



Richardson Independent School District's Focus Parent Portal HOW TO SIGN UP

Version 1.4 • 16-SEP-2015

General Information

Starting with the 2015-2016 school year, RISD parents can access their children's grade and attendance data through the Focus School Software student information system. Parents previously accessed this information through Star_Portal™, which has been discontinued.

To sign up for a Focus Parent Portal account online, you will need a valid email address, and you will need to know the following information about your child:

- **The last four digits of your child's Social Security Number or your child's State I.D.** If you do not know the Social Security Number or don't want to provide it, and you don't know the State I.D. number, please contact your school for assistance.
- **Your child's RISD I.D. number.** This is typically included on progress notices, report cards, and on other official documents from RISD. If you don't have this number, please contact your school for assistance.
- **Your child's birth date.**

Sign-Up Process

You can use any major web browser to sign up for Focus Parent Portal online, including Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, or Apple Safari.

(1) Use your browser to go to this address:

<https://focus.risd.org/focus/auth/index.php?action=registration>.

- This address is for sign-up purposes only. It is not the address you will use once you have established your Focus account.
- A convenient link to the sign-up address can be found on this page of the RISD website: <http://www.risd.org/focusparent>.
- The sign-up address will take you to this page:

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)

(2) Enter your First Name, Middle Name, Last Name and Email Address. Middle name is the only item that is not required. Click the *Submit* button at the bottom to continue.

(3) On the next page, you will enter information about your child:

Please enter your child's information:

Last 4 digits of student Social Security Number, or last 4 digits student State I.D.: (If your child does not have a Social Security Number on file or if you did not provide it at the time of enrollment, please contact your school.)

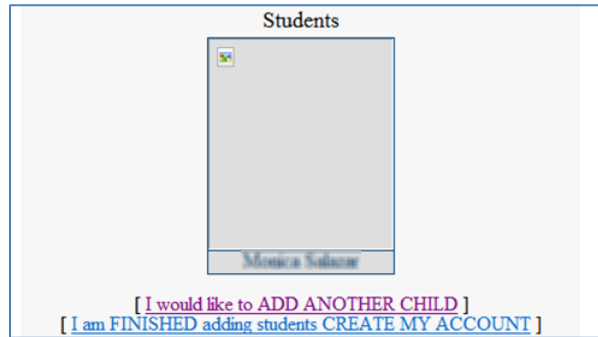
RISD Student ID: (Required. If you do not know this number, please contact your school.)

Student's Birthday: January 1 2015 (Required)

By clicking the Add Student button, I verify that I am the parent or guardian of the child and I have legal authority to obtain their educational information. I understand that submitting false information or failing to follow rules of use will result in the withdrawal of use privileges.

Fill in the required information, then click the *Add Student* button at the bottom to continue.

(4) After you have successfully submitted valid information about your child, you will see a page similar to this:



Your child's name appears beneath a space reserved for his/her photo. RISD has not yet uploaded student photos to the Focus system, so the space will be empty.

- Use the links on this page to add another child, if applicable, or to finish and create your account. You can always return later to add additional children.

(5) When you click the *I am FINISHED adding students CREATE MY ACCOUNT* link, you will be taken to a page that displays your username, which is the email address you submitted, along with your system-generated password:

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

Username:
Password: 2b3d58e8

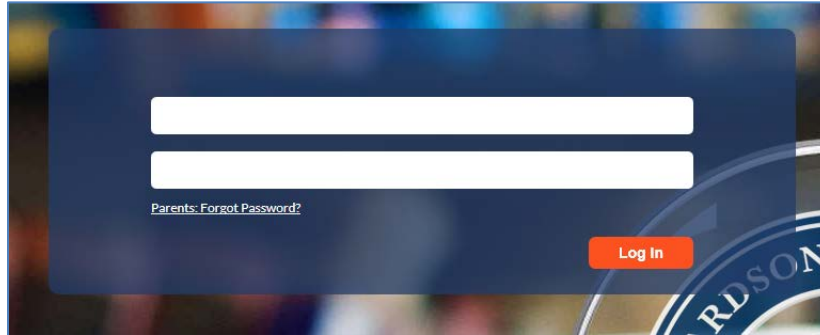
This information will NOT be emailed to you, please write it down.

[[click here to LOGIN to the parent portal](#)]

It is very important that you write down your password. It will not be displayed again, even if you go to the next step, then click your web browser's *Back* button. Your password will *not* be emailed

to you, so you must make a note of it at this point in the process. If you forget your password, you will need to use the forgot-password link on the Focus login page to request a new password.

(6) After you have written down your password, click the *click here to LOGIN to the parent portal* link to be taken to the Focus login page:



On the Focus login page, enter your Focus Parent Portal username (the email address you submitted) and your password, then click the *Log In* button. The Focus login page is located at this address:

<https://focus.risd.org>

You will receive an email message from noreply@focus-sis.org, confirming that your account has been created. Please add this email address to your email contacts, or take other measures, as appropriate, to ensure that email from this address is not treated as junk mail by your email program.

- If you register an additional child, you will receive an additional email message acknowledging that the child has been added to your account.
- If you forget your password and request a new one, the Focus system will send you an email message with a link that you must click to get the new password.

Instructions on how to use Focus Parent Portal after you have logged in are available in a separate document that is available here: <http://www.risd.org/focusparent>.

If you have problems with the sign-up process, please email FocusParent@g.risd.org for assistance, or call **469-593-0811**.