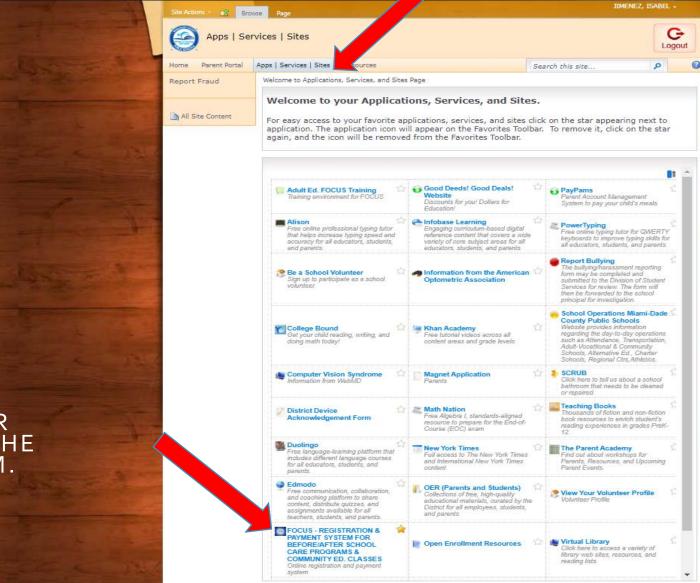
## **FOCUS**

## PARENT REGISTRATION AND PAYMENT INSTRUCTIONAL GUIDE



FOCUS - REGISTRATION & PAYMENT SYSTEM FOR BEFORE/AFTER SCHOOL CARE PROGRAMS & COMMUNITY ED. CLASSES Online registration and payment system

IF YOU SEE THIS APP LINK, YOU ARE NOW READY TO EITHER REGISTER AND / OR MAKE A PAYMENT USING THE FOCUS SOFTWARE SYSTEM.





\*\*\*Please allow

account has been linked to your parent

account to access the

**FOCUS-Registration &** 

**Payment System for** 

the Before/After School

**Programs application** 

under Apps/Services/

Sites. If access is

attempted prior to the

24 hour waiting period,

you will receive a

message\*\*\*

after your child

ISABEL JIMENEZ

0251 - ETHEL KOGER BECKHAM K-8 CENTER

2021-2022







School Information



My Profile



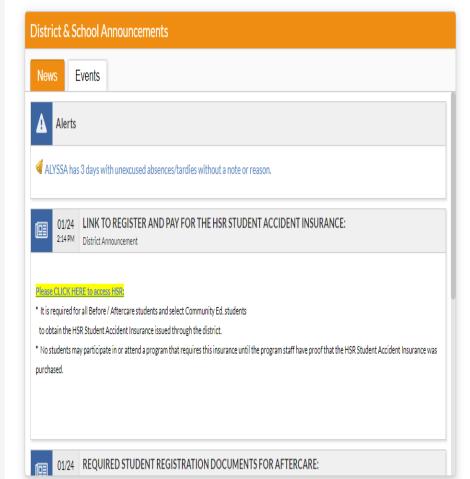
Calendar



Child Info Absences

Attendance Purchase & Pav Customer Ledger

Class Schedule





CLICK ON THE NAME OF YOUR CHILD THAT YOU WOULD LIKE TO

REGISTER OR MAKE

A PAYMENT FOR.

