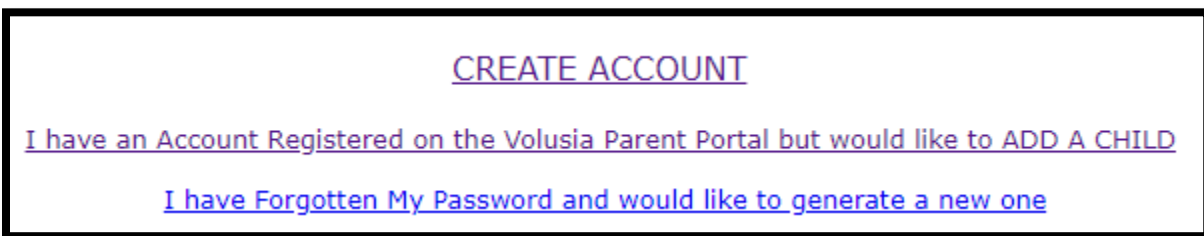


## Create a Parent Portal

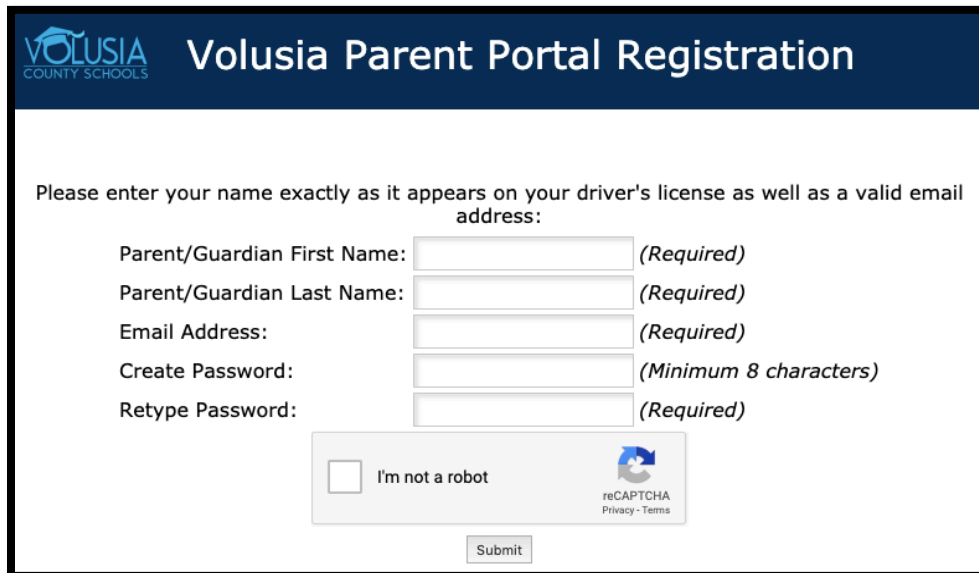
For the protection of your child’s confidential information, we have created the following secure procedures for establishing a Parent Portal account. To establish a parent portal account online, you must have a valid email address, the student’s birth date, alpha code and a valid Parent PIN. You will receive your parent pin by a letter sent home from your child’s school. If you did not receive the letter, please contact the school.

Go to district website <https://www.vcsedu.org/> , then select the Parents tab and Parent Portal. Or go directly to <https://volusia.focussoftware.com/focus/auth> to set up an account.

1. Click Create Account



2. Enter the Parent information in all the required fields.



**VOLUSIA COUNTY SCHOOLS** Volusia Parent Portal Registration

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)

