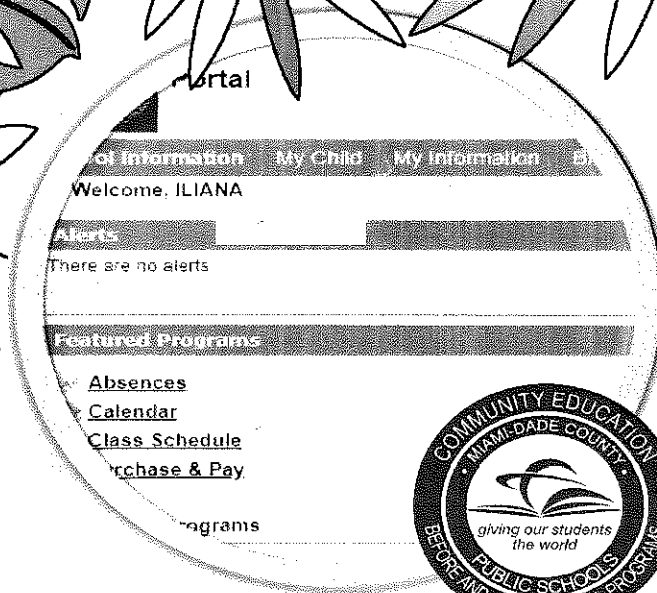


# MIAMI-DADE COUNTY PUBLIC SCHOOLS

FEE-BASED COMMUNITY EDUCATION AND BEFORE AND AFTER SCHOOL PROGRAMS



## “FOCUS”

**ONLINE STUDENT REGISTRATION,  
SCHEDULING, COURSE SELECTION, AND  
PAYMENT SYSTEM**

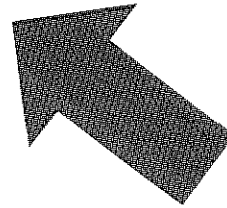
**FOR ALL  
COMMUNITY EDUCATION  
CLASSES AND BEFORE AND AFTER  
SCHOOL CARE PROGRAMS**


1. LOG INTO THE M-DCPS PARENT PORTAL
2. CLICK ON APPS / SERVICES / SITES
3. CLICK ON THE “FOCUS” ICON LINK

# Before & After Care Program Registration Procedures for Parental Portal STUDENT ENROLLMENT

Web Browsers to use:  
\*Chrome \*Firefox \*Safari

Helpful  
Tips



1. Go to [www.dadeschools.net](http://www.dadeschools.net)
2. Click on Parents
3. Click on Login to Parent Portal
4. Log into your Parent Portal using your username and password (**if you do not have a Parent Portal account follow the instructions on the back to create one**).  
Please note, it may take up to 24 hours to be able to access the Before & After Care Programs once your Parent Portal account has been created.
5. Click Login
6. Click Apps/Services/Sites
7. Click Focus-Registration and Online Payment for Community Education Classes
8. Click on My Child
9. Click on **Emergency Contact Information**
10. **Complete all fields marked with an \* (this part MUST be completed)**
11. Click Save
12. Click on the  logo to return to the home screen
13. Click Purchase and Pay (if you would like to select a program and pay for an additional child, select the correct child from the home screen on the top right-hand side and follow steps 8-15).
14. Search for the Before and/or After Care Program that you would like to purchase.
15. Click the green tab to Add to Cart
16. Make sure the program(s) you select appear on the right. If all is correct, click on the green Checkout tab
17. Verify the following:
  - ✓ Program (s) you are purchasing
  - ✓ Name of School of your child (ren)
  - ✓ Service Period Date (s) you are purchasing
  - ✓ Student Name
  - ✓ Cost of Program
18. Click Continue to purchase
19. Complete all fields marked with an \*
20. Click on the green tab Complete Checkout
21. Print receipt (the receipt will reflect the student's schedule)

## **How to Add a Student to the Parental Portal How to Create a Parent Portal Account**

To add students to your Parent Portal Account you must obtain:

- Your child's student ID number
- 6 Digit Parent PIN number (must be obtain by a parent with photo identification in the main/after school care office)
- Student date of birth
- Student birth place (state or country)
- Home zip code

To access the Parent Portal:

- Go to [www.dadeschools.net](http://www.dadeschools.net)
- Click on **Create Account**
- Read the **M-DCPS Acceptable Use Policy**
- If you agree with the terms, click **I Agree**
- Click **Next**
- Complete sections 1 through 4 and click **Register** (an email will be sent to the email address used to create account)
- On the "Thank You Page", click on **Click here to exit**
- Login into your email account to view the email message sent to you from M-DCPS to complete your registration. Click on the link on the email.
- Please wait while your parent portal account is created. A Thank you message will be displayed with your new username (Parent ID number). You will need this Parent ID number to login to your Parent Portal Account.
- Click **Click here to Login**
- Go to [www.dadeschools.net](http://www.dadeschools.net)
- Click on the **Parent Tab**
- Click **Login to Parent Portal**
- Type your **Parent Username** (begins with a P) and **Password**
- Click **Login**
- Click **Add/Remove Student**
- Type the **Student ID number** (six-digit number obtained by a parent with photo identification in the main/after school care office)
- Type **Home Zip Code**
- Type **Date of Birth** (mm/dd/yyyy)
- Click **Yes** or **No** if student was born in the U.S.
- Select **Birth State** (or Country if not born in the U.S.)
- Click the green **Click to add** arrow
- Allow 24 hours to process