Fort Worth INDEPENDENT SCHOOL DISTRICT

Quick Reference Guide
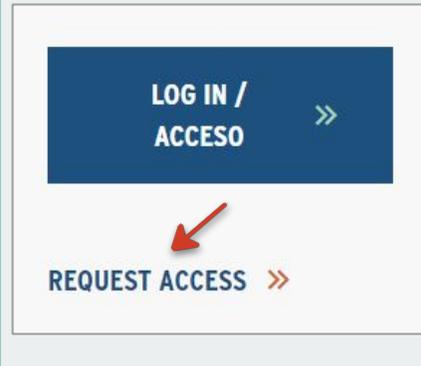## Creating a Parent Portal Account

Overview: This document provides a step-by-step process to creating a Parent Portal account. Parent Portal accounts allows families and caregivers to complete registration forms and view student information.

Step 1: Open web browser. Navigate to: **fwisd.org/families/parent-portal**

Step 2: Click **Request Access**.

Step 3: Enter (1) name, (2) email address, and (3) create a password.
Note: FWISD emails cannot be used.

Step 4: Check **I'm not a robot**. Click **Submit**.
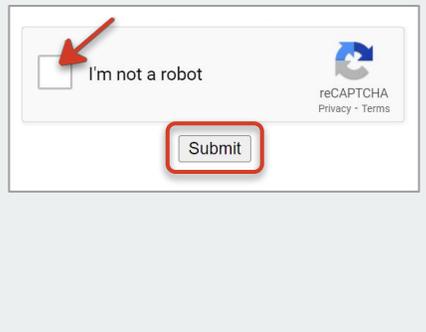
Step 5: Select desired option.

Students

You do not have any linked students at this time.

- I would like to ADD A CHILD who is already enrolled.
- I would like to APPLY FOR ENROLLMENT for a new child.
- I am FINISHED adding students. Please take me to the Portal.

Special Note
Parent Portal account requests will be sent directly to the appropriate campus for review. Upon approval, users will receive confirmation and next steps via email.

Approved users can access their accounts through this link:
https://fwisd.focusschoolsoftware.com/focus/

Need Additional Assistance?

Contact the Focus team directly with any questions regarding registration and enrollment at **817-814-3080**.

Visit the FWISD Training Resource Library to view all training resources and Quick Reference Guides available to FWISD employees.