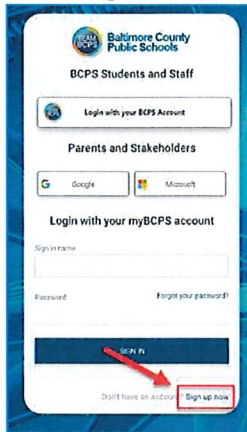


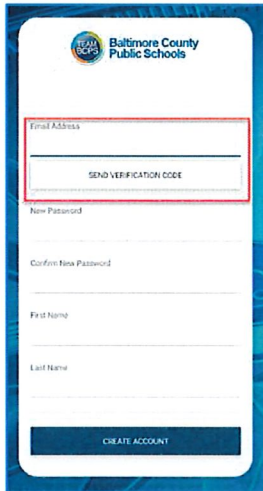
Creating a Parent Account

Note: Parents need to use the email that was provided to the school to create this account. Parents may access Schoology using the link in the Parent Portal 24-48 hours after the creation of their myBCPS parent account.

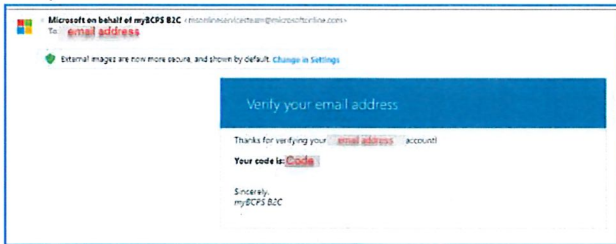
1. Using a CHROME browser, navigate to:
<https://baltimore.focusschoolsoftware.com/focus>
2. Click **Sign up now** in lower right corner.



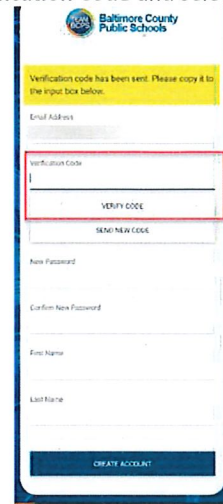
3. Enter the email address that was provided to the school and click **Send Verification Code**.



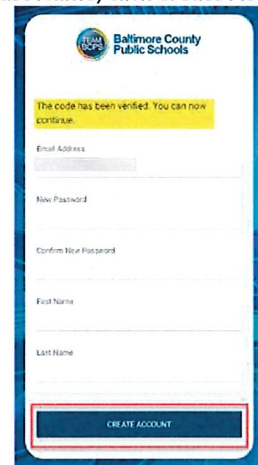
4. Open the email and locate the email correspondence from myBCPS B2C.



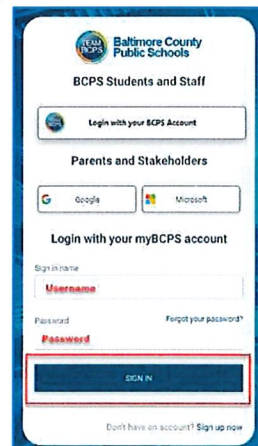
5. Copy the code from the email and enter it on the portal screen under **Verification Code** and select **Verify Code**.



6. After entering the code, users should continue by making a **New Password**, **Confirm New Password** and enter their **First Name** and **Last Name**, click **Create Account**.



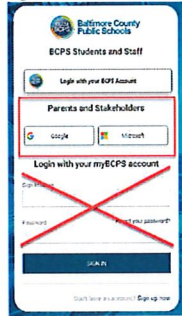
7. Returning users should enter their **username** and **password** and click **Sign in**.



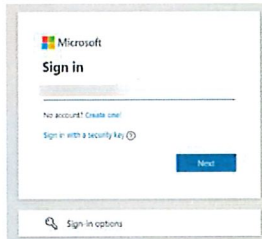
Creating a Parent Account – Using a Social Account

Note: Parents need to use the email that was provided to the school to create this account. Parents may access Schoology using the link in the Parent Portal 24-48 hours after the creation of their myBCPS parent account.

1. Using a CHROME browser, navigate to:
<https://baltimore.focusschoolsoftware.com/focus>
2. Click either the **Google** or **Microsoft** button to make an account with your Google or Microsoft email.



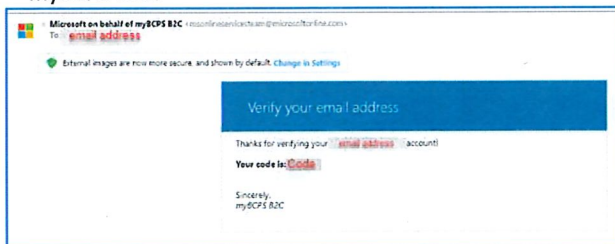
3. Log-in to the account using the screen prompts to enter the email and password.



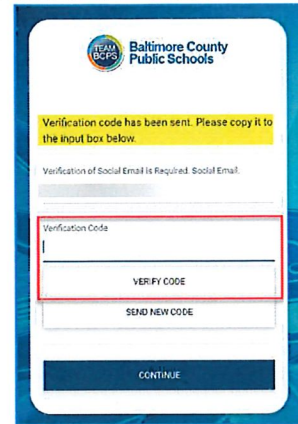
4. Enter the email address that was provided to the school and click **Send Verification Code**.



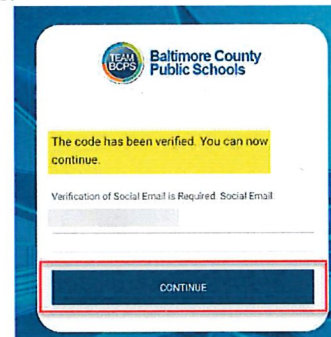
5. Open the email and locate the email correspondence from myBCPS B2C.



6. Copy the code from the email and enter it on the portal screen under **Verification Code** and select **Verify Code**.



7. After entering the code, users should continue by clicking **Continue**.



8. Returning users should click the **Google** or **Microsoft** button to sign-in.

