



Pflugerville Independent School District's Focus Parent Portal User Guide

General Information

PFISD parents can access their children's grade and attendance data through the Focus School Software student information system. Parents previously accessed this information through iTCCS, txConnect, which has been discontinued.

To log into PFISD Focus Parent Portal, point your web browser to this address: <https://focus.pfisd.net>

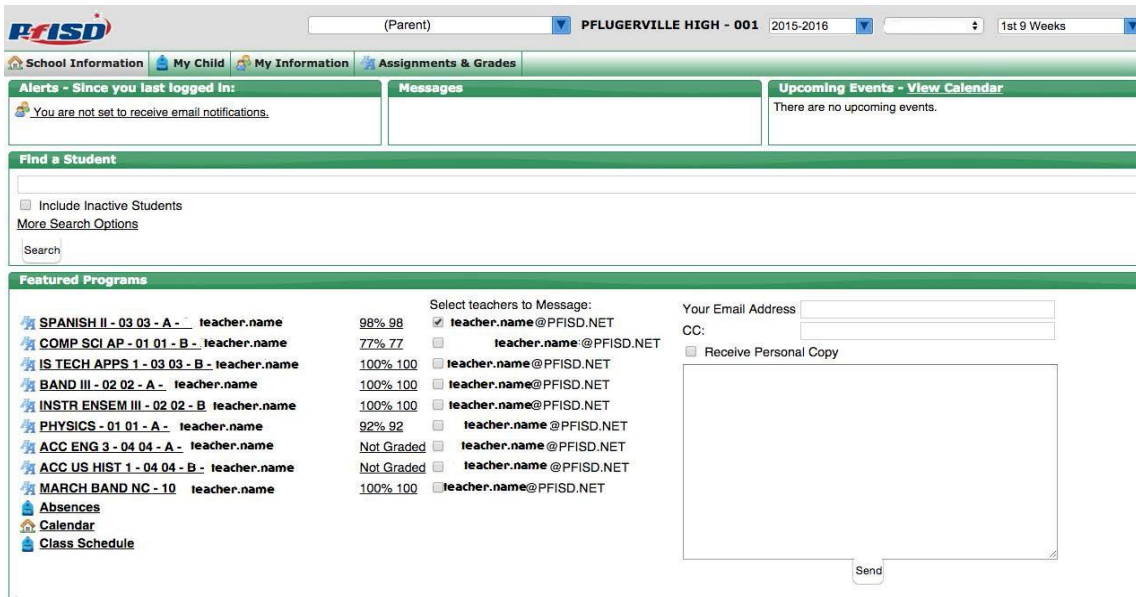
You may use the following web browsers: Google Chrome, Mozilla Firefox or Apple Safari.

The PFISD Focus Parent Portal application works on MOST mobile devices.

General Information	1
Focus Parent Portal Feature Identification.....	2
Page Navigation Button Identification	2
<i>The School Information Tab</i>	3
<i>The My Child Tab</i>	3
<i>The My Information Tab</i>	4
<i>The Assignments and Grades Tab</i>	5
Upcoming Events-View Calendar Region	5
Featured Programs Region	5
Getting HELP Logging Out.....	5

PFISD Focus Parent Portal Feature Identification

After successfully logging in, you should see the Focus Parent Portal homepage:

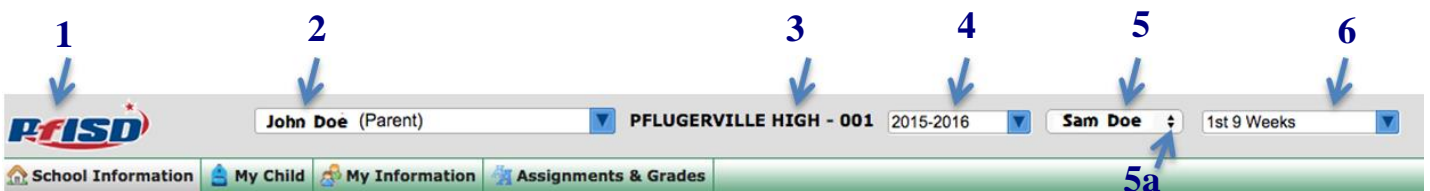


The information you see as a parent is similar to what your child sees when they log into the Focus Student Portal.

