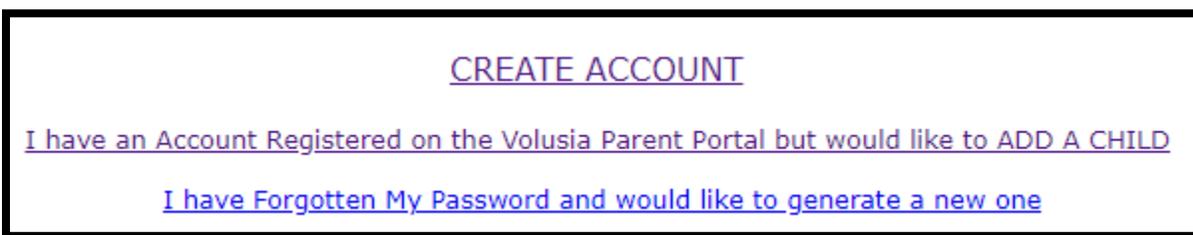# Create a Parent Portal

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.focusschoolsoftware.com/focus/auth to set up an account.
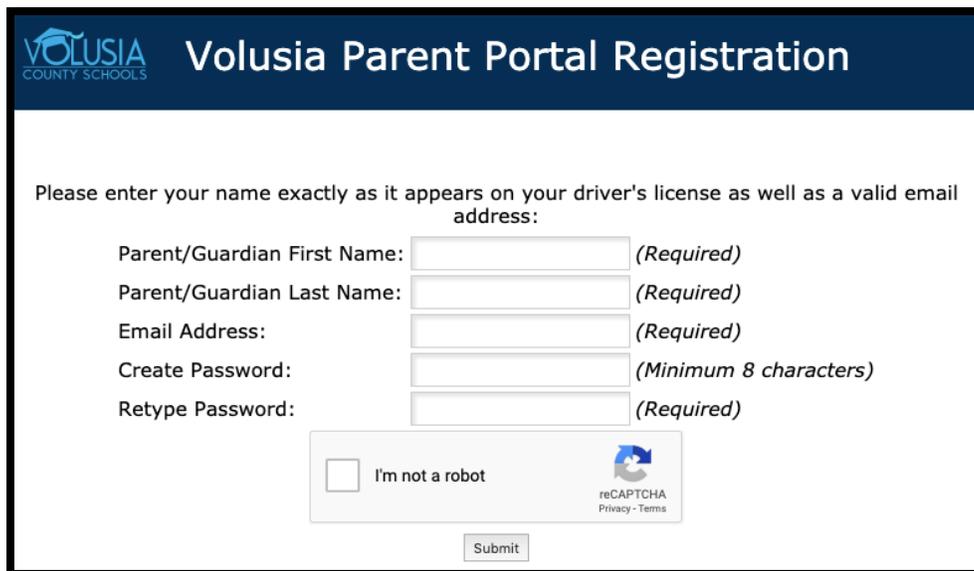
1. Click Create Account

CREATE ACCOUNT

I have an Account Registered on the Volusia Parent Portal but would like to ADD A CHILD

I have Forgotten My Password and would like to generate a new one

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

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)
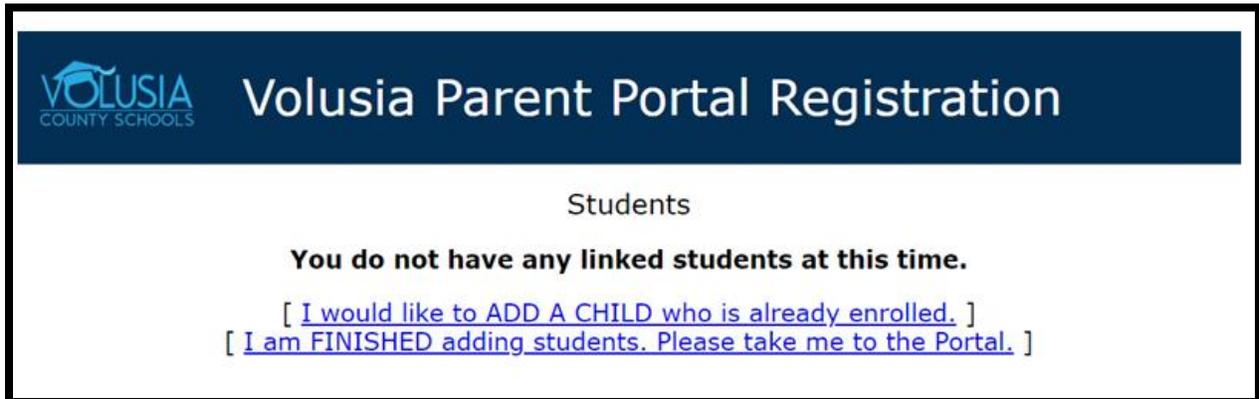Parent/Guardian Last Name: _____ (Required)
Email Address: _____ (Required)
Create Password: _____ (Minimum 8 characters)
Retype Password: _____ (Required)

[ ] I'm not a robot — reCAPTCHA Privacy - Terms

Submit

  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.

