

HOW TO PARTICIPATE IN VIRTUAL REGISTRATION AND OPEN HOUSE

To participate in **Virtual Registration Day**, parents must:

- Have an active Parent Portal Account in MyStudent.
- Have a major credit card available to pay student fees online.



MyStudent Parent Portal Account Information and Directions:

Step 1: Create an account in the MyStudent Parent Portal, sign documents, and complete emergency information.

<https://pasco.focusschoolsoftware.com/focus/auth/>

Already a MyStudent user? Do you have a MyStudent Parent Portal account already created? If yes, complete the information, sign the legal documents, then skip this step and proceed to step 2.

This process must be completed between now and August 4th to ensure your account is activated in time for registration on August 5, 2022.

TO CREATE a MyStudent PARENT PORTAL ACCOUNT:

1. Navigate to the Pasco County Schools website: <https://pasco.focusschoolsoftware.com/focus/auth/>
2. Select Box A

If you have forgotten your Parent Portal password:

1. Navigate to the Pasco County Schools website: <https://pasco.focusschoolsoftware.com/focus/auth/>
2. Select Box C

Welcome!

The myStudent Parent Portal is a tool designed to enhance communication and parental involvement.

- **Select BOX A** if you **DO NOT** have an existing Parent Portal Account.
- **Select BOX B** if you **DO** have a Parent Portal Account and need to register a new student or link an existing student.

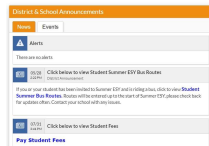
Important Note: If you have a student currently enrolled in Pasco County and you do not know your Parent PIN please contact your child's school.

Select this link for school contact information <https://www.pasco.k12.fl.us/schools>

- **Select BOX C** if you have forgotten your password. Your username is your FULL email address.

BOX A: I DO NOT have a Parent Portal Account **BOX B: I have a Parent Portal Account and need to ADD A CHILD** **BOX C: I have forgotten my password and would like to generate a new one**

Step 2: Step two involves paying student fees. There is a link in the messages section of your Parent Portal home page. Click on the text “Pay Student Fees” to initiate the process.



- If this is your first time paying fees online, select “Activate Account” on the screen. Enter the email address associated with your MyStudent Parent Portal account and select “Send Email” which generates an email to activate your account. Go to your email and select the link. Continue by creating your password. Once this is complete, you will be able to see the school fees based on your student’s courses and any other fees as needed (Seniors are required to pay their Class of 2023 fee).
- If you have paid student fees online before and have forgotten your password, you can click on the forgot password link for assistance.

Step 3: After paying fees, return to the MyStudent home screen. Complete the steps below to view the student schedule. 1. On the left side menu, click on your child’s name. 2. Select “Class Schedule”. The classes listed are the current schedule for your child. You can print the schedule by clicking on the blue PRINT SCHEDULE button at the top of the screen. These courses are connected to the fees that have been paid. **NOTE: Schedules could change prior to the start of the school year as we balance and level classes.**