

Parent Password Reset

Resetting your Password to access your student's accounts

This document provides instructions on how a Parent/Guardian can reset their password in Focus.

Application

Focus SIS, Schoology, etc.

Audience

Parents/Guardians

Instructions

1. **Navigate** to the BCPS Focus website and **click Forgot your password?**. **Note:** To be directed to the site [click here](#). See Figure 1.

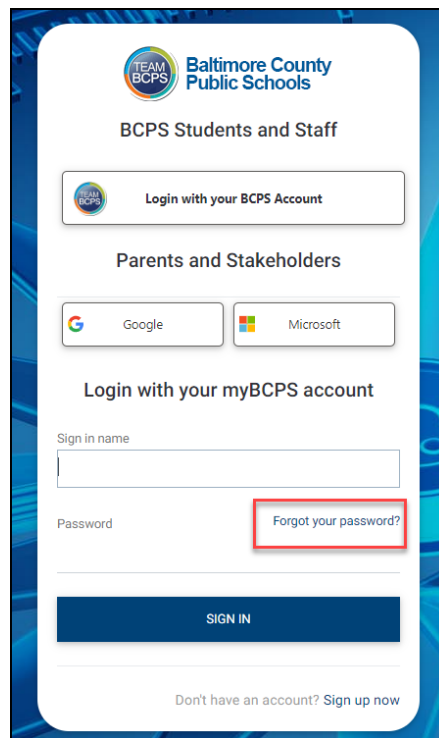


Figure 1

2. **Enter** the email address associated with your **BCPS parent account**. **Click send verification code**. See figure 2.

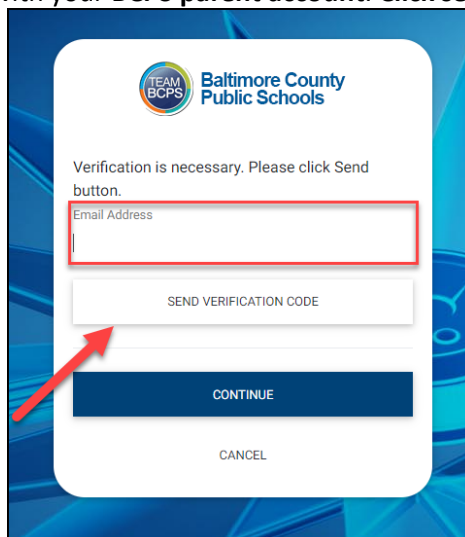


Figure 2

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3. You will receive an email with the verification code. **NOTE:** The email will come from msonlineserviceteam@microsoftonline.com See Figure 3.

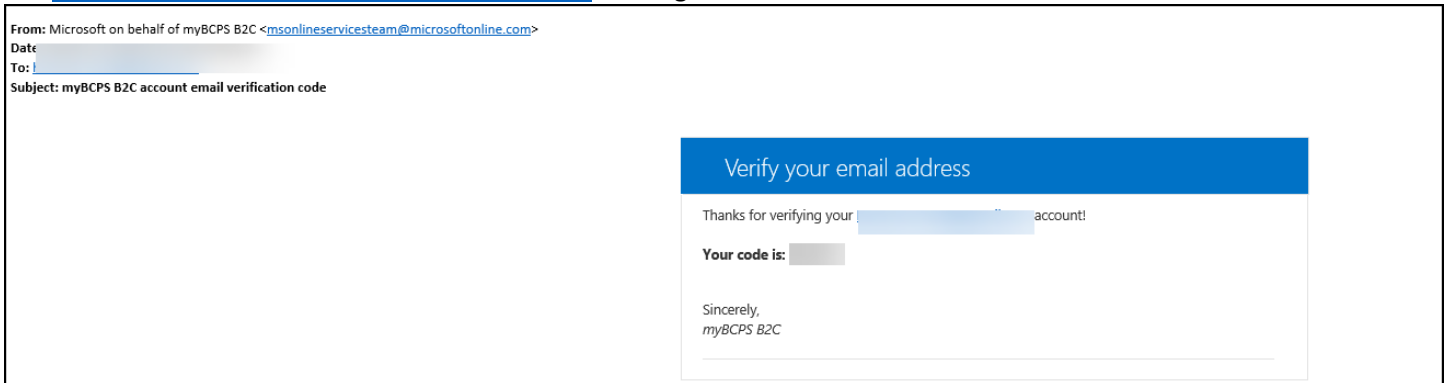


Figure 3

4. **Enter** the verification code and **click Verify Code**. **Note:** If you have not received a code or the code received says expired. You can have a new code sent to you by clicking send new code. See Figure 4.