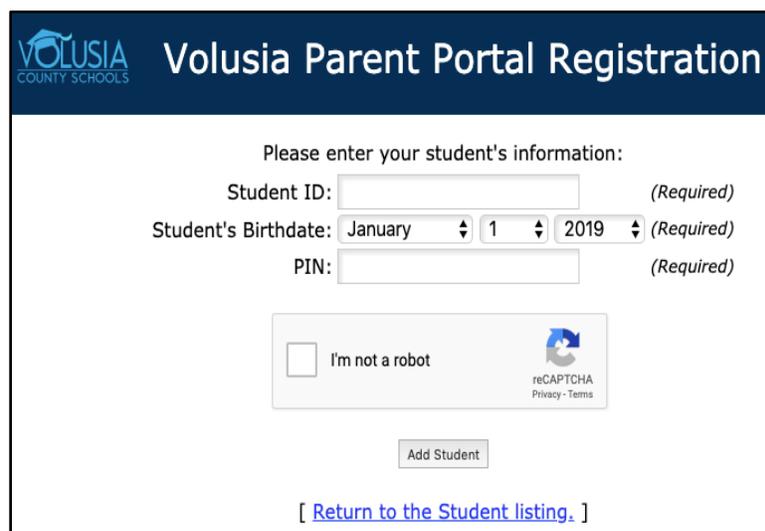4. Enter the Student information in all the required fields to identify your child. Multiple children cannot be added at one time; an option to add another child will be available in the next step.
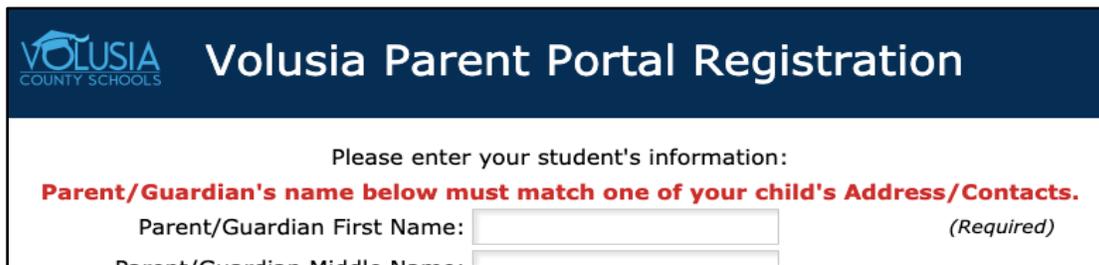

  a. Enter the student's Alpha ID in all caps

  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**.

5. 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.
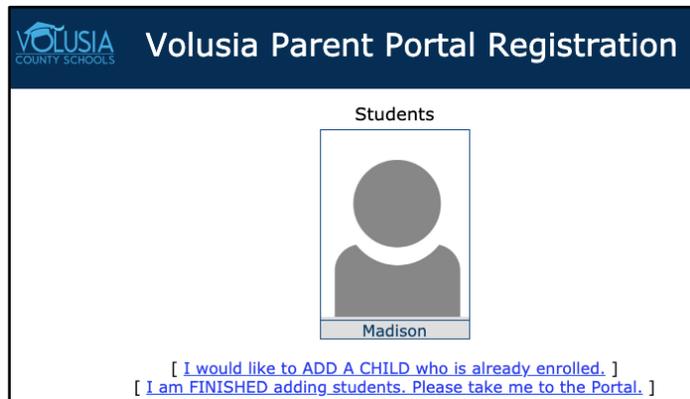
Or you may see this screen below. If this screen is shown you will need to go to your child's school to make sure your information is correct in the system and to verify your identity.
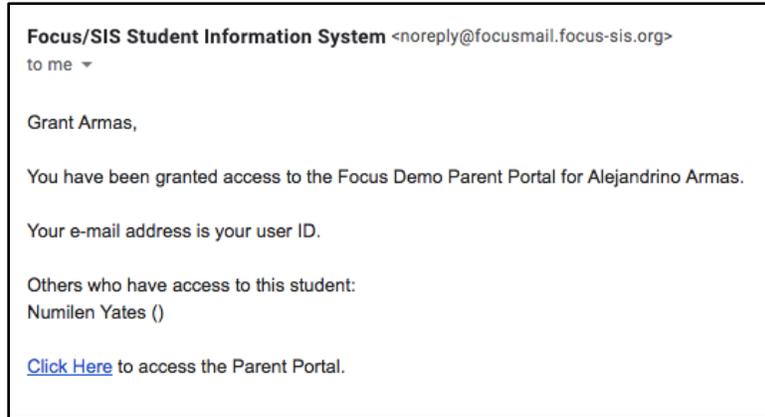
Alert: If the registering person is not a valid contact within Focus, they will receive the error in the below screenshot.

6. 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.

7. 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.

