child, click on the second link.



**School District of
Indian River County**

Welcome to the School District of Indian River County's 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.

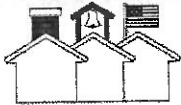
If you wish to create a Parent Portal Account, you have three options to choose from:

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 Florida 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 will need to visit your child's school and bring with you a valid Florida Driver's License or a government-issued photo ID.

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

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3. You will be prompted to enter your First & Last Name as it appears on your driver's license plus your email address.



**School District of
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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)

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4. You will then be prompted to enter:

- The last four digits of your child's social security number
- Student ID number
- Birthdate
- Then click on 'Add Student'

Please enter your child's information:	
Last 4 Digits of Your Child's Social Security Number:	<input type="text"/> (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:	<input type="text"/> (Required)
Child's Birthday:	January <input type="text" value="1"/> <input type="text" value="2015"/> (Required)
<input type="button" value="Add Student"/>	
Powered by Focus/SIS	

5. On the next screen you will select either:

- I would like to ADD ANOTHER CHILD
- I am FINISHED adding students. CREATE MY ACCOUNT

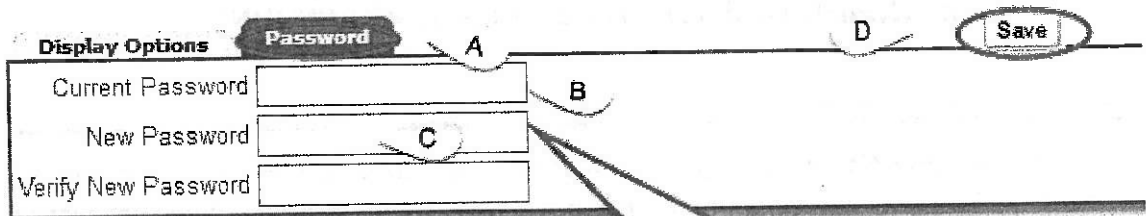
NOTE: Your User Name is the email address that you entered during the signup process. FOCUS will display your temporary password on the screen. Write this down because an email containing your password is not generated.

To Access The Parent Portal After You Create An Account

1. Logon to This Site: <https://sdirc.focusschoolsoftware.com/focus>
2. Enter your username (which will be your email address entered when registering)
3. FIRST TIME ONLY: Enter your temporary password.
4. Create your new password by going to My Information → Preferences.



5. Click on the 'Password' tab (A); enter your current temporary password (B) and then enter a new password twice (C). Click the Save button to confirm the change (D)

A screenshot of a web form for changing a password. At the top left is a 'Display Options' section with a 'Password' tab highlighted. Below this are three input fields: 'Current Password', 'New Password', and 'Verify New Password'. To the right of the 'Current Password' field is a label 'A' with an arrow pointing to the 'Password' tab. To the right of the 'New Password' field is a label 'B' with an arrow pointing to the field. To the right of the 'Verify New Password' field is a label 'C' with an arrow pointing to the field. At the top right of the form is a 'Save' button, with a label 'D' and an arrow pointing to it.

- A. Click Password tab
B. Enter your temporary password
C. Enter your new password and retype to verify
D. Click Save button

6. This newly entered password is what you'll use to access the Parent Portal in the future.