## **Parent Portal**

NOTE: If you already have a Parent Portal account, you do not need to create a new one.

# **Creating Focus Parent Portal Account:**

**Step 1:** Go to Focus.graniteschools.org

Step 2: Click on the button that reads "Click

here to register for a new account."





Step 3: Complete all the required fields to create your Focus Parent Portal

account. \*All fields are required:

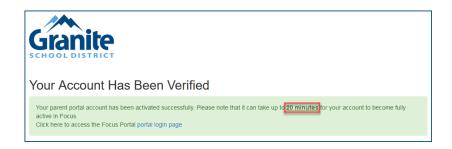
- Enter your first and last name
- Enter your email
- Create a username you will remember
- Create a seven character or longer password.
  - Passwords must contain ALL four of the characteristics below:
    - One upper case letter
    - One lowercase letter
    - A number
    - A special character
- Click the Create Account button
- Once you have created your account successfully, you will receive an activation email

Create Portal Account	
schools. Through the Pa links to pay for school lu	reated to give parents/guardians a single location for accessing information about all of their students, and their students' nrent Portal, you can see grades, attendance, report cards, and other information about your students. You can also access noth, access coursework, access your school's webstore to pay fees, and other links to more detailed information about your allable in other systems managed by Crantle School District.
provide when registering	ount, you will then be directed to the Focus Portal where you can associate students with your account. The information you give the portal must much the information that your student's school has in the student information systems maintained tt. If you have more than one student, the parent/guardian contact information must exactly match for each student or the recity.
*Contact First Name	
*Contact Last name	
*Email	
*Desired User Name	
Name	Must be at least seven characters long At least one upper case letter At least one lower case letter At least one number At least one special symbol (i.e. I, S, #, %, etc.)
Name	Al least one upper case letter Al least one lower case letter Al least one number

Step 4: Go to your email and click on the link to activate your account



**Step 5:** Once you have activated your Focus Parent Portal account, it can take up to 20 minutes for the account to become fully active.



## **FAQ**

#### What if I click the create account button and it takes me to a blank page?

-Your account will need to manually activated. Contact the school and they can activate it for you.

### What if I don't receive my email?

– Your account will need to manually activated. Contact the school and they can activate it for you.