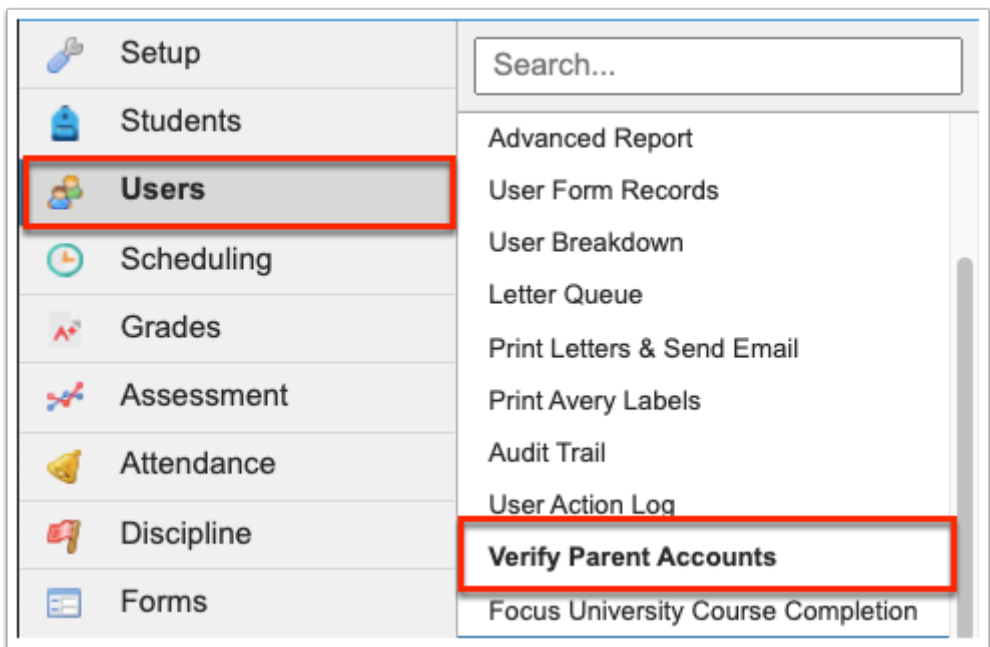


# Verify Parent Accounts

The Verify Parent Accounts screen allows users to easily review parent account setup requests. Once the parent information has been reviewed according to district processes, the user can either accept or reject the parent's account request. Accepting the request will enable the parent's account, allowing them to access their student's information via the Focus Parent Portal.

## Verify Parent Accounts

1. In the **Users** menu, click **Verify Parent Accounts**.



2. Select the **Search All Schools** check box to search for unverified parent account registered at all the schools to which you have access.

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☒ Search All Schools  
☒ Show Verified Parents  
☐ Show All Parents

Save

344 Parents

	Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username
<input type="checkbox"/>	Verified	Title, Christi Rose	0020940	11	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Title, James	0023927	04	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Baker, Rosinda	0061975	09	Barrios, Ezekiel	sannidhis@focusschoolsoftware.com	zrzrbo@gmail.com
<input type="checkbox"/>	Verified	March, Karl Soren	0059409	10	Henley, Olympia L	gclassroomtesting@focusschoolsoftware.com	teacher
<input type="checkbox"/>	Verified	Acosta, Dexter D	0086685	10	Acosta, Robert Javier	ashleyw@focusschoolsoftware.com	robert.acosta

3. Select the **Show Verified Parents** check box to review parent accounts that have already been verified.

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☒ Search All Schools  
☒ Show Verified Parents  
☐ Show All Parents

Save

344 Parents

	Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username
<input type="checkbox"/>	Verified	Title, Christi Rose	0020940	11	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Title, James	0023927	04	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Baker, Rosinda	0061975	09	Barrios, Ezekiel	sannidhis@focusschoolsoftware.com	zrzrbo@gmail.com
<input type="checkbox"/>	Verified	March, Karl Soren	0059409	10	Henley, Olympia L	gclassroomtesting@focusschoolsoftware.com	teacher
<input type="checkbox"/>	Verified	Acosta, Dexter D	0086685	10	Acosta, Robert Javier	ashleyw@focusschoolsoftware.com	robert.acosta

4. Select the **Show All Parents** check box to view all parent accounts, those that have been verified and those that have not been verified.

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☐ Search All Schools  
☐ Show Verified Parents  
☒ Show All Parents

Save

208 Parents

	Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username
<input type="checkbox"/>	Unverified	Brown, _____	0060984	09	Brown, S		samr_____@yahoo.com
<input type="checkbox"/>	Verified	Abel, Emmatte Lorianne	0060059	11	Brown, Meg	lizetteg@focusschoolsoftware.com	mbrown@gmail.com
<input type="checkbox"/>	Verified	Abel, Emmatte Lorianne	0060059	11	Garcia, Lizette	lizette_____4@gmail.com	lizette_____@gmail.com
<input type="checkbox"/>	Verified	Adrian, _____	0061678	11	Adrian, A		adriana

Unverified parent accounts reflect parents who have gone to the Focus Parent Portal and have requested a user account in order to be able to view their student's information. Review the information for verification in accordance with district processes.

