


# FOCUS Portal Setup For Parents with No Previous Access

Step 1: Go to <https://focus.bayschools.net/focus/auth>

Request Access to the Parent Portal



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)

Powered by [Focus/SIS](#)

Step 2: Fill in the Access Request (above) and click Submit

Request Access to the Parent Portal

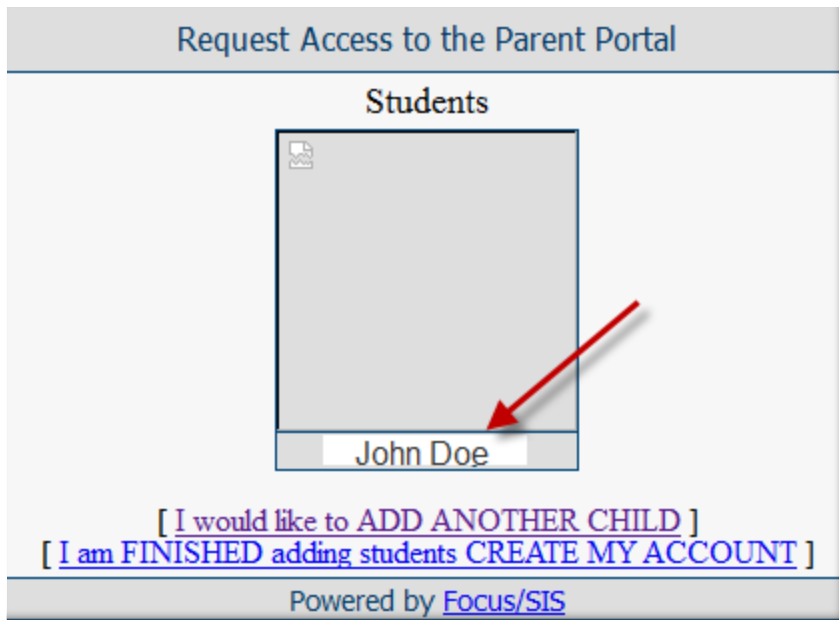
Please enter your child's information:

Student ID:  (Required)

Student's Birthday:    (Required)

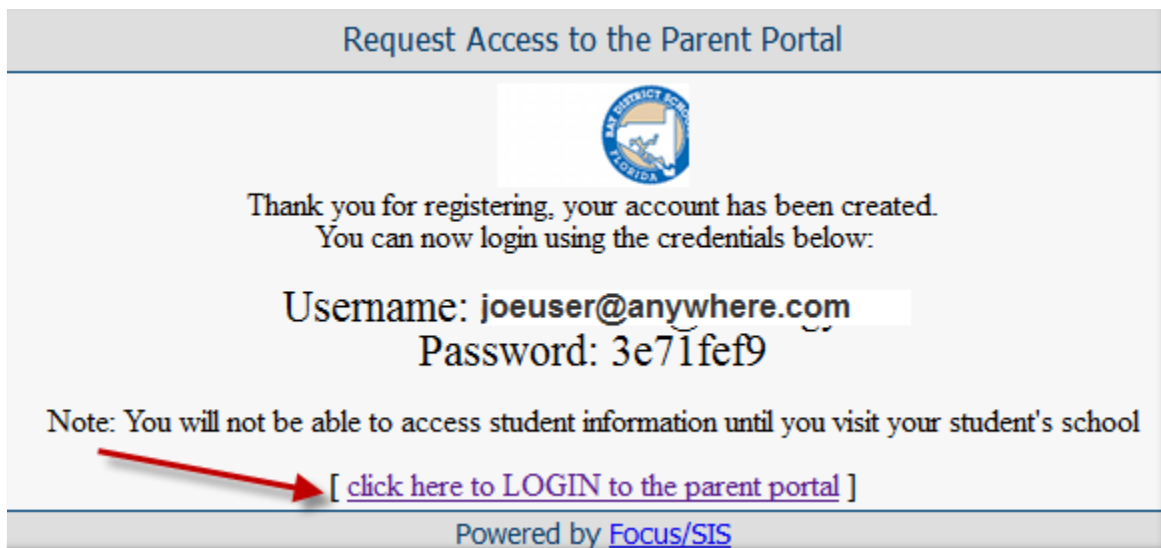
Powered by [Focus/SIS](#)

Step 3: Enter your child's Student ID and birthdate then click <ADD Student>. Please note the Student ID is your child's district issued Student ID, **NOT** his Social Security number. Bay District no longer uses your child's Social Security number as their unique identification number.



#### Step 4:

- Verify that your child has been selected.
- If not, click <Back> on your browser and start over.
- If this is your child, please click <I am FINISHED ...> to proceed.**
- NOTE: At this time, the option to ADD ANOTHER CHILD is only available if you have another child at this same school (Currently Bay Haven, North Bay Haven, and Bozeman School). This option cannot be used for students in other Bay District Schools until the next school year.



Step 5: If your process is complete, you will be given the screen above with your e-mail address and your initial password. **Place this information in a safe place until you have logged in successfully.** Click the link to <LOGIN> to the FOCUS Parent Portal.

Bay District Schools

Username

Password

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Bay District Schools. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

Focus/SIS version 5.0 © 2004-2011

**Step 6:** Enter your Username (your e-mail address) and password as supplied in the previous screen and you will be taken to the FOCUS Parent Portal Welcome Screen.

Bay District Schools

School Information | My Child | My Information | Billing

Welcome, Joe User

**Alerts**  
There are no alerts.

**Messages**  
There are no messages.

Access to this screen will indicate that your registration process is complete. **At this point, you will need to visit your school site with your Driver's License and other identification that will validate that you are a parent of the selected child.** The school site will attach your child to your user-id such that you may have access to your child's information.

Once you are registered, you may change your password by selecting:  
My Information-->Preferences-->Password

Now that you are registered, you may access the FOCUS Parent Portal directly by pointing your browser to: **<https://focus.bayschools.net>**