



Register and Pay Online using "FOCUS" software.

All Registration and Payments MUST be done via "FOCUS"

Todos los registros y pagos DEBEN hacerse a través de "FOCUS"

All Parents need to obtain a "Parent Pin" from the school to add child (ren) to parent account.



See School Staff to obtain "Parent Pin" Please have Photo ID available.

Todos los padres deben obtener un "Pin de padres" de la escuela para poder agregar hijo (s) a la cuenta.



Consulte con el personal de la escuela para obtener el "Pin del padre" - tenga una identificación con foto disponible



How to Create a Parent Portal Account

To access the Parent Portal:

- □ Go to www.dadeschools.net
- Click on Parents tab
- □ Click on **Create Account**
- □ Read the M-DCPS Acceptable Use Policy
- □ If you agree with the terms, click **I Agree**
- □ Click Next
- □ Complete sections 1 through 4 and click **Register** (an email will be sent to the email address used to create account)
- □ On the "Thank You Page", click on **Click here to exit**
- □ Login into your email account to view the email message sent to you from M-DCPS to complete your registration. Click on the link on the email.

□ Please wait while your parent portal account is created. A Thank you message will be displayed with your new username (Parent ID number). You will need this Parent ID number to login to your Parent Portal Account.

How to Add a Student to the M-DCPS Parental Portal

- □ Click Click here to Login
- □ Go to www.dadeschools.net
- □ Click on the **Parent Tab**
- □ Click Login to Parent Portal
- □ Type your **Parent Username** (begins with a P) and **Password**
- □ Click Login
- Click Add/Remove Student
- □ Type the **Student ID number** (seven-digit number obtained by a parent with photo identification in the main office)
- □ Type the **Parent PIN number (six-digit** number obtained by a parent with photo identification in the main office)
- □ Type Home Zip Code
- □ Type **Date of Birth** (mm/dd/yyyy)
- \Box Click Yes or No if student was born in the U.S.
- □ Select Birth State (or Country if not born in the U.S.)
- □ Click the green **Click to add** arrow
- □ Allow 24 hours to process



Before & After School Care Program Registration Procedures in order to Register and Pay Online using "FOCUS" software. Web Browsers to use:

*Chrome *Firefox *Safari

- 1. Go to www.dadeschools.net
- 2. Click on "Parents" tab
- 3. Click on Login to Parent Portal
- Log into your Parent Portal using your username and password (if you do not have a Parent Portal account follow the instructions on the back to create one). Please note, it may take up to 48 hours to be linked to your child
- 5. Click Login
- 6. Click Apps/Services/Sites on the top
- 7. Click Focus-Registration and Online Payment for Community Education/Before & After School
- Click **Purchase and Pay** it will send you to the Emergency Contact Information to be complete per child(ren). If you have an additional child, select the correct child from the home screen on the top right-hand side and follow steps 8-15.
- 9. On the school dropdown, Select your school name.
- 10. Search for the Before and/or After Care Program that you would like to Purchase. **Double check the dates you want to purchase** (service period)
- 11. Click the green tab to Add to Cart
- 12. Make sure the program(s) you select appear on the right. If all is correct, click on the **green Checkout tab**
- 13. Verify the following:
 - ✓ Program (s) you are purchasing
 - ✓ Name of School of your child(ren)
 - ✓ Service Period Date (s) you are purchasing (After Care)
 - ✓ Student Name
 - ✓ Cost of Program
- 14. Click Continue to purchase
- 15. Complete all fields marked with an *
- 16. Click on the green tab Complete Checkout
- 17. Print receipt (the receipt will reflect the student's schedule)

Web Browsers to use: Chrome / Firefox / Safari

COMO CREAR UNA CUENTA PARA PADRES

Para acceder al Portal de Padres:

- Ira www.dadeschools.net
- Haga clic en "Parents"
- Haga clic en Create Account
- Lea la Política de uso aceptable de M-DCPS
- Si está de acuerdo con los términos, haga clic en I Agree
- Haga clic en Next
- Complete las secciones 1 a 4 y haga clic en **Register** (se enviará un correo electrónico a la dirección de correo electrónico utilizada para crear la cuenta)
- En la pagina "Thank you" ", haga clic en Click here to exit
- Inicie sesión en su cuenta de correo electrónico para ver el correo electrónico de M-DCPS para completar su registro. Haga clic en el enlace en el correo electrónico.