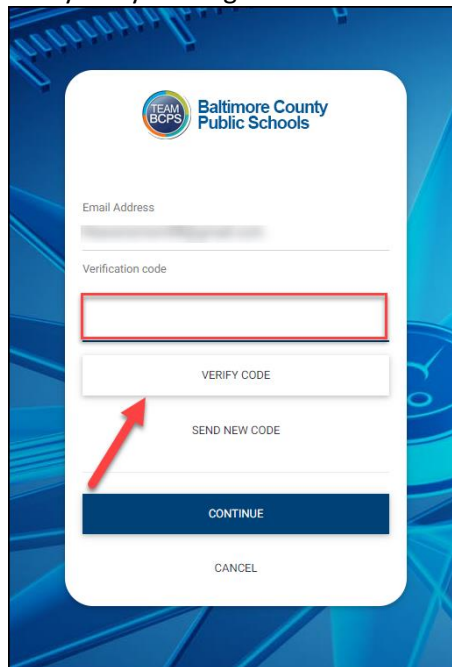


Figure 4

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5. **Click continue.** See Figure 5

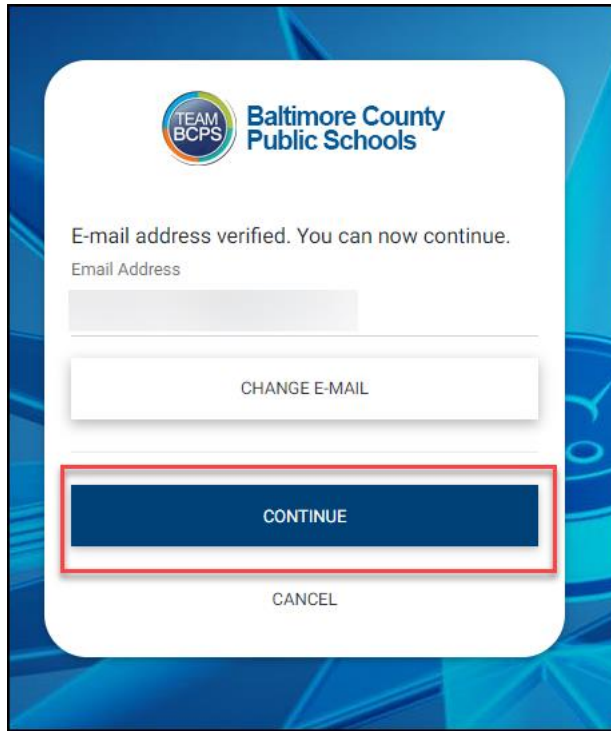


Figure 5

6. **Enter a new password.** See Figure 6

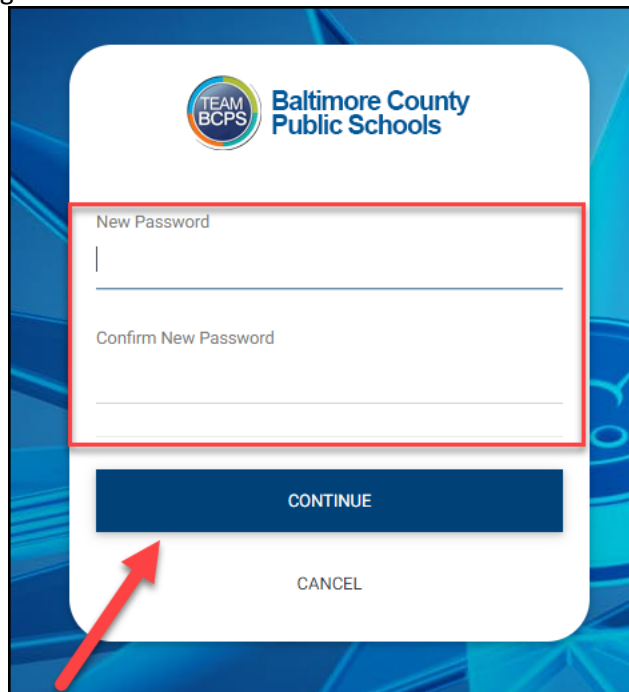


Figure 6

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7. You will be redirected to the Portal Page. You have successfully reset your password. See Figure 7.

The screenshot displays the BCPS Parent Portal interface. On the left is a navigation menu with options like Portal, My Profile, Preferences, Calendar, Request Conference, Forms, Child Info, Class Schedule, Class Requests, Grades, Standard Grades, Absences, Attendance, School Choice, Forms Summary, and Student Services. The main content area is divided into three sections:

- District & School Announcements:** Contains a 'News' tab and an 'Alerts' section. Two announcements are visible:
 - Schoology Link:** 08/09 12:00 AM, District Announcement. Includes a link to access Schoology.
 - Thank you for enrolling:** 12/07 12:00 AM, District Announcement. Text: "Thank you for submitting an application for your child with Baltimore County Public Schools. Please contact your child's zoned school to complete the registration process. Thank you."
- Grades:** A table showing the student's schedule for the period 08/28 - 11/03. The table has columns for Pd, Rot, Course, Teacher, Ex, Unx, and Tard.

Pd	Rot	Course	Teacher	Ex	Unx	Tard
01	A	AMERICAN GOVERNMENT		0	0	0
01	B	COLL&CAREER RSRCH&DEV INTRO A		0	0	0
02	B	ALGEBRA 1		0	0	0
02	A	GUITAR		0	0	0
03	A	ENGLISH 9		0	0	0
03	B	FUNDAMENTALS OF ART		0	0	0
04	B	EARTH SYSTEMS		0	0	0
04	A	SPANISH 1		0	0	0
- Grades (Right Panel):** Shows a message: "Schedule Not Available".

Figure 7