

Creating a Parent Account for FOCUS (Student Information System) and Schoology (Learning Management System)

*Parents need to use the email that is on file at school in order to successfully create an account. Parents will have Schoology access using the link in the FOCUS Parent Portal 24-48 hours after creating the myBCPS parent account.

1. Use a CHROME browser and navigate to: <https://baltimore.focusschoolsoftware.com/focus>
2. Click "Sign up now" in lower right hand corner or click Google or Microsoft if you have accounts here that use the email on file at school (you will be asked to log in).
3. If you clicked "Sign up now" click "Send Verification Code."
4. Open your email and find an email from myBCPS B2C.
5. Copy this code and enter it on the portal screen under Verification Code and select Verify Code.
6. After entering the code, users should continue by making a New Password, Confirm Password and enter their First Name and Last Name, click Create Account.
7. Returning users should enter their username and password and click Sign in.

Troubleshooting Tips:

- This is a new account. Do not try to login with your "myBCPS" account on the initial FOCUS screen the first time when initially signing up.
- As stated, the email address must match what your child's school has on file. If that email address is no longer in use and needs to be updated, contact the front office at 443-809-7517.
- Be sure that you are using a CHROME browser.
- There is a new login screen when accessing the FOCUS page. If the former login page (Figure 2) appears when accessing the initial link, the parent should clear their cache in CHROME, close the CHROME browser, then open a new CHROME browser page and navigate back to <https://baltimore.focusschoolsoftware.com/focus>

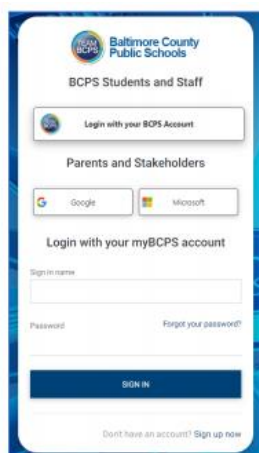


Figure 1



Figure 2