5. To verify an account, select the check box next to the account. This check box is only active for accounts that have not been verified.

208 Parents 1 Selected

<input type="checkbox"/>		Status	Student	Student ID	Grade
<input checked="" type="checkbox"/>	—	Unverified	Brown, _____	0060984	09
<input type="checkbox"/>	—	Verified	Abel, Emmatte Lorianne	0060059	11
<input type="checkbox"/>	—	Verified	Abel, Emmatte Lorianne	0060059	11
<input type="checkbox"/>	—	Verified	Adrian, _____	0061678	11

Select the check box in the column header to select all accounts at once.

13 Parents 13 Selected

<input checked="" type="checkbox"/>		Status	Student	Student ID
<input checked="" type="checkbox"/>	—	Unverified	Cordero, _____	0086077
<input checked="" type="checkbox"/>	—	Unverified	Ferreiro, _____	0081620
<input checked="" type="checkbox"/>	—	Unverified	Hurt, _____	0085712
<input checked="" type="checkbox"/>	—	Unverified	Hurt, _____	0085714
<input checked="" type="checkbox"/>	—	Unverified	Lagos, _____	0022225
<input checked="" type="checkbox"/>	—	Unverified	Mathews, _____	0087228

6. Click **Save**.


208 Parents 1 Selected

☐ Search All Schools  
☐ Show Verified Parents  
☒ Show All Parents

Filter Search

<input type="checkbox"/>	Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username
<input checked="" type="checkbox"/>	Unverified	Brown, W	0060984	09	Brown, S		samr @yahoo.com
<input type="checkbox"/>	Verified	Abel, Emmatte Lorianne	0060059	11	Brown, Meg	lizetteg@focusschoolsoftware.com	mbrown@gmail.com
<input type="checkbox"/>	Verified	Abel, Emmatte Lorianne	0060059	11	Garcia, Lizette	lizette @gmail.com	lizette @gmail.com

7. To review account information, click the **Student** name to view Students > [Student Info](#).



Select Student/Staff
Verify Parent Accounts


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2022-2023
4th 9 Weeks
ERP

☒ Search All Schools
☒ Show Verified Parents
☐ Show All Parents

344 Parents

	Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username
<input type="checkbox"/>	Verified	Title, Christi Rose	0020940	11	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Title, James	0023927	04	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Baker, Rosinda	0061975	09	Barrios, Ezekiel	sannidhis@focusschoolsoftware.com	zrzrbo@gmail.com
<input type="checkbox"/>	Verified	March, Karl Soren	0059409	10	Henley, Olympia L	gclassroomtesting@focusschoolsoftware.com	teacher
<input type="checkbox"/>	Verified	Acosta, Dexter D	0086685	10	Acosta, Robert Javier	ashleyw@focusschoolsoftware.com	robert.acosta

8. Click the **Parent** name to open Users > **User Info**.



Select Student/Staff
Verify Parent Accounts

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Admin
2022-2023
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☒ Search All Schools
☒ Show Verified Parents
☐ Show All Parents

344 Parents

	Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username
<input type="checkbox"/>	Verified	Title, Christi Rose	0020940	11	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Title, James	0023927	04	Title, Helen	testfocusparent@gmail.com	helen.title
<input type="checkbox"/>	Verified	Baker, Rosinda	0061975	09	Barrios, Ezekiel	sannidhis@focusschoolsoftware.com	zrzrbo@gmail.com
<input type="checkbox"/>	Verified	March, Karl Soren	0059409	10	Henley, Olympia L	gclassroomtesting@focusschoolsoftware.com	teacher
<input type="checkbox"/>	Verified	Acosta, Dexter D	0086685	10	Acosta, Robert Javier	ashleyw@focusschoolsoftware.com	robert.acosta

9. To deny an account request or remove an account verification, click the delete button (black minus sign).

13 Parents		0 Selected				
		Status	Student	Student ID	Grade	
<input type="checkbox"/>	<input type="checkbox"/>	Unverified	Cordero, _____	0086077	02	
<input type="checkbox"/>	<input type="checkbox"/>	Unverified	Ferreiro, _____	0081620	01	
<input type="checkbox"/>	<input type="checkbox"/>	Unverified	Hurt, _____	0085712	07	
<input type="checkbox"/>	<input type="checkbox"/>	Unverified	Hurt, _____	0085714	04	
<input type="checkbox"/>	<input type="checkbox"/>	Unverified	Lagos, _____	0022225	05	

- i** Denying a parent's request does not delete the parent portal account that has been created. The parent will not be granted access to the student's information and will continue to see the alert prompting them to visit the student's school prior to gaining access to the student's information.

