



East Orange School District FOCUS Parent Portal

We invite enrolling parents to utilize the following instructions to access your student's grades and attendance.

Please note that Firefox is the supported browser for the FOCUS Parent Portal system. Full system functionality is only achieved using Firefox.
(Download Firefox at <http://www.mozilla.org/en-S/firefox/new>)

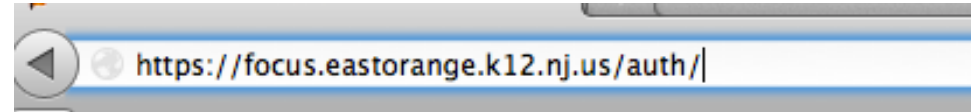
Getting Started: Setting Up Your Account

1. Launch Firefox



2. Go To:

<https://focus.eastorange.k12.nj.us/focus/auth/>



3. Select the first choice:

I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled

A screenshot of a web page titled "Request Access to the Parent Portal". The page has a light blue header with the title. Below the header is a small logo of a person with arms raised. The main content area contains a welcome message: "Welcome to the East Orange School District 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." Below the welcome message are three links: "[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]", and "[I have Forgotten My Password and would like to generate a new one]". At the bottom of the page is a footer that says "Powered by Focus/SIS".

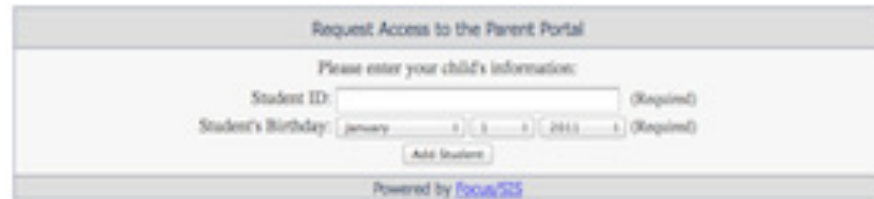
4. Enter enrolling parent information:

First Name, Last Name, and Email Address.

A screenshot of a web page titled "Request Access to the Parent Portal". The page has a light blue header with the title. Below the header is a small logo of a person with arms raised. The main content area contains a prompt: "Please enter your name exactly as it appears on your driver's license as well as a valid email address:". Below the prompt are four input fields: "First Name:" (Required), "Middle Name:" (Optional), "Last Name:" (Required), and "Email Address:" (Required). Each field is a white box with a grey border. Below the input fields is a "Submit" button. At the bottom of the page is a footer that says "Powered by Focus/SIS".

Getting Started: Setting Up Your Account

5. Enter Student information:
Student ID and Date of Birth.



Request Access to the Parent Portal

Please enter your child's information:

Student ID: (Required)

Student's Birthday: / / (Required)

[Add Student](#)

Powered by [Focus/SIS](#)

6. Then Click:
“Add Student”



Request Access to the Parent Portal

Students

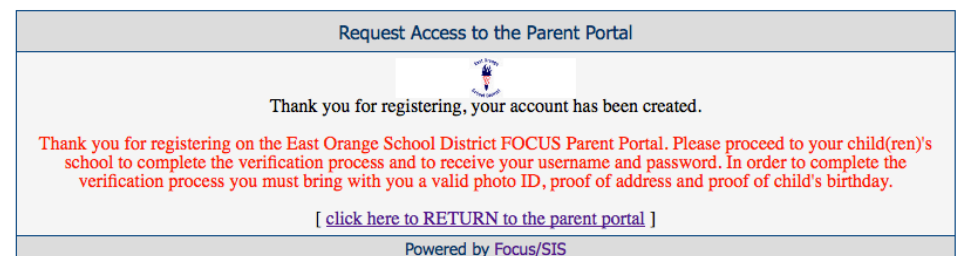
[\[I would like to ADD ANOTHER CHILD \]](#)

[\[I am FINISHED adding students CREATE MY ACCOUNT \]](#)

Powered by [Focus/SIS](#)

7. Click either:
“Add Another Child” or “I am Finished”

8. You will then receive a message instructing you to go to your child's school to complete the verification process. Please take with you a valid photo ID, proof of Address, proof of child's birth date and the signed Acceptable Use Policy.



