Creating a Parent Account

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/our-students/technology-tools/focus

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 the previously created password.