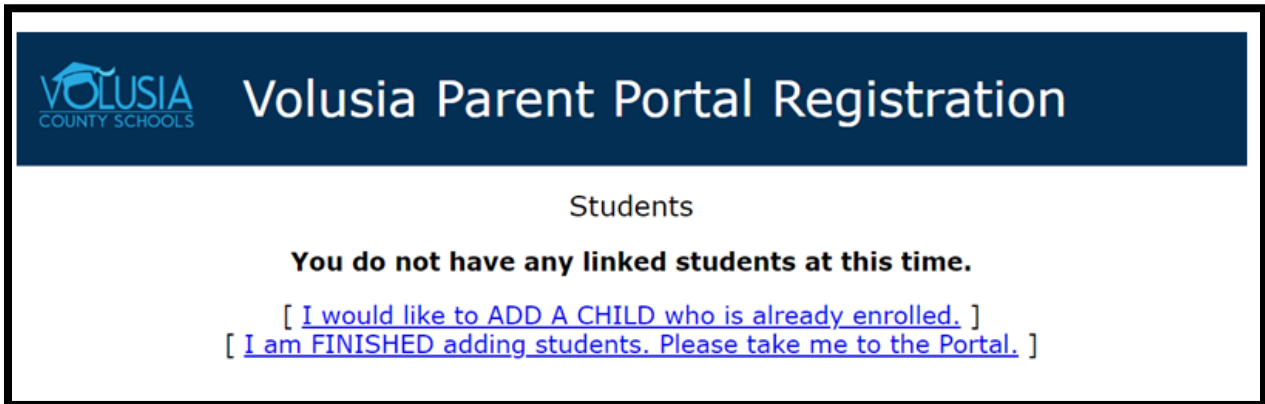
Create Password:  (Minimum 8 characters)

Retype Password:  (Required)

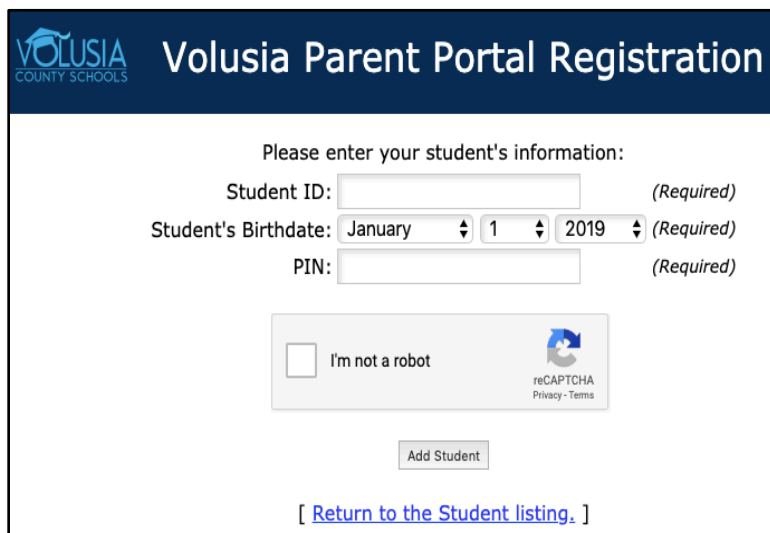
I'm not a robot  reCAPTCHA  
Privacy - Terms

- a. Enter the **Parent/Guardian First Name** as it appears on Driver’s License and on the emergency card.
- b. Enter the **Parent/Guardian Last Name** as it appears on Driver’s License and on the emergency card.
- c. Enter a valid **Email Address**. This email address will be your username. (VCS employees use a personal email address and not your VCS issued email.)
- d. **Create Password** to sign into the Volusia Parent Portal.
- e. **Retype Password** to verify to password.

- f. Check the box **I'm not a robot**.
  - g. Click **Submit**.
3. Click I would like to Add a Child who is already enrolled.



4. Enter the Student information in all the required fields to identify your child. Multiple children cannot be added at one time; an option to add another child will be available in the next step.