ISABEL JIMENEZ

0251 - ETHEL KOGER BECKHAM K-8 CENTER

2021-2022



Portal @ Help



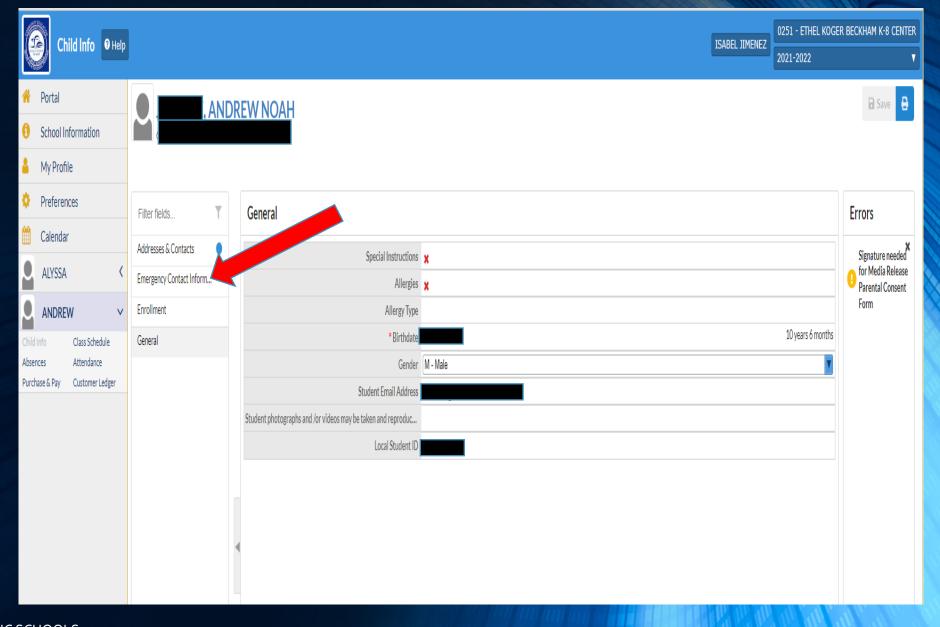
CLICK ON CHILD INFO.







ONCE YOU CLICK ON
CHILD INFO.
THEN CLICK ON
EMERGENCY CONTACT
INFORMATION





ALL DATA FIELDS IN THE STUDENT'S

"EMERGENCY CONTACT INFORMATION"

MUST BE COMPLETED OR THE REGISTRATION CANNOT BE "SAVED".

THE "INFLUENZA BROCHURE" CAN BE VIEWED AND SIGNED-OFF ON.

THE "STUDENT RECEIPT AND ACKNOWLEDGEMENT FORM" CAN BE VIEWED AND SIGNED-OFF ON.

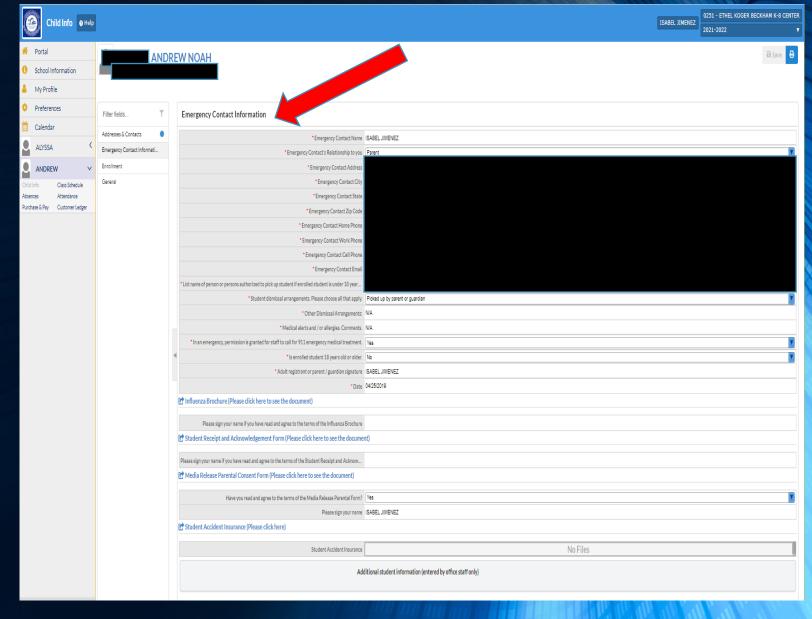
THE "MEDIA RELEASE PARENTAL CONSENT FORM" CAN BE VIEWED AND SIGNED-OFF ON.

THE "STUDENT ACCIDENT INSURANCE" IS LINKED TO

HTTPS://WWW.HSRI.COM/K12\_ENROLLMENT/MAIN/NEWACCOUNT.ASP

THIS APPLICATION CAN BE COMPLETED AND PAID FOR RIGHT HERE.

THE PARENT CAN THEN UPLOAD THE RECEIPT OR GIVE IT TO YOUR PROGRAM MANAGER PRIOR TO BEING GRANTED FULL ADMISSION.

