Parent Portal

We invite parents to utilize the following instructions to access your student's grades and attendance. You will need to register before you can log in.

If you have an account, you have nothing further to do. Log in and access the system as usual

https://jackson.focusschoolsoftware.com

Continue on to the next page for help with registration and help navigating in the parent portal.

Please note that Firefox is the supported browser for the Parent Portal system. Full system functionality is only achieved using Firefox.
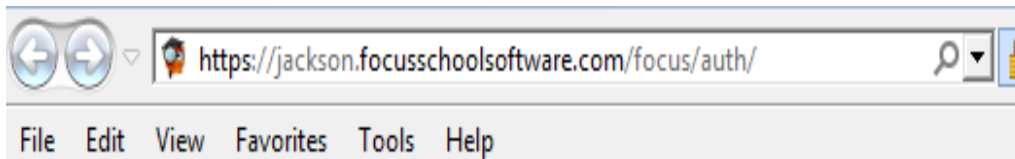
(Download Firefox at http://www.mozilla.org/en-US/firefox/new)

Getting Started: Setting Up Your Account

mozilla **Firefox**

1. Launch Firefox

2. Go to the registration site:

https://jackson.focusschoolsoftware.com/focus/auth/

File   Edit   View   Favorites   Tools   Help
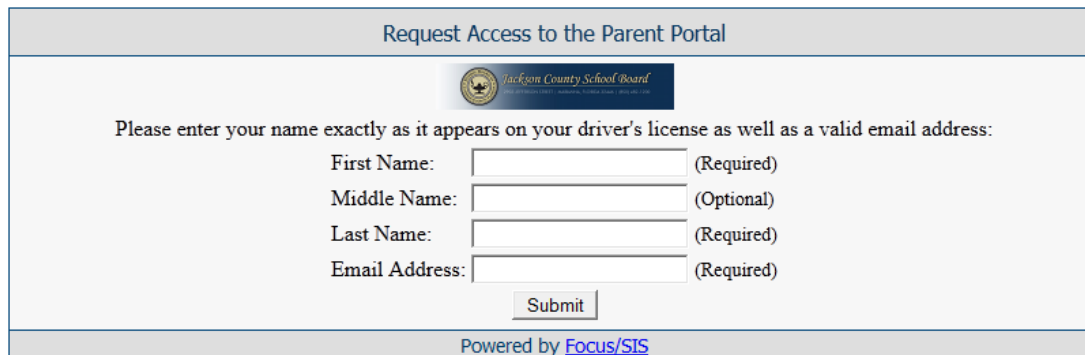
3. Select the first choice:
"I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled".

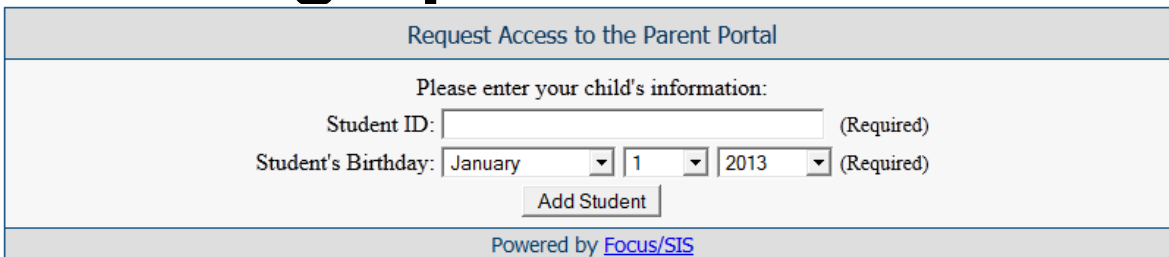### Request Access to the Parent Portal

Jackson County School Board

Welcome to the Jackson County Schools 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.