**VOLUSIA**  
COUNTY SCHOOLS


## Volusia Parent Portal Registration

Please enter your student's information:

Student ID:  (Required)

Student's Birthdate:    (Required)

PIN:  (Required)

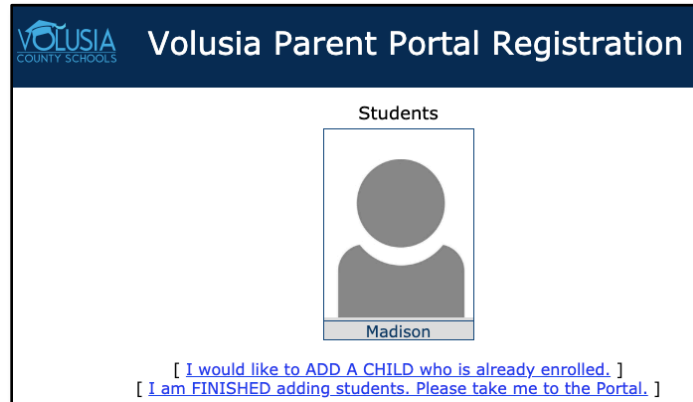
I'm not a robot   
reCAPTCHA  
Privacy - Terms

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

- a. Enter the student's Alpha ID in all caps
  - b. Enter the student's Birthdate.
  - c. Enter the student's PIN. This PIN is given in the pin letter sent home from the school.
  - d. Check the box **I'm not a robot**.
  - e. Click **Add Student**.

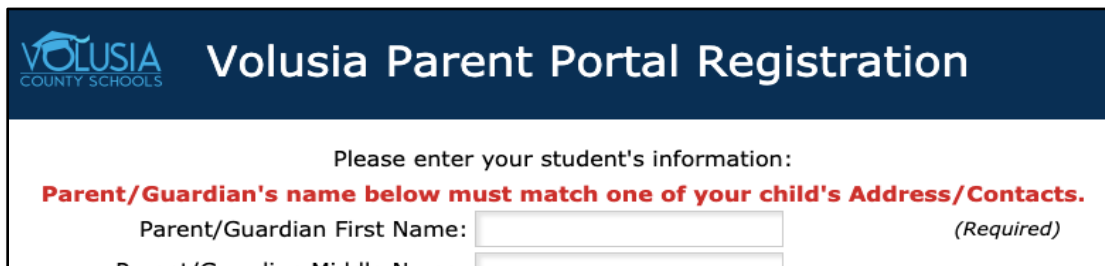
## Create a Parent Portal

- You will then see the name of your student. You can choose to add another child (see step 6) or click go to the Parent Portal.

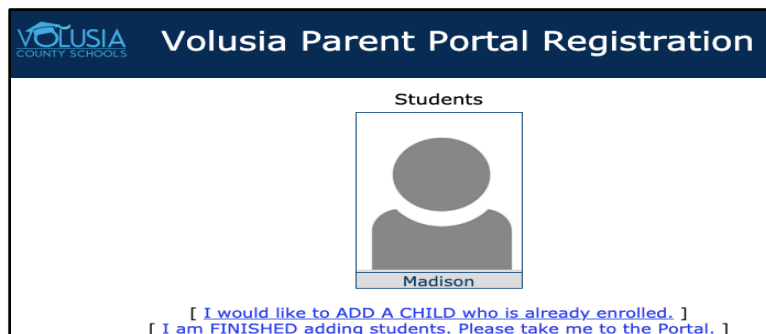


Or you may see this screen below. If this screen is shown you will need to go to your child's school to make sure your information is correct in the system and to verify your identity.

**!** **Alert:** If the registering person is not a valid contact within Focus, they will receive the error in the below screenshot.

