

STEP 1 – Creating a Parent Account in FOCUS

- If you have a FOCUS Parent account, skip to STEP 2.
- If you have a student already in FOCUS, skip to STEP 3.

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



STEP 2 – Entering Your Student into FOCUS. This is needed for you to register for the WHEE.

New Student Enrollment

Quick Guide

These instructions will guide you to enroll a student in Cincinnati Public Schools. Further resources to support this process can be found at <https://www.cps-k12.org/our-district/enrollment>

- 1 Access Application for New Enrollment**
Login to <https://www.cps-k12.org/parentportal>.
Select [I would like to APPLY FOR ENROLLMENT for a new child.]
- 2 Complete Application Form**
 - Residency
 - Demographics
 - Prior Schools
 - Family information
 - Special needs
- 3 Upload Required Documents**
 - Proof of address
 - Current Individual Education Plan, Individual Service Plan, 504 Plan, or English Language Learner Plan, if applicable
- 4 Submit Application**
After your application has been submitted, the newly enrolled student will appear on the left menu.



LINKING A CURRENTLY ENROLLED STUDENT – if needed

Linking a Currently Enrolled Student Quick Guide

These directions are for **linking** a student currently in Focus to your [Parent Portal Account](#). You will need the student's Student ID number. If you do not have the Student ID number, please contact your student's school or the CPS Family Technology Support Center at 513-363-0628. Further resources to support this process can be found at <https://www.cps-k12.org/our-students/technology-tools/focus>

1 Access Online Application

Login to the Parent Portal at <https://www.cps-k12.org/parentportal> Then from the left-hand menu, go to **[Forms]**, then **[Online Application]**

2 Add a Child

Select **[I would like to Add a Child who is already registered]**. Enter the required information.



Note: if you receive an alert message, please contact the school to verify information before proceeding.

3 Repeat and/or Complete

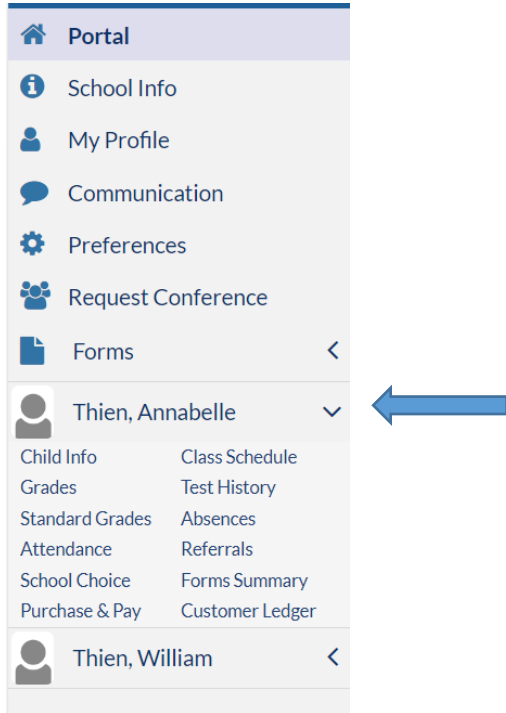
If you wish to add another student, click **[I would like to Add a Child who is already registered.]** If you have added all applicable students, click **[I have FINISHED adding students. Please take me to the Portal.]**



STEP 3 – Purchase & Pay for WHEE Registration

Login to <https://www.cps-k12.org/parentportal>.

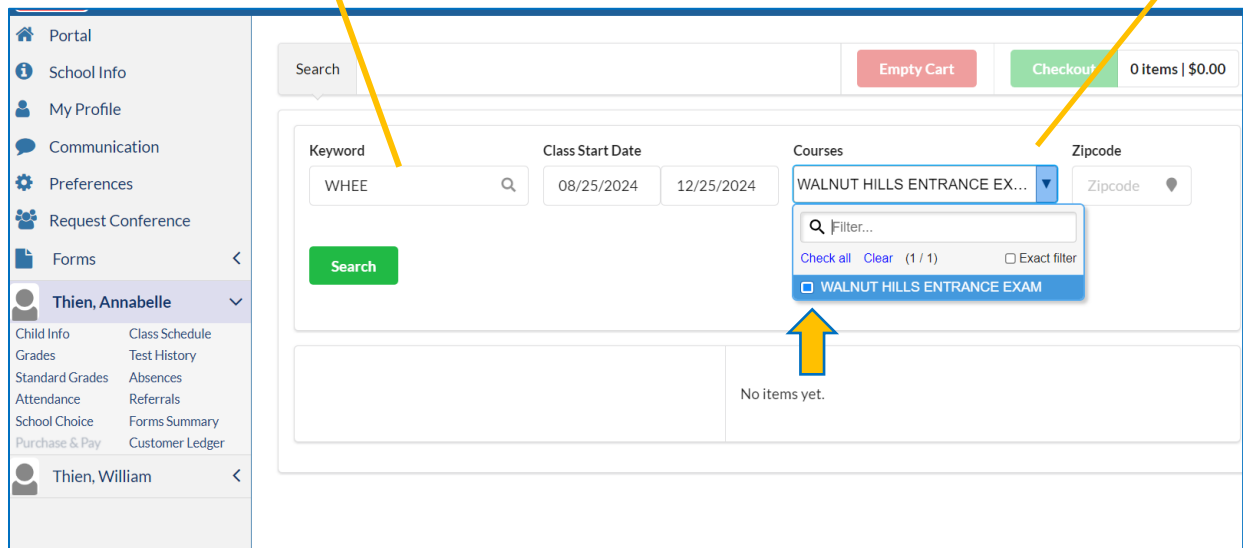
Find your student’s name on the left side of the screen. Click on the arrow to the right of their name in order to open up the menu. Select the “Purchase & Pay” option.