Focus/SIS Student Information System <noreply@focusmail.focus-sis.org>
to me

Grant Armas,

You have been granted access to the Focus Demo Parent Portal for Alejandrino Armas.

Your e-mail address is your user ID.

Others who have access to this student:
Numilen Yates ()

Click Here to access the Parent Portal.

8. 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.**

VOLUSIA
COUNTY SCHOOLS

Username

Password

Parents: Forgot Password?

Log In
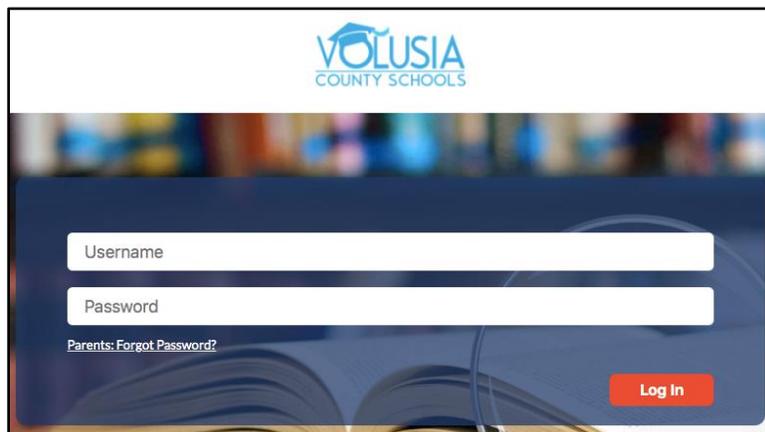
Custody Alert:

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.


3. Enter the email address.

4. Click **Save**.

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. symbol will change once the email is verified. Notifications cannot be set until the email address is verified.
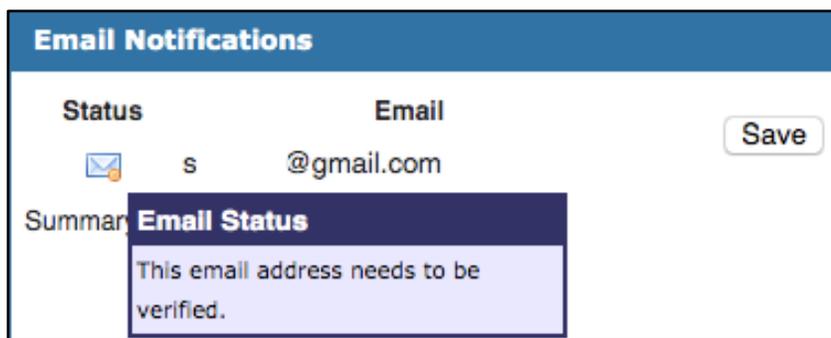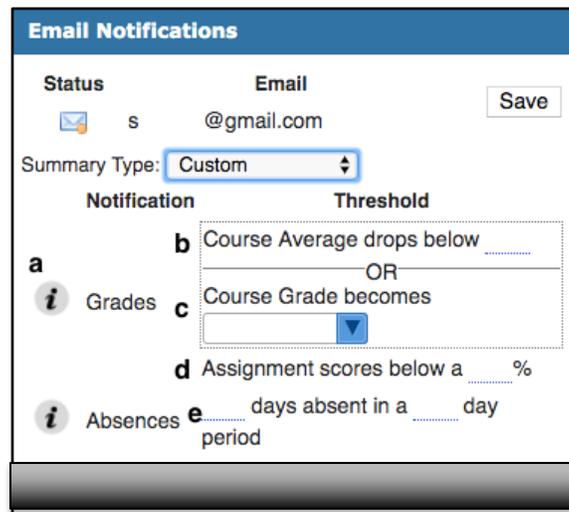

Once your email is verified you will see this email status message

5. Define the type of emails to receive in the summary type.
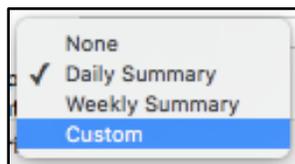
If **Custom** is selected, there are options to set thresholds for when notifications are sent about grades, attendance and discipline.

Email Notifications

Status	Email	
✉ s	@gmail.com	Save

Summary Type: Custom ⬍

Notification   **Threshold**

a *i* Grades

b Course Average drops below ....

OR

c Course Grade becomes ▼

d Assignment scores below a .... %

e *i* Absences .... days absent in a .... day period

a. Hovering or clicking on the *i* will give the user instructions.

Choose to receive an email if a student has a specified amount of absenses in a specified amount of days

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**.
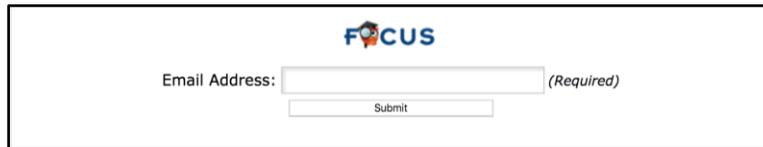
Forgot Password

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.

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

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