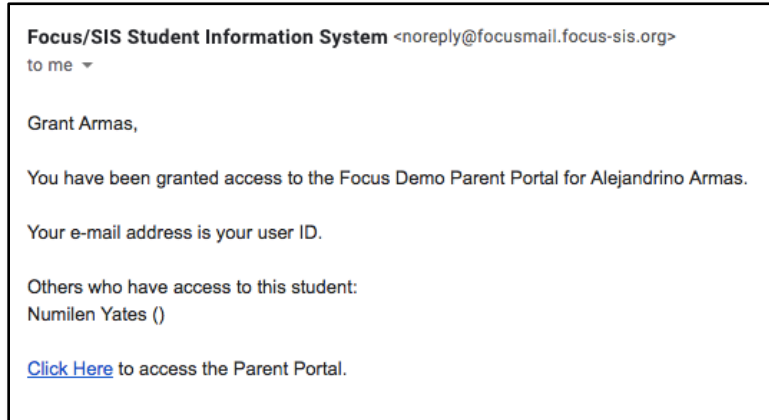


- To add another child, click **I would like to Add A Child who is already enrolled**. You will need to repeat step 4. You will need the PIN number for your other child as well as their alpha and birthdate.



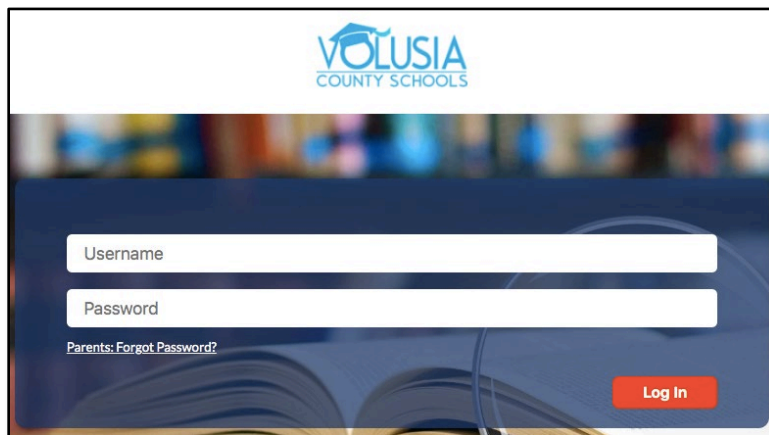
## Create a Parent Portal

- 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. An additional link to the parent portal account will also be available.




- After setting up a Parent Portal account, you can access it by going to the district website <https://www.vcsedu.org/>, then select the Parents tab and Parent Portal. Or go directly to <https://volusia.focusschoolsoftware.com/focus/parents>

Enter your username which is the email address you registered with and password you created. Click **Log In**.




### Custody Alert:

Once in the Parent Portal, some parents may see the alert below. You will then need to go to your child's school to identify who you are with a driver's license or photo id and the school will need to verify your account.

 **Alert:** If your child has a custody alert on file, you will not have access to your child's information until you visit the school to get your account verified. The following message will be displayed on your Volusia Parent Portal Page.

**Alerts - Since you last logged in:**

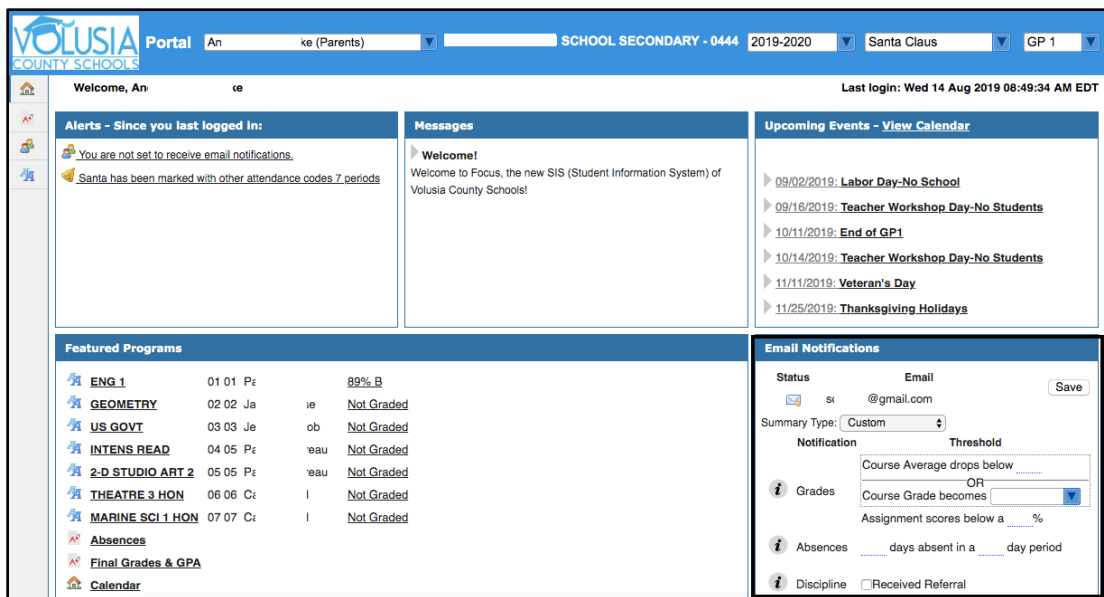
**Wait!** You have linked a new student and have 1 more step to see your child's information. Your account is active, but you must visit your child's school to verify your identity before you can see your child's information.