To log out of Focus Parent Portal, click the *Logout* link in the lower right corner of the screen:



PAGE NAVIGATION IDENTIFICATION



1. Home button

Click the PFISD logo to return to the Focus Parent Portal homepage from any other page. **NEVER** use your web browser's *Back* button when navigating within the PFISD Focus Parent Portal as previously viewed / visited page(s) may not display properly.

2. Your Name

3. **School** - The school of the currently selected student.

4. **School Year** - Select the current school year. The page updates to show data for the selected student.

5. **Student Name** - Select the student name. The page updates to show data for the selected student.

a. **Multiple Students** – Click the drop down menu triangle to select a different student. The page updates to show the data for the selected student.

6. **9 Weeks Period** - Select the 9 Weeks period. The page updates to show data for the selected period.

The School Information Tab



Click the *School Information* Tab to view and select its various options:



Portal

This displays the default PFISD Focus Parent Portal homepage. You may also navigate back to the PFISD Focus Parent Portal homepage at any time by clicking the PFISD logo in the upper left corner of the page.

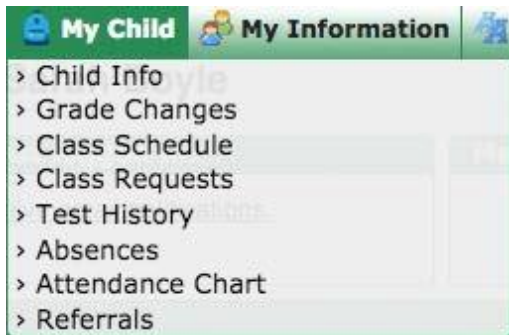
Please Note: NEVER use your web browser's Back button when navigating within the PFISD Focus Parent Portal as previously viewed / visited page(s) may not display properly.

Calendar

Click this item to display calendar information associated with the school of the currently selected student. The calendar displays assignment due dates **IF** entered by the teacher.

Note that this region is not intended to replace the comprehensive district calendars that are available at <http://www.pfisd.net/Page/5236>

The My Child Tab



Click the *My Child* Tab to view and select its various options:

Grade Changes

Click this item to view grade changes (if any) for each of your child's classes.

Class Schedule

Course List Weekly Planner This option lists your child's schedule. You may view the course list for first semester, second semester, or the entire school year.

Course List **Weekly Planner** This option lists your child's schedule in a calendar format.

Absences

Click this item to see information about any absences that have been recorded for your child.

The My Information Tab



Click the *My Information* tab to view and select its various options:

Preferences

This menu item includes *Display Options*, *Password* and *Notifications* subtabs.

1 Parent				
Status	Name	Email	Frequency	Summaries
	John Doe	<input type="text" value="John.Doe@email.net"/>	<input checked="" type="radio"/> Never <input type="radio"/> Daily <input type="radio"/> Weekly	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Discipline <input type="checkbox"/> Billing Fees <input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Grades Link <input checked="" type="checkbox"/> Events and Messages

Display Options subtab: On this subtab, you can choose the language in which the Focus Parent Portal displays. Choices include English or Spanish.

Password subtab: On this subtab, you can change your Focus Parent Portal password.

Notifications subtab: On this subtab, you can request that notifications be emailed to you from Focus.

To set up notifications:

1. Select Daily or Weekly in the Frequency column
2. Select the types of notifications you would like to receive in the Summaries column.
3. Then click the Save button.

The page will update, notifying you that a verification email has been sent to your address.

Check your email for the verification message. It will be sent from parentportal@pfsd.net.

