Creating a Parent Account

Quick Guide

The FOCUS Parent Portal allows families to enroll students, apply for school lotteries, enroll in summer school and view student grades, attendance, and other information. Parents will use a portal account throughout the school year. Parents can access the Parent Portal by clicking here or going to https://www.cps-k12.org/parentportal. To access further supporting materials about using FOCUS, please visit https://www.cps-k12.org/Page/779

1

Access the Parent Portal

Visit the CPS Parent Portal at: *https://www.cps-k12.org/parentportal*

2

Create a New Account

Click to *Create a New Account*.
Enter required information. The entered email address will be used for account access.

3

Submit

Verify that you are not a robot, then click *Submit*.
Note: If the email address has already been used to create an account, click *Forgot Password* to access previously created password.

CPS Family Technology Support Center 📞 513-363-0688

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