 [You are not set to receive email notifications.](#)

### Setup Notifications

Parents can subscribe to email notifications and determine the frequency and areas of summary included in the notifications

1. Go to the **Parent Portal** screen.
2. Find the **Email Notifications** box.




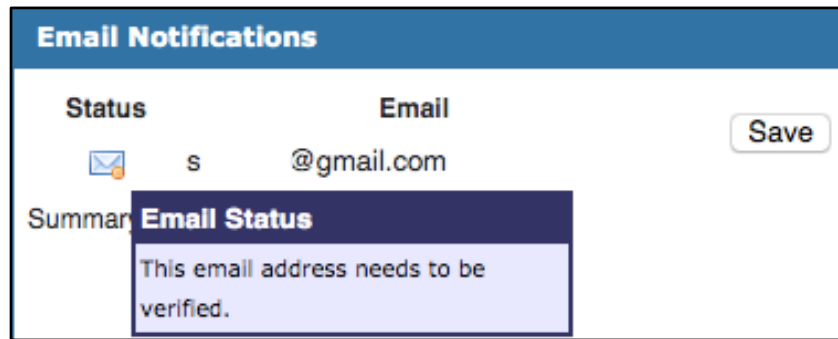
The screenshot shows the Volusia County Schools Parent Portal interface. The top navigation bar includes the school name, user name (An...e (Parents)), school name (SCHOOL SECONDARY - 0444), school year (2019-2020), student name (Santa Claus), and grade level (GP 1). The main content area is divided into several sections:

- Alerts - Since you last logged in:** Contains two alerts: "You are not set to receive email notifications." and "Santa has been marked with other attendance codes 7 periods".
- Messages:** A "Welcome!" message from the Student Information System.
- Upcoming Events - View Calendar:** Lists events such as Labor Day-No School, Teacher Workshop Day-No Students, End of GP1, Veteran's Day, and Thanksgiving Holidays.
- Featured Programs:** A table listing various courses and their current status.
- Email Notifications:** A form for setting up email notifications. It includes fields for Status, Email, Summary Type (set to Custom), and Notification Thresholds for Grades, Absences, and Discipline.

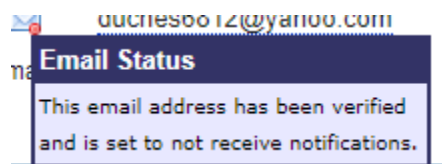
3. Enter the email address.
4. Click **Save**.

## Create a Parent Portal

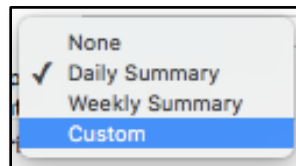
- a. This will send a verification email. When hovering over the  you will see the email status message. Once you verify your email from the verification email, the symbol will change once the email is verified. Notifications cannot be set until the email address is verified.