## Additional Features

Click the **Filter** button to add Filter Rules to parent accounts. Start by adding one rule, such as Grade Equal 07, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you'd like to filter by in the text box. Once entered, click **Run Filter**.

The screenshot shows the 'FILTER RULES' section with two rules: 'Grade Equal 07' and 'Grade Equal 08'. Below the rules is a table with 2 parents. The table has columns: Status, Student, Student ID, Grade, Parent, Parent Email, Parent Username, and Request Date. The first parent is 'Hurt, [redacted]' with Student ID '0085712', Grade '07', and Request Date 'Aug 26, 2022'. The second parent is 'McGill, [redacted]' with Student ID '0062930', Grade '08', and Request Date 'Aug 30, 2022'. A 'Filter' button is highlighted in the top right corner of the table area.

Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username	Request Date
Unverified	Hurt, [redacted]	0085712	07	Hurt, [redacted]		ke [redacted]@yahoo.com	Aug 26, 2022
Unverified	McGill, [redacted]	0062930	08	mcgill, [redacted]		ke [redacted]@yahoo.com	Aug 30, 2022

- Click the **Add Rule** link to add an additional filter.
- You can clear the filter by clicking the **Clear Rules** link.
- To remove just one rule/filter, click **Remove** next to each listed filter.
- You can further customize the filters using the **AND/OR** pull-down if more than one rule is being used.

This close-up screenshot highlights specific elements of the 'FILTER RULES' section. Red boxes highlight the 'Remove' button for the first rule, the 'Add Rule' and 'Clear Rules' links, and the 'OR' pull-down menu. A blue box highlights the '07' value in the first rule's text box. The 'Run Filter' button is also visible.

If looking for specific information housed within the resulting information, type the information in the **Search** text box provided and press **Enter**.

☒ Search All Schools  
☐ Show Verified Parents  
☐ Show All Parents

**7 Parents**

Filter

<input type="checkbox"/>		Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username	Request Date	Relevance
<input type="checkbox"/>	—	Unverified	Raelynn	1005598	01	Terry,		traviste@com	Aug 26, 2022	
<input type="checkbox"/>	—	Unverified	Rylan	1005017	KG	Rajput,		kalieki@mail.com	Aug 30, 2022	
<input type="checkbox"/>	—	Unverified	Rylan	7091001	05	Grable,		brianag@mail.com	Jul 27, 2022	
<input type="checkbox"/>	—	Unverified	Riley I	1001084	02	Abbott,		davidal@gmail.com	Apr 16, 2021	
<input type="checkbox"/>	—	Unverified	McCoby	1005003	02	Wiley,		kassid@mail.com	Apr 28, 2022	
<input type="checkbox"/>	—	Unverified	Rainer	1005038	KG	Sloan,		taslo@mail.com	Apr 19, 2022	
<input type="checkbox"/>	—	Unverified	Anthony	0099428	03	Simpso,		ksimpcloud.com	Dec 11, 2020	

To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

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**12 Parents**

Filter

<input type="checkbox"/>		Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username	Request Date
<input type="checkbox"/>	—	Unverified	Ferreiro	081620	01	Compa		mcc@outlook.com	Apr 28, 2022
<input type="checkbox"/>	—	Unverified	Hurt,	085712	07	Hurt,		ke@38@yahoo.com	Apr 19, 2022
<input type="checkbox"/>	—	Unverified	Hurt,	085714	04	Hurt,		ke@38@yahoo.com	Apr 28, 2022
<input type="checkbox"/>	—	Unverified	Lagos,	022225	05	Lagos,		fin@84@gmail.com	Apr 19, 2022
<input type="checkbox"/>	—	Unverified	Mathews,	087228	02	Mathe		cc@n@gmail.com	Apr 28, 2022

You can sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

**12 Parents**

Filter

<input type="checkbox"/>		Status	Student	Student ID	Grade	Parent	Parent Email	Parent Username	Request Date
<input type="checkbox"/>	—	Unverified	Ferreiro	0081620	01	Compa		mcc@outlook.com	Aug 26, 2022
<input type="checkbox"/>	—	Unverified	Hurt,	0085712	07	Hurt,		ke@38@yahoo.com	Apr 19, 2022
<input type="checkbox"/>	—	Unverified	Hurt,	0085714	04	Hurt,		ke@38@yahoo.com	Aug 26, 2022
<input type="checkbox"/>	—	Unverified	Lagos,	0022225	05	Lagos,		fin@84@gmail.com	Apr 19, 2022