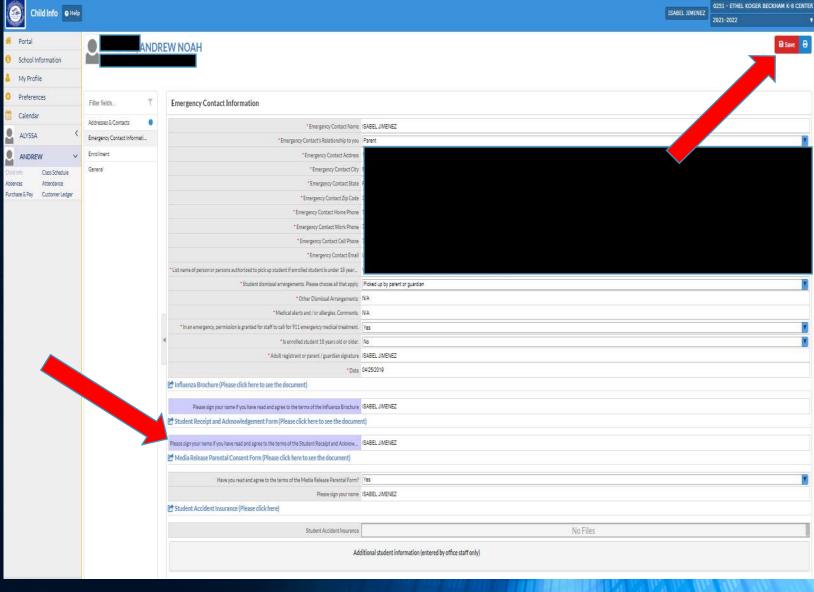






IF A DATA FIELD IS HIGHLIGHTED IN "PINK" THEN IT IS INCOMPLETE.

IF A DATA FIELD IS
HIGHLIGHTED IN "PURPLE"
THEN HAS BEEN
ADDRESSED BUT NEEDS TO
BE SAVED BY CLICKING THE
RED "SAVE" BUTTON.





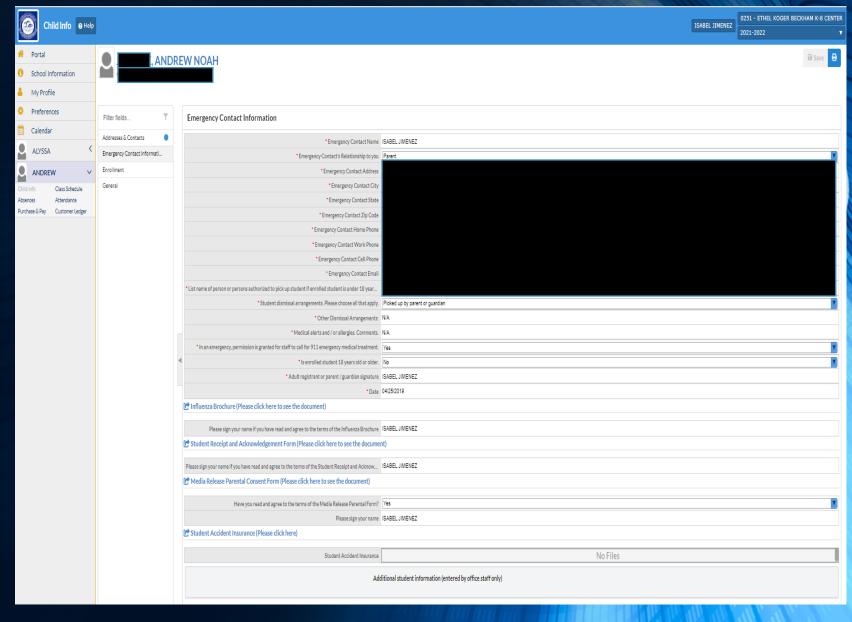




IF THE DATA FIELDS ARE NOT HIGHLIGHTED IN "PINK" OR "PURPLE" THEN THE STUDENTS EMERGENCY CONTACT INFORMATION HAS BEEN COMPLETED.

MAKE SURE THE "SAVE" BUTTON IS NO LONGER "RED".

REGISTRATION IS NOW COMPLETED.