Request Access to the Parent Portal

Thank you for registering, your account has been created.

Thank you for registering on the East Orange School District FOCUS Parent Portal. Please proceed to your child(ren)'s school to complete the verification process and to receive your username and password. In order to complete the verification process you must bring with you a valid photo ID, proof of address and proof of child's birthday.

[\[click here to RETURN to the parent portal \]](#)

Powered by [Focus/SIS](#)

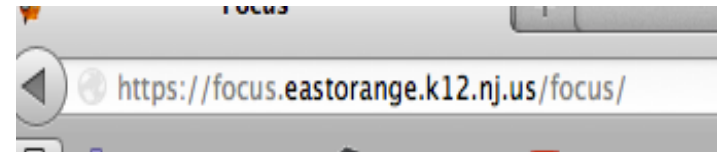
Navigating to Grades, Attendance and Email

1. Launch Firefox.



2. Log into Focus:

<http://focus.eastorange.k12.nj.us/focus/>



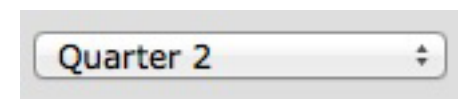
If you forget your password, go to:
<http://focus.eastorange.k12.nj.us/focus/auth/>
Click Forgot Password and follow the directions.

3. Important Tips.

To return to the Portal's home page, click on the District logo at the top of the page.




To view a different quarter, click the grading period drop down at the top of the portal.





Navigating to Grades, Attendance and eMail


4. To view grades, click on the course names.


Featured Programs


 [Pre-Calculus - 02 - 3 - Philip Fouad](#)


 [Food Service - Period 3 - S1 - 3 - Debbie Sabb](#)


 [French 2 - Period 5 - 1 - Fritznel Salomon](#)

 [English 4 - 06 - 14 - Ashley Enste](#)

 [Physical Education 12 - 07 - Q1 - QUARTER 1 - James Watkins](#)

 [Absences](#)

 [Final Grades, GPA, & Class Rank](#)

 [Calendar](#)

 [View All Programs](#)

5. To view assignments and events, click on the Calendar. Select the month and year you want to view from the drop down at the top of the page.

Navigating to Grades, Attendance and eMail

6. To email a course teacher, click the teacher's checkbox.

Select teachers to email:

- @eastorange.k12.nj.us
- @eastorange.k12.nj.us
- @eastorange.k12.nj.us
- @eastorange.k12.nj.us

Type your message and click send.

Saved Email Addresses

Your Email Address

CC:

Receive Personal Copy

Navigating to Grades, Attendance and eMail

7. To see your student's attendance, click **Absences**



Use the legend codes at the top of the page to interpret the assigned student codes.

Absences		
Absent: 8 periods (during 2 days) Unexcused Absence: 0 periods Documented Absence: 0 periods Excused Absence: 8 periods Skipped Class: 0 periods Late, Excused Absence: 0 periods Skipped All Day: 0 periods Need Doctors Note: 0 periods Signed Out-Excused: 0 periods Out of School Suspension: 0 periods Signed Out-Unexcused: 0 periods Personal: 0 periods Run Away: 0 periods Dress Code: 0 periods Missed Bus: 0 periods Illness Influenza-Like: 0 periods Illness Non Influenza-Like: 0 periods		Other Marks: 0 periods (during 0 days) Discipline Office: 0 periods Clinic: 0 periods Field Trip: 0 periods In-School Suspension: 0 periods Tardy-Excused: 0 periods Office: 0 periods Testing: 0 periods Unexcused Tardy: 0 periods Unexcused Absence-Half Day: 0 periods Work Duty: 0 periods Time Out-Discipline: 0 periods Unexcused AM Tardy & Early Departure: 0 periods Unexcused Early Departure: 0 periods With/Another Class/Teacher: 0 periods Late Bus: 0 periods Time Out-Tardy: 0 periods
Total Full Days Possible: 48 Total Full Days Attended: 46 (95.83%) Total Full Days Absent: 2 (4.17%) Enrollment Dates: Aug 22, 2011 - ...		
2 Days		
Date	Present	01
Sep 21, 2011	None	
Sep 20, 2011	None	■
Total Absences		1
Total Tardies		0