

FocalPointK12 Update: Parent Portal Registration

- ❑ Go to the log in page for focal point: <https://lms.backpack.education>
- ❑ At the bottom of the log in box click “create parent account”
- ❑ Fill in your name and email address
- ❑ You will be sent an email with log in information and a password.
- ❑ Log in using your email and given password.
- ❑ Read through the instructions on the opening page.
- ❑ Click on the “profile” icon in the top right corner.
- ❑ To change your password, click on the green “edit pencil” icon and follow instructions.
- ❑ On your main screen at the top there will be a drop-down menu.
- ❑ Select your student from this menu and you will have access to their account!

IF YOUR STUDENT IS NOT LISTED IN THE DROP DOWN MENU FOLLOW THESE STEPS

- ❑ After following the above steps...
- ❑ log into Focal Point using your **students log in** information.
- ❑ Once in your students account Click the **profile icon** in the top right corner.
- ❑ There will be a **token or code** in the upper right-hand corner. Copy that code.
- ❑ **Log out of your students account and log back into your parent account.**
- ❑ To the right of the drop-down menu there is a **green “add” button**.
- ❑ Click the Add button and fill in the token/code and name of child.
- ❑ Then go to the drop-down menu bar at the top of your screen and **click your students name**.
- ❑ You now have access to your students account!