


How to create a Parent Portal

Direct Link: <http://littleelm.focusschoolsoftware.com/focus/auth>

- Click ***I DO NOT have an Account Registered on the Parent Portal but my child is actively enrolled.***



LITTLE ELM

Independent School District

Welcome to the Little Elm ISD 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.

In order to create a Parent Portal account online, you must have a valid email address and the student's Social Security Number must be on record with the Little Elm ISD. If you are unable to create an account, visit your child's school for assistance.

[\[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled \]](#)
[\[I have an Account Registered on the Parent Portal but would like to ADD A CHILD \]](#)
[\[I have Forgotten My Password and would like to generate a new one \]](#)

- Enter the information on the first screen. You must enter your (parent) first name, last name and e-mail address. Click **Submit**.



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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)

- On the next screen enter your child's information. All of the information must be entered. **If you have set your child up using a "State ID" you will need the last 4 digits of that number instead of the last 4 of the Social Security number.**

Request Access to the Parent Portal

Please enter your child's information:

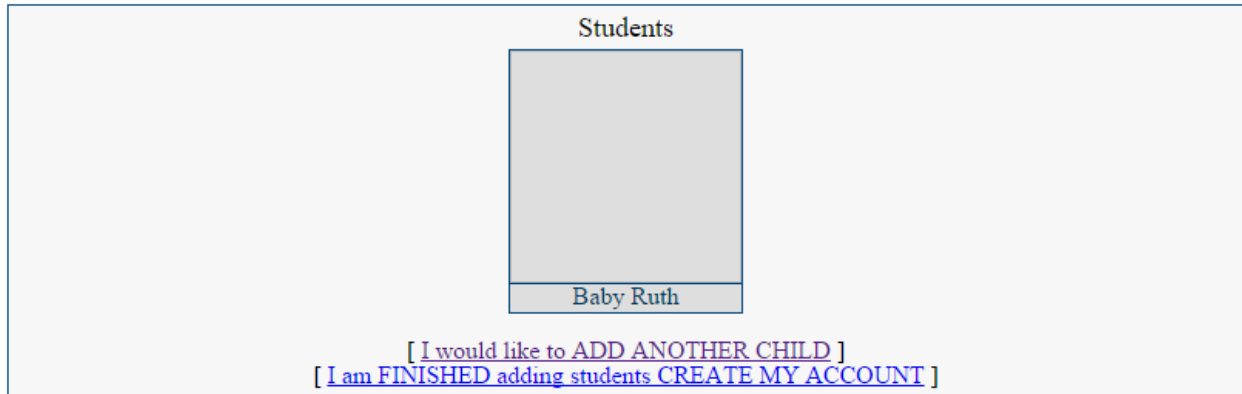
Last 4 Digits of Social Security Number: (Required)

Student ID: (Required)

Student's Birthday: ▾ ▾ ▾ (Required)

Powered by [Focus/SIS](#)

- If you need to add an additional child to your account click **I would like to ADD ANOTHER CHILD**. Otherwise, click **I am FINISHED adding students CREATE MY ACCOUNT**.



- When you have finished adding students you will receive a confirmation screen that includes your User Name and Password for Parent Portal access.

❖ **IMPORTANT: Make sure you write the login information down. Your User Name and Password will NOT be e-mailed to you.**



- **Once your Parent Portal Account is set up and you have logged in for the first time you can change your Password.**