MIAMI-DADE COUNTY PUBLIC SCHOOLS

COMMUNITY EDUCATION AND BEFORE / AFTER SCHOOL PROGRAMS
HOW TO REGISTER AND PAY ONLINE USING "FOCUS" SOFTWARE

Web Browsers to use: *Chrome *Firefox *Safari

1. Go to www.dadeschools.net
2. Click on "**Parents**" tab
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 on the back to create one)**. Please note, it may take up to **48 hours** to be linked to your child
5. Click **Login**
6. Click **Apps/Services/Sites on the top**
7. Click **Focus-Registration and Online Payment for Community Education/Before & After School**
8. Click **Purchase and Pay** – it will send you to the Emergency Contact Information to be complete per child(ren). If you have an additional child, select the correct child from the home screen on the top right-hand side and follow steps 8-15.
9. On the **school dropdown**, Select your school name.
10. Search for the Before and/or After Care Program that you would like to   Purchase. **Double check the dates you want to purchase** (service period)
11. Click the green tab to **Add to Cart**
12. Make sure the program(s) you select appear on the right. If all is correct, click   on the **green Checkout tab**
13. Verify the following:

✓ Program (s) you are purchasing
✓ Name of School of your child(ren)
✓ Service Period Date (s) you are purchasing (After Care)
✓ Service Period Date (s) you are purchasing (Community Ed Course)
✓ Student Name
✓ Cost of Program

14. Click **Continue to purchase**
15. Complete all fields marked with an *
16. Click on the green tab **Complete Checkout**
17. Print receipt (the receipt will reflect the student's schedule)