[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]

Powered by Focus/SIS

4. Enter parent information:
First Name, Last Name, and Email Address are required.

Request Access to the Parent Portal

Jackson County School Board

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)
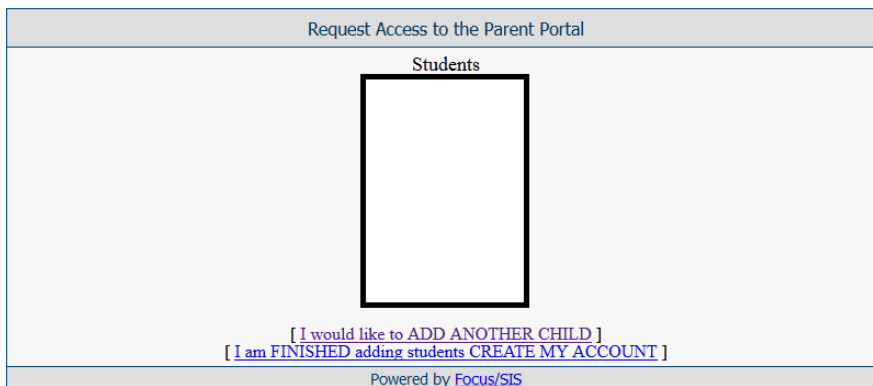   [Submit]

Powered by Focus/SIS

Getting Started: Setting Up Your Account

5. Enter Student information:
   Student ID and Date of Birth.
   (if you need your student's ID,
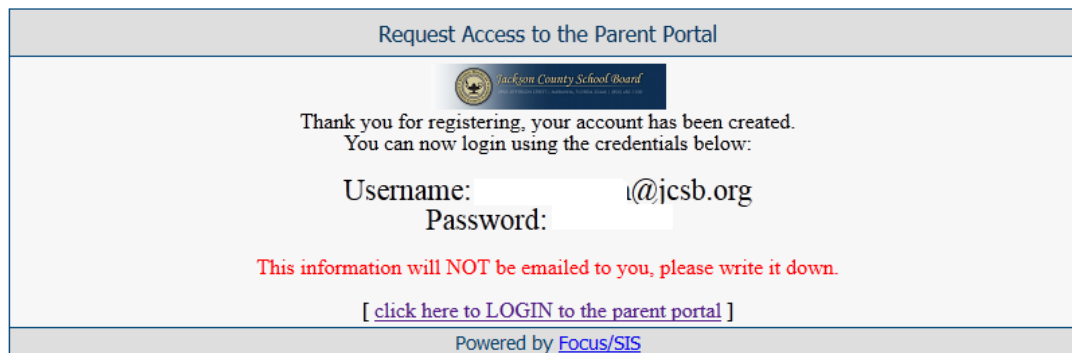   You will need to contact your
   Child's School)

Request Access to the Parent Portal

Please enter your child's information:

Student ID: [_____] (Required)

Student's Birthday: [January ▼] [1 ▼] [2013 ▼] (Required)

[Add Student]

Powered by Focus/SIS

6. Then click: "Add Student".

Request Access to the Parent Portal

Students

[   ]

[I would like to ADD ANOTHER CHILD]
[I am FINISHED adding students CREATE MY ACCOUNT]

Powered by Focus/SIS

7. Click either:
   "Add Another Child "or "I am
   Finished".

*** IMPORTANT ***

8. WRITE DOWN the Temporary
Password that appears. You
will be required to change your
password when you login for the
first time.

Request Access to the Parent Portal

Jackson County School Board

Thank you for registering, your account has been created.
You can now login using the credentials below:

Username: ı@jcsb.org
Password:

This information will NOT be emailed to you, please write it down.

[click here to LOGIN to the parent portal]

Powered by Focus/SIS

9. Choose "Click Here to login to the Parent Portal", you will be prompted to enter the
temporary password. **You can now enter the Portal.**

Navigating to Grades, Attendance and e-Mail

1. Launch Firefox.

2. Log into Focus:
https://jackson.focusschoolsoftware.com
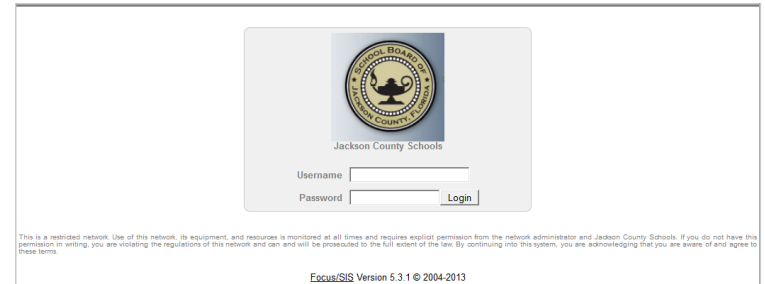
If you forget your password, go to: https://jackson.focusschoolsoftware.com/focus/auth
Click "Forgot Password" and follow the directions.(Note: A message will be generated by the system and sent to the email address you provided at account set up. You will have 24 minutes to click on the link contained within the message to reset your password or a new request must be initiated.)

