Community Class Registration
Parent Portal
FOR STUDENT ENROLLMENT

Web browsers to use:
- **Chrome**
- **Firefox**
- **Safari**

1. Go to 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. **If you do not have a Parent Portal account follow the instructions in the back to create one. It may take up to 24 hours to be able to access the Community Classes once you create a Parent Portal Account.**
5. Click Login
6. Click Apps/Services/Sites
7. Click Focus-Registration and Online Payment System for Community Education Classes
8. Click on My Child
9. Click on Emergency Contact Information
10. Complete all field marked with an *
11. Click Save
12. Click on the logo to return to the home screen
13. Click Purchase and Pay

    (If you want to select a course and pay for an additional child select the correct child from the home screen on the top right hand side. Duplicate steps 8-15.)
14. Search for the Community School Class that you would like to purchase. You may choose more than one class.
15. Click the green tab to Add to Cart
16. Make sure the classes you select appear on the right. If all is well, click on the green Checkout tab
17. Verify
    - Course you are purchasing
    - Name of School where course is being offered
    - Date and time that course takes place
    - Student Name
    - Cost of Program
18. Click Continue to purchase
19. Complete all fields marked with an *
20. Click on the green tab Complete Checkout
21. Print our receipt. Receipt will have a student schedule.

How to Create a Parent Portal Account

To add students to your Parent Account you must obtain:

- Your child's student ID
- Parent 6 Digit PIN number (To obtain you must visit our Main Office)
- Student Date of Birth (DOB)
- Student birth place State or Country
- Home Zip Code

To access the Portal,

- Go to **www.dadeschools.net**
- Click on **Create Account**
- Read the **M-DCPS Acceptable Use Policy**
- If you are in agreement with terms, click **I Agree**
- Click **Next**
- Complete sections 1 through 4 and click **Register**
- (An email will be sent to the email address that was entered)
- On the Thank You Page, click **Click here to exit.**
- Login in to your email account to view the email message sent to you to complete your registration. Click on the link in the email.
- Please wait while your Parent account is created. A Thank You message will display with your new username (Parent ID). You will need this Parent ID to login to the Parent Portal.
- Click **Click here to Login.**
- Go to **www.dadeschools.net**
- Click on the **Parent** tab
- Click Login to **Parent Portal**
- Type your **Parent Username** (begins with a P) and **Password**
- Click **Login**
- Click **Add/Remove Student**
- Type the **Student ID** (7 digits)
- Type the **Parent PIN number** (6 digits obtained at 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 US born)
- Click the green **Click to add** arrow
- Allow 24 hours to process.