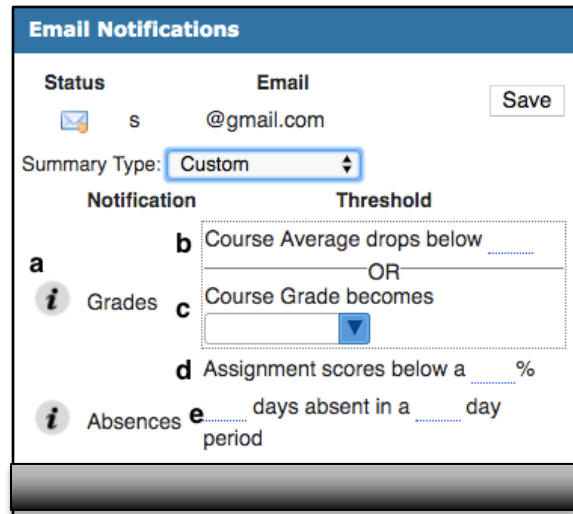
Once your email is verified you will see this email status message



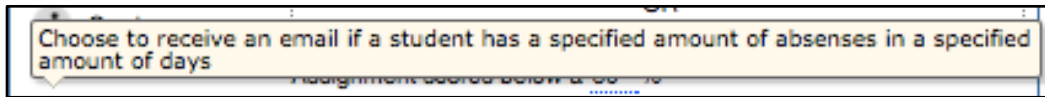
5. Define the type of emails to receive in the summary type.



If **Custom** is selected, there are options to set thresholds for when notifications are sent about grades, attendance and discipline.



- a. Hovering or clicking on the  will give the user instructions.

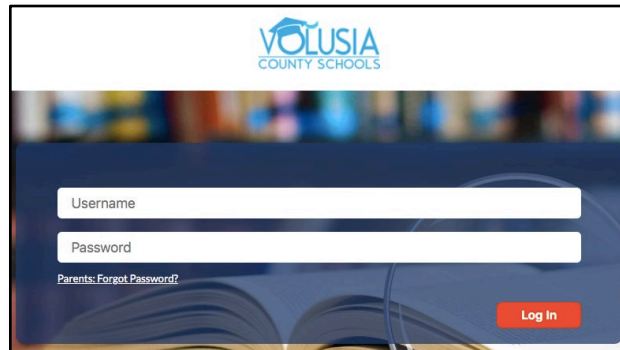


- b. Receive a notification if the course average or course grade drops below the specified threshold.
- c. Receive a notification if an assignment score drops below the specified threshold.
- d. Receive a notification if the student is absent for the specified number of days in the specific time period.
- e. Receive a notification if the student receives a referral.
- f. Click **Save**.

### Forgot Password

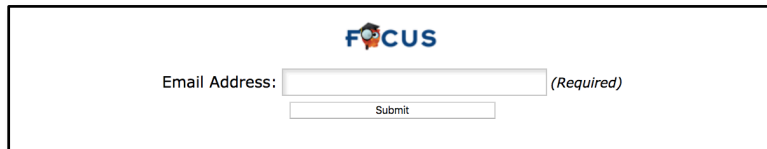
If a password has been forgotten, a new one can be generated.

Parents can request a new password through clicking the link **Parents: Forgot Password?** Parents will enter the email associated with the account and receive further directions for logging in.



The screenshot shows the login interface for Volusia County Schools. At the top, the logo for Volusia County Schools is displayed. Below the logo, there are two input fields: one for 'Username' and one for 'Password'. A link labeled 'Parents: Forgot Password?' is located below the password field. A red 'Log In' button is positioned at the bottom right of the form area.

Enter the email address used to create the account and click the **Submit** button.



The screenshot shows a form for entering an email address. At the top center is the FOCUS logo. Below the logo, the text 'Email Address:' is followed by an input field and the word '(Required)'. Below the input field is a 'Submit' button.

When a valid email address is entered, a confirmation message will display.



The screenshot shows a confirmation message box. At the top center is the FOCUS logo. Below the logo, the text reads: 'An email has been sent to the email address you provided with instructions on how to reset your password.'