

How to create a Parent Portal and Register a student for After-School Care.

Instructions for Computers

- 1) Go to [Miami-Dade County Public Schools](#) and click on “Portal” then “Parents”.
- 2) Sign in with Google, use your own Gmail account.
- 3) Scroll down and click on the square that says “**FOCUS**”
- 4) Click on where it says “**add student**” to your portal. You will need the Student ID and Parent PIN. To get these, please contact the front office.
- 5) There will be yellow text that says “**Please CLICK HERE to access HSR:**” Go to the website and follow the steps to get the \$13 insurance that is needed for after-school care. Save the “**Student ID Card**” to your computer.
- 6) Go back to “**FOCUS**”, under the student's name on the left, click on “**Child Info**”. Then on “**Emergency Contact Information**”. Fill out the Emergency Contact Information and hit the “**Save**” button on the top right.
- 7) Add the previously bought Insurance to the bottom of the Emergency Contact Information, where it says “**Student Accident Insurance (Please click here)**”
- 8) Lastly, click on “**Purchase & Pay**”; this should be under “Child Info”
- 9) Please make sure you add the Correct program you’d like to pay for and that it's for Kendale Lakes Elementary.

Instructions for the App

- 1) Go to the App Store or Play Store and download the “DadeSchools” App
- 2) Open the app and touch “**Sign in**” and “**Continue**”
- 3) Do not use the “Username” and “**Password**” option.
- 4) Scroll down and touch “**Sign in