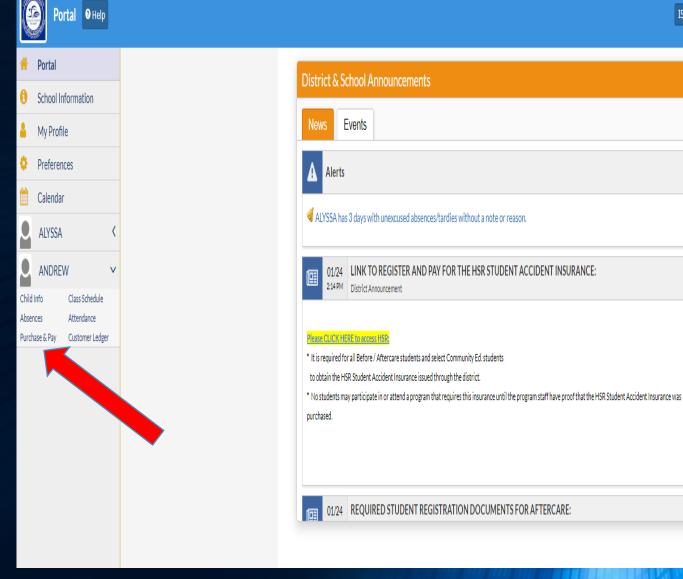




0251 - ETHEL KOGER BECKHAM K-8 CENTER ISABEL JIMENEZ

2021-2022

ONCE REGISTRATION IS COMPLETE, YOU MAY NOW PAY FOR SELECTED SERVICES BY **CLICKING ON** "PURCHASE AND PAY".



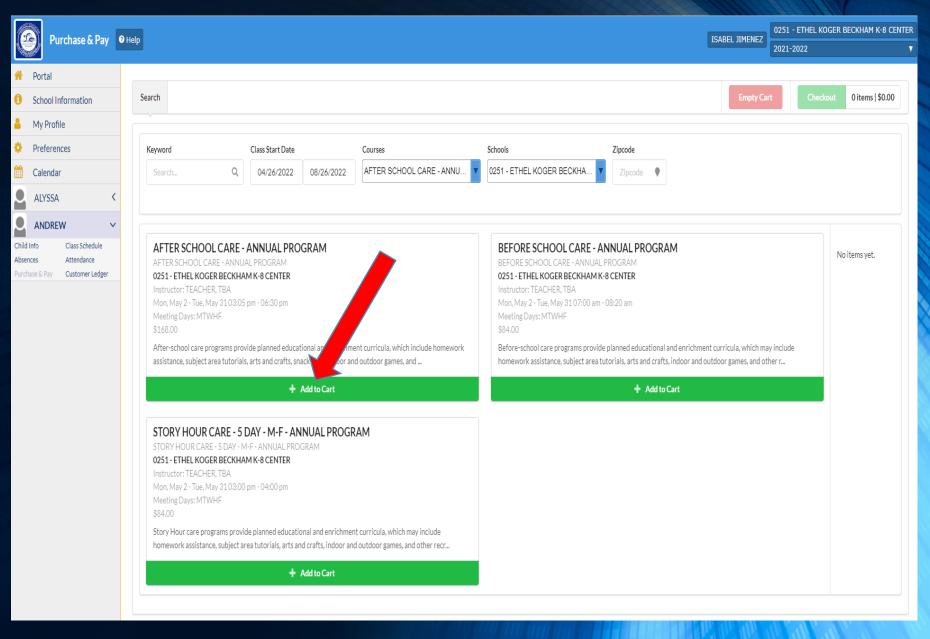


NOW SELECT THE PROGRAM THAT YOU WOULD LIKE FOR YOUR CHILD TO ENROLL IN AND PAY FOR.

MAKE SURE IT IS THE RIGHT SCHOOL AND PROGRAM.

NOW YOU ARE READY TO CLICK THE GREEN TAB

"ADD TO CART"