• Espere mientras se crea su cuenta en el portal. Se mostrará un mensaje de agradecimiento con su nuevo nombre de usuario (Parent ID number). Necesitará este número de identificación de los padres para iniciar sesión en su cuenta del

COMO AGREGAR UN ESTUDIANTE AL PORTAL DE PADRES M-DCPS

- Haga clic en Click here to Login
- Ir a www.dadeschools.net
- Haga clic en "Parents"
- Haga clic en Login to Parent Portal
- Escriba su nombre de usuario principal (comienza con una P) y contraseña
- Haga clic en Login
- Haga clic en Add/Remove Student
- Escriba el **Student ID number** (número de siete dígitos obtenido por un padre con una identificación con foto en la oficina principal)
- Escriba el **Parent PIN number** (número de seis dígitos obtenido por un padre con identificación con foto en la oficina principal)
- Escriba el código postal de su casa
- Escriba la Fecha de nacimiento (mm / dd / aaaa) de su hijo
- Haga clic en Yes or No si el estudiante nació en los EE. UU.
- Seleccione Estado de nacimiento (o País si no nació en los EE. UU.)
- Haga clic en la flecha verde Click to add para agregar
- Permitir 24 horas para procesar



PROCEDIMIENTOS PARA REGISTRARSE Y PAGAR EN LÍNEA EL PROGRAMA DE ANTES Y DESPUÉS DE LA ESCUELA EL PROGRAMA "FOCUS" Navegadores web para utilizar: * Chrome * Firefox * Safari

- 1. Ira www.dadeschools.net
- 2. Haga clic en "Parents"
- 3. Haga clic en Login to Parent Portal
- 4. Inicie sesión en su Portal para padres usando su nombre de usuario y contraseña (si no tiene una cuenta en el Portal para padres, siga las instrucciones que aparecen en la parte posterior). Tenga en cuenta que puede tardar hasta 48 horas en estar vinculado a su hijo en el portal
- 5. Haga clic en Login
- 6. Haga clic en Apps/Services/Sites en la parte superior
- 7. Haga clic en Focus-Registration and Online Payment for Community Education/Before & After School
- Haga clic en **Purchase and Pay** lo mandara a llenar la información de contacto de emergencia obligatoriamente. Si tiene un hijo adicional, seleccione el niño correcto en la pantalla de inicio en la parte superior derecha y siga los pasos 8-15.
- 9. En el menú de la escuela, seleccione el nombre de su escuela.
- 10. Busque el Programa de Antes y/o Después del Cuidado de la Escuela que le gustaría comprar. Verifique las fechas que desea comprar (período de servicio)
- 11. Haga clic en la pestaña verde Add to Cart
- 12. Asegúrese de que los programas que seleccione aparezcan a la derecha. Si todo es correcto, haga clic en la pestaña verde **Checkout tab**
- 13. Verifique lo siguiente:
 - ✓ Programa (s) que está comprando
 - ✓ Nombre de la escuela de su (s) hijo (s)
 - ✓ Fecha del período de servicio que está comprando (After Care)
 - ✓ Nombre del estudiante
 - ✓ Costo del programa

14. Haga clic en Continue to purchase

- 15. Completa todos los campos marcados con un *
- 16. Haga clic en la pestaña verde Complete Checkout
- 17. Imprima el recibo (el recibo reflejará el horario del estudiante)

Navegadores web para utilizar: Chrome / Firefox / Safari

www.dadeschools.net

Web Browsers to use: Chrome / Firefox / Safari

Step#1



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