

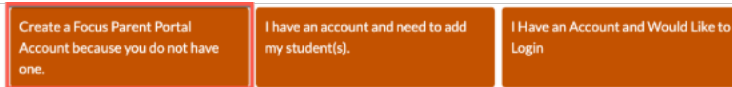


HESD Create Parent Portal Account For Existing Student

March 2026

Creating a Parent Portal Account for an Existing Student

1. Go to register.hanfordesd.org
2. Click **Create Parent Portal Account**.



3. Enter your **First Name**, **Last Name**, **Email Address** (this will become your Username), and enter a password.

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name:	<input type="text" value="Joe"/>	(Required)
Parent/Guardian Last Name:	<input type="text" value="Smith"/>	(Required)
Parent/Guardian Email Address:	<input type="text" value="jsmith@focus.com"/>	(Required)
Create Parent/Guardian Password:	<input type="password" value="*****"/>	(Minimum 8 characters)
Retype Password:	<input type="password" value="*****"/>	(Required)

4. Complete the **I am not a robot** checkbox.
5. Click **Submit**.

6. To add a child, select **I would like to ADD A CHILD who is already enrolled**.

7. Enter the **Student ID**, and **Birthdate**.
 - a. If you do not know your student's Student ID, please contact the school.

Focus Training: Parent Portal Registration Activities

Please enter your student's information:

Student ID: (Required)

Student's Birthdate: (Required)

8. Click I am not a robot.
9. Click **Add Student**.

I'm not a robot

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10. When you are finished click, **Confirm**.