- Click the dropdown.
- Click the checkbox for Walnut Hills Entrance Exam. Click the Search button.

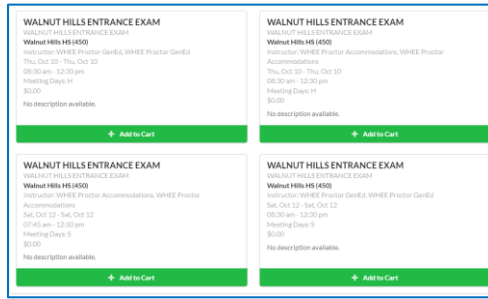
Search for the WHEE on the Purchase & Pay screen.

Enter WHEE.



WHEE Registration Instructions for FOCUS

The next screen shows which WHEE test dates are available and includes the day, date, time for each.



Each available WHEE test will list the “Proctor” as either “GenEd” or “Accommodations”. See examples below.

- If your student has a current IEP, ISP, 504, or English Learner Plan, select the WHEE test that lists the Instructor as “Instructor: WHEE Proctor Accommodations, WHEE Proctor Accommodations”.
 - Arrival time for Accommodations is 7:45 a.m.
- If your student does not have any special education or English Learner plan, select the WHEE test that list the instructor as “Instructor: WHEE Proctor GenEd, WHEE Proctor GenEd”. Most students will be “GenEd”.
 - Arrival time for GenEd testing is 8:30 a.m.

“Accommodations” →

Test Date →

7:45 a.m. Arrival Time for students with approved accommodations →

WALNUT HILLS ENTRANCE EXAM
WALNUT HILLS ENTRANCE EXAM

Applicants
Instructor: WHEE Proctor Accommodations, WHEE Proctor Accommodations

Sat, Oct 12 - Sat, Oct 12

07:45 am - 12:30 pm

Meeting Days: S

\$0.00

No description available.

+ Add to Cart

“GenEd” →

Test Date →

8:30 a.m. Arrival Time for GenEd students →

WALNUT HILLS ENTRANCE EXAM
WALNUT HILLS ENTRANCE EXAM

Applicants
Instructor: WHEE Proctor GenEd, WHEE Proctor GenEd

Sat, Oct 12 - Sat, Oct 12

08:30 am - 12:30 pm

Meeting Days: S

\$0.00

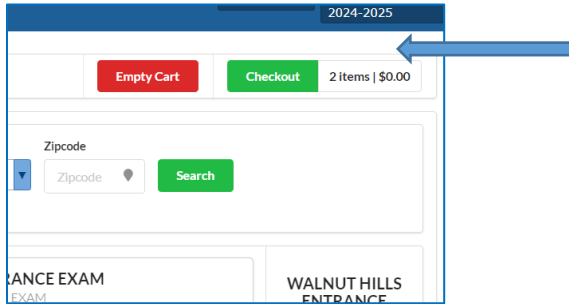
No description available.

