

# The East Orange School District FOCUS Parent Portal

## WHAT IS THE FOCUS PARENT PORTAL?

The FOCUS Parent Portal is web-based student information system that allows parents of students in grades 1 thru 12 to view their children's grades, assignments, attendance and report cards online.

## WHO SHOULD USE THE EAST ORANGE FOCUS PARENT PORTAL?

The FOCUS Parent Portal is available to all parents and guardians of EOSD students in grades 1-12.

## HOW DO I CREATE AN ACCOUNT?

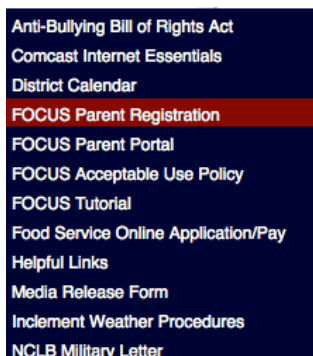
All you have to do is register for the Parent Portal on the East Orange School District Web Site and then visit your child's school to verify who you are.

### To Register

~ Go to the East Orange School District Web Site at [www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)  
Find the section called Quick Links to the left of the screen and click on Parent Information.



~ Choose FOCUS Parent Registration from the Dropdown menu



The link will open up to the following page.

If this is your first time registering yourself and your child, choose the first option. Otherwise, if you:

- a. Are a returning parent
- b. Have already registered your child and yourself, but would like to add another child
- c. Already received a username and password

Please choose the second option.

**(Note: Please do not register Pre-Kindergarten or Kindergarten students.)**

~ First time users will then be directed to the following page.

Registering adults are required to enter their First Name, Last Name and a valid email address.

By clicking Submit you have successfully registered yourself.

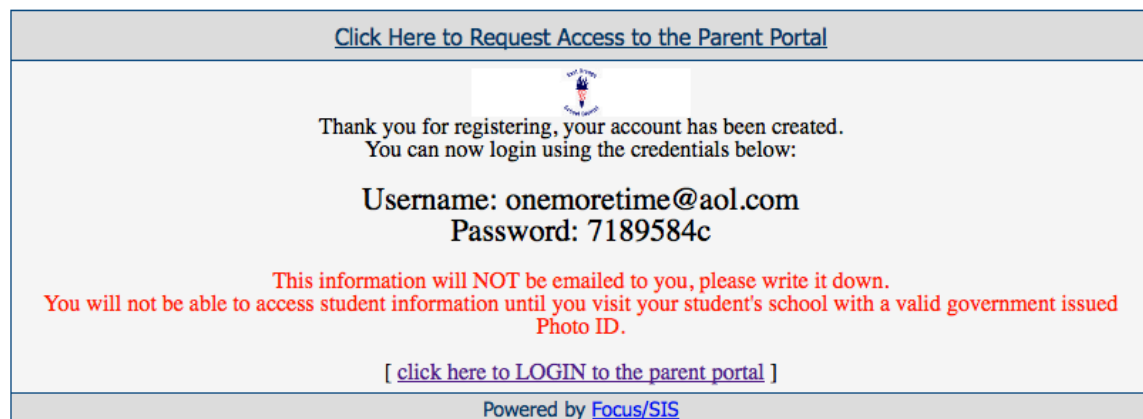
~ The next screen will require you to register your child.

In order to register your child you will need your child's Student ID number, and Birthdate. In most cases children will know their Student ID number because it doubles as their lunch number, but if the student ID # is not known please contact your child's school to retrieve this number. FOCUS will not allow you to register your child without this information.

If the information pertaining to your child was entered correctly the student's name will be revealed on the next screen.



You will be given the option to either add another child or "create my account". Adding another child will return you to the screen asking for the students' information. Clicking on CREATE MY ACCOUNT will lead you to the following screen.



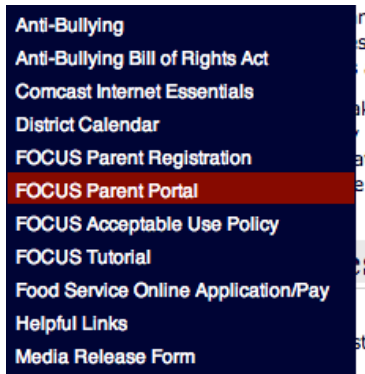
This screen is thanking you for registering for the East Orange FOCUS Parent Portal. It also gives you your username and password, but before you gain access to your child information you must go to his/her school with a valid government issued Photo ID to **verify** your identity.

## HOW DO I LOG INTO THE FOCUS PARENT PORTAL?

After you have visited your child's school to verify your identity:

Go to the East Orange School District Web Site at [www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us)  
Find the section called Quick Links to the left of the screen and click on Parent Information

Now click on FOCUS Parent Portal from the dropdown menu.



~ OR ~

Simply type <https://focus.eastorange.k12.nj.us/focus> in your web browser.

## I CAN'T REMEMBER MY PASSWORD

If you do not remember your password, **DO NOT** contact your child's school. Go to the FOCUS Parent Portal site and click on **Parents: Forgot Password?**

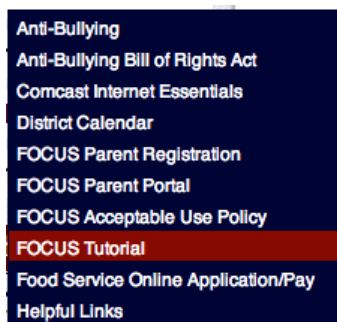


## **WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL WITHIN THE DISTRICT?**

FOCUS Parent Portal accounts roll over from year to year, so when your child moves from elementary school to middle school and then to high school, you do not have to create a new account. Also, if your child is transferred from one school/ to another school in our district, your account will be updated with the new school information.

## **HOW DO I USE THE FOCUS PARENT PORTAL?**

Tutorials have been provided for your support on the East Orange School District Web Site. Go to the East Orange School District Web Site at [www.eastorange.k12.nj.us](http://www.eastorange.k12.nj.us) and find the section called Quick Links to the left of the screen and click on Parent Information. Then choose FOCUS Tutorial.



## **HAVING PROBLEMS?**

If you are experiencing problems with logging in, or navigating the site, or if you have a question about your child's information, such as grades or attendance, please contact your child's school.