



Sunset Park Elementary School

Before School, After School Care and Story Hour

(Chrome/Firefox/Safari)

## Registration Procedures

- 1.) Visit [www.dadeschools.net](http://www.dadeschools.net)
- 2.) Click on Parents
- 3.) Click on Login to Parent Portal
- 4.) Log into your Parent Portal using your username and password.  
(Direction as to how to create a Parent Portal account on page 3)

It may take up to **48 hours** to access After School Care registration.

- 5.) Click Login
- 6.) Click Apps/Services/Sites
- 7.) Click Focus-Registration and Online Payment for Community Education Classes
- 8.) Click on My Child
- 9.) Click on Emergency Contact Information

**ALL** fields marked with an \* **MUST** be completed.

10.) Click Save


11.) On the home page of the FOCUS Registration and Online Payment System you will see a message box in the middle of the page which instructs you to purchase the required HSR Student Accident Insurance for your child/children.

**\*\*\*\*\*HSR Insurance is MANDATORY\*\*\*\*\***

12.) Go to My Child-Child Info-Emergency Contact Information-read and sign all documents. Pay for and upload the insurance payment receipt and click save. Registration documents must be completed before a student can participate in a program. Failure to complete your child's registration information can result in your child being excluded from the program.

## Payment Procedures



- 1.) Click on the  logo to return to the home screen.
- 2.) Click **Purchase and Pay** (Select the program you are paying for).
- 3.) Click the green tab to Add to Cart
- 4.) The group you selected should appear on the right. Click on the green Checkout tab if everything is correct.
- 5.) Verify the following:
  - ASC grade
  - you are purchasing.
  - name of school where course is being offered.
  - date and time that course takes place
  - cost of program
- 6.) Click Continue to purchase.
- 7.) Complete all fields marked with an \*
- 8.) Click on the green tab Complete Checkout
- 9.) Print receipt (receipt reflects student's schedule)

# How to Add a Student to the Parent Portal

## How to Create a Parent Portal Account

To add students to your Parent Portal Account you must obtain:

- Your child's student ID number
- 6 Digit Parent PIN Number (Parent must visit main office with photo ID)
- Student date of birth
- Student birth state/country
- Home zip code

To access the Parent Portal:

- Visit [www.dadeschools.net](http://www.dadeschools.net)
- Click on **Create Account**
- Read the MDCPS Acceptable Use Policy
- If you agree with the terms, click **I Agree**
- Click **Next**
- Complete sections 1-4 and click on **Register**  
(Email will be sent to create account)
- On the "Thank You" Page, click on **Click here to exit**
- Log into your email account to view the email message sent to you from MDCPS to complete your registration. Click on the link on the email.
- Please wait while your parent portal account is created.
- Your new username (Parent ID number) will be displayed. Please write it down.
- Click **Click here to login.**
- Go to [www.dadeschools.net](http://www.dadeschools.net)
- Click on the **Parent Tab**
- Click on **Login to Parent Portal**
- Type your **Parent Username** (begins with a P) and **Password**
- Click **Add/Remove Student**
- Type the **Student ID number** (6-digit number obtained by a parent with photo identification in the main office.
- Type **Home Zip Code**
- Type **Date of Birth** (mm/dd/yyyy)
- 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 24/48 hours to process