+ Add to Cart

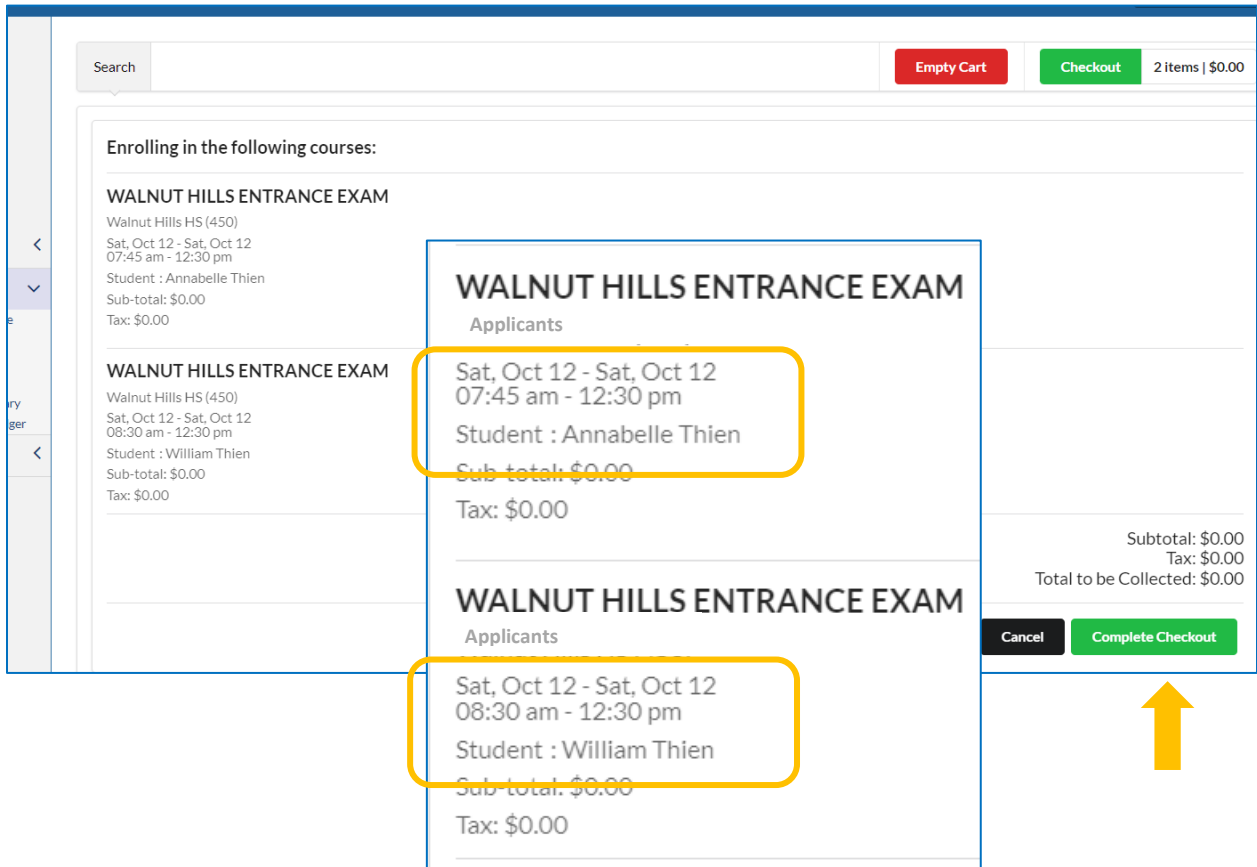
Select the Add to Cart button for the WHEE session you want.

If you are signing up more than one student for a WHEE test, select the Purchase & Pay under the first student. Search and Add to Cart the WHEE test for that student. Then select Purchase & Pay under the menu for the next student. Search and Add to Cart the WHEE test for the second student.

When finished, click the “Checkout” button in the top right corner of the screen.



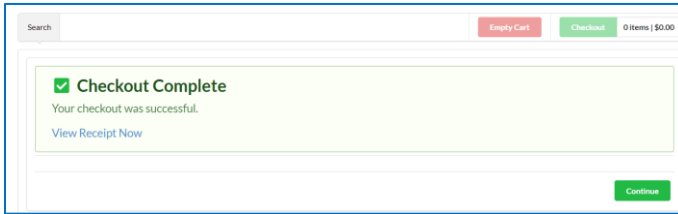
Review the test events in your cart. Check the date, the arrival time, and the student’s name.



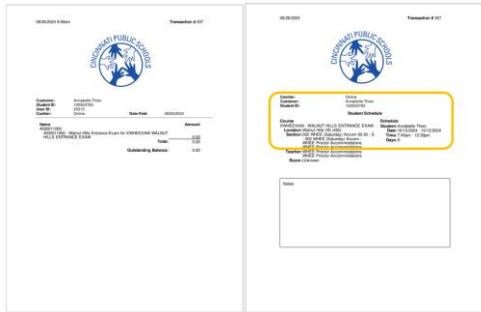
In the example above, Annabelle is signing up for the October 12th test. She needs to arrive by 7:45 a.m. because she is testing with accommodations. William is signing up for the same test date. He does not need to arrive until 8:30 a.m. because he does not have testing accommodations.

If the information in your cart is correct, click the Complete Checkout button.

You should see the following screen.



View and print the two-page receipt for your student(s). It contains your student's name, test date, arrival time, and if your student is in a GenEd or Accommodations group.



There is a fee of \$55 to take the Walnut Hills Entrance Exam. Payment fee of \$55.00 is not applicable if the following applies:

- Your student currently attends a CPS school.
- Lives in the CPS district - [Please confirm your address.](#)
- Parent/Guardian of student is a CPS employee (Registration with current CPS email is required)

Proof of Residency is required for all non-CPS enrolled students who live in CPS school district boundaries: [CPS Proof of Residency](#)

If you do not meet one of the criteria listed above, you will see a sub-total of \$55 per student in your Focus cart.