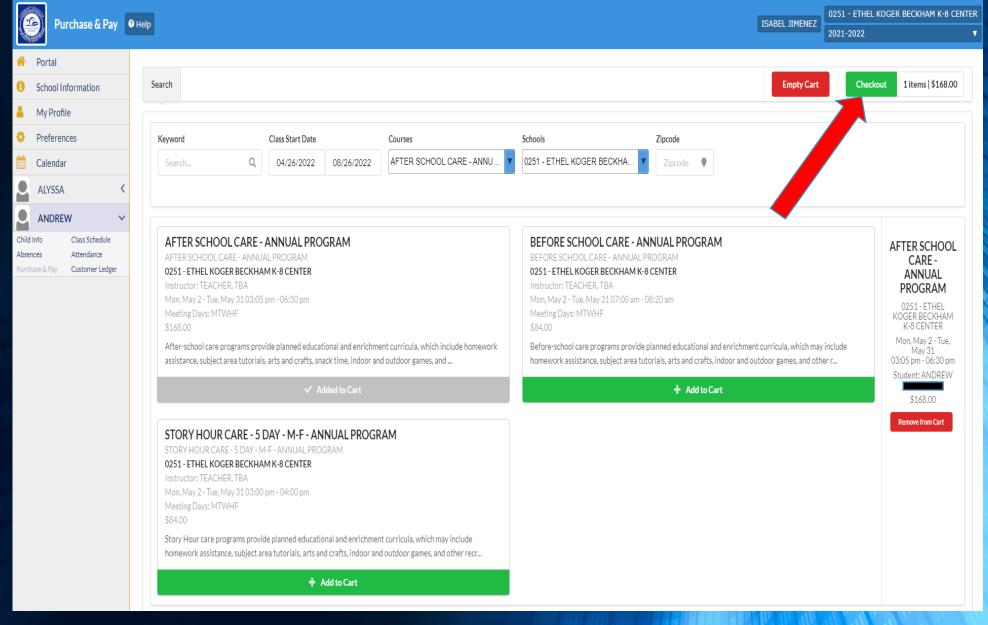






NOW CLICK THE GREEN TAB THAT SAYS,

"CHECKOUT"



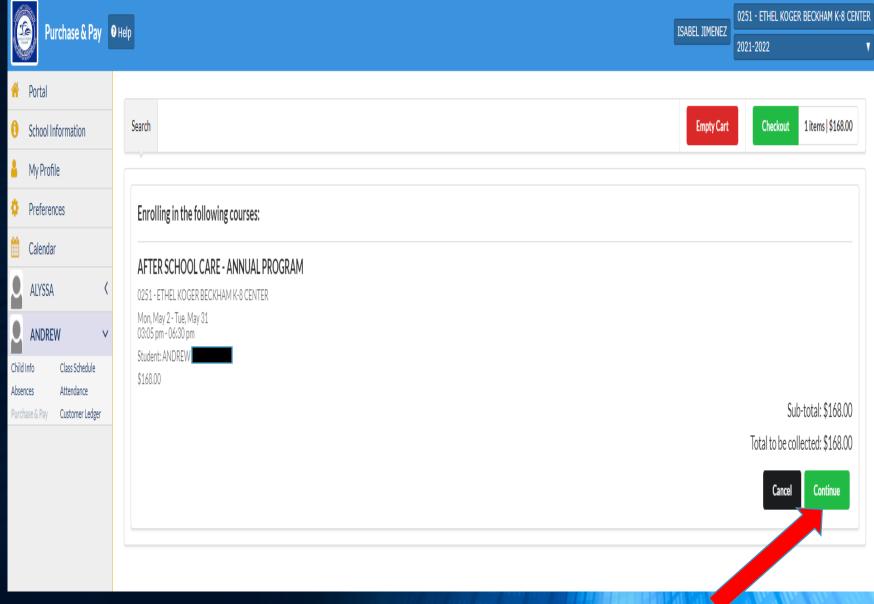




ONCE AGAIN, MAKE SURE YOU HAVE THE RIGHT SCHOOL AND PROGRAM.

NOW YOU ARE READY TO CLICK THE GREEN TAB

"CONTINUE"





18



PLEASE FILL OUT THE DATA FIELDS NEEDED TO ENTER YOUR VISA OR MASTERCARD CREDIT CARD INFORMATION.





## IMPORTANT:

BY DESIGN, YOUR CREDIT CARD INFORMATION WILL NOT SAVE OR ARCHIVE AND WILL HAVE TO BE ENTERED EACH TIME YOU GO TO PAY FOR A SERVICE.

NOW YOU ARE READY TO CLICK THE GREEN TAB

"COMPLETE CHECKOUT"

AFTER YOU SUBMIT, YOUR RECEIPT WILL BE SENT TO THE EMAIL ADDRESS THAT IS LINKED TO YOUR M-DCPS PARENT PORTAL.