If it does not arrive in a few minutes, check the junk mail folder of your email program.

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.

The verification email will contain a link that you must click in order to verify your email address with the Focus system. After clicking the link, you should see a verification confirmation message in Focus. After you have received the confirmation message, the notifications setup process is complete.

The Assignments & Grades Tab



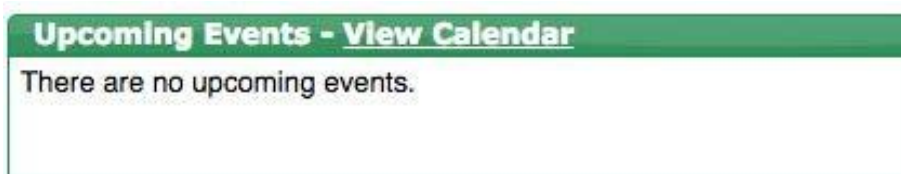
This tab lists your child's classes.

Select a class to see your child's assignments and grades.

Information for a given class may not be available if the teacher has not yet posted it.

If you have a question about a given assignment or assignment score, please contact the applicable teacher.

UPCOMING EVENTS - View Calendar regions

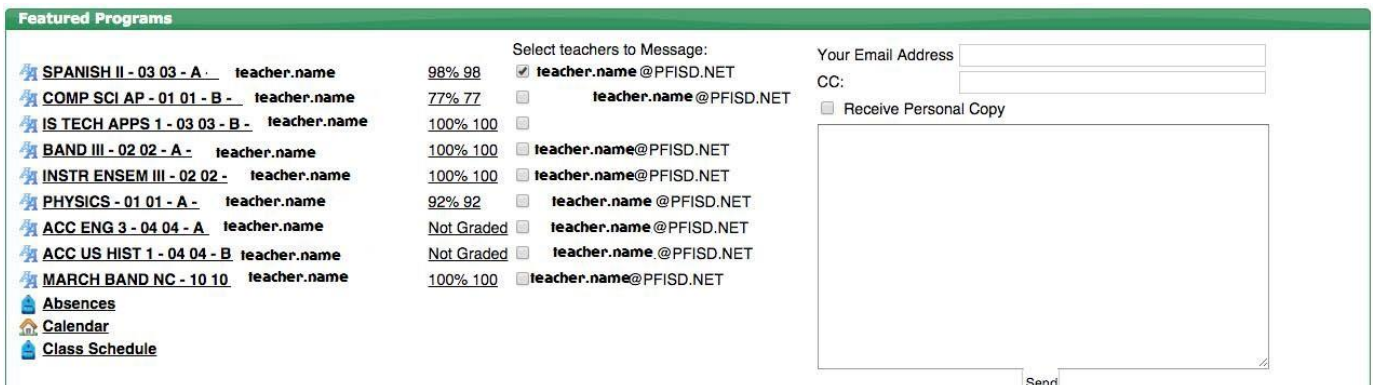


Calendar region

Calendar items for school events will appear in this region. Click View Calendar and the calendar displays assignment due dates **IF** entered by the teacher.

Note that this region is not intended to replace the comprehensive district calendars that are available at: <http://www.pfisd.net/Page/5236>

FEATURED PROGRAMS region



When you first log into PFISD Focus Parent Portal, if you don't see your child's classes listed in the *Featured Programs* region, click the PFISD logo in the upper left corner of the screen and the *Featured Programs* region will update to show the schedule of the currently selected student.

You may click to place a checkmark next to the name of the teacher associated with a given class to generate an email message to them.

GETTING HELP | LOGGING OUT



To access the online help system for PFISD Focus Parent Portal, click, the *Help* link in the lower right corner of the screen. The help system is context-sensitive, so it provides information that is relevant to the content that you are currently viewing.

In addition to the online help, you can email parentportal@pfisd.net for assistance.

To log out, click the *Logout* link in the lower right corner of the screen.