3. Important Tips:
To return to the Portal's home page, click on the District logo at the top of the page.

To view a different 9 Weeks, click the grading period drop down at the top right on the portal.
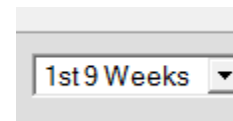
To change your password, click On My Information and choose Preferences from the menu. Then Choose the Password Tab .

Navigating to Grades, Attendance and e-Mail

Featured Programs

- M/J Hmer - Homeroom -
- M/J Explor Wheel 3 - Pe
- M/J Instru Tecnqs 3 - Pe
- M/J Read 3 - Period03 -
- M/J Us Hist&car Plan - P
- M/J Lang Arts 3 - Period
- M/J Pre-Alg - Period06 -
- M/J Compre Sci 3 - Peri
- Absences
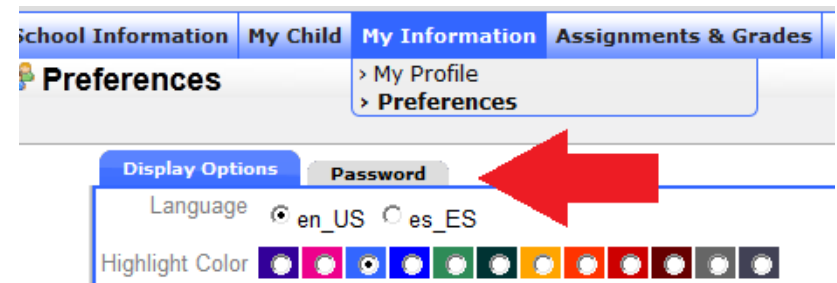
4 To view gradebook grades, click on the course names.

5. To view posted report card grades, click on "My Child."
    Scroll down to select Final Grades, GPA, & Class Rank.
    Select the Course History Tab.

My Child   My Information   Assignme

- › Child Info
- › Class Schedule
- › Final Grades, GPA, & Class Rank
- › Progression Plan
- › Graduation Requirements
- › Test History
- › Absences
- › Referrals

| 1st 9 Weeks | Semester 1 | Semester 1 Exam | Full Year | Full Year Exam | All Quarters | All Semesters |
| All Semesters Exams | All Years | All Years Exams | Course History |

| s | GPA Points | Weighted GPA Points | Affects GPA | Teacher |
| d | | | | |

Navigating to Grades, Attendance and e-Mail

6. To email a course teacher, click the teacher's checkbox.

Select teachers to email:

- ☐   !@JCSB.ORG
- ☐   @JCSB.ORG
- ☐   :@jcsb.org
- ☐   .@JCSB.ORG
- ☐   @JCSB.ORG
- ☐   @JCSB.ORG
- ☐   @JCSB.ORG
- ☐   @JCSB.ORG

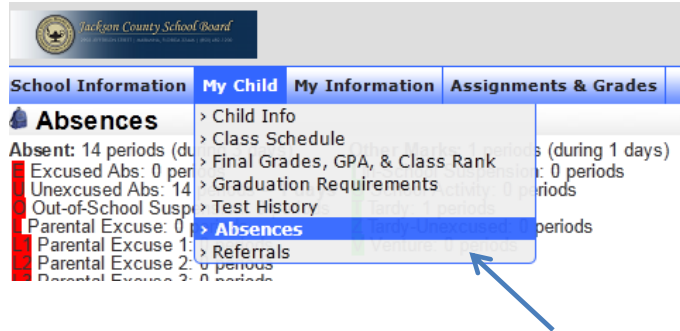Type your message and click send.

Saved Email Addresses [-- ▼]

Your Email Address [ ]

CC: [ ]

☐ Receive Personal Copy

[   ]

[Send]

Navigating to Grades, Attendance and e-Mail

7. To see your student's attendance, click Absences.

OR

Use the legend codes at the top of the page to interpret the assigned student codes.

8. The logout button is located down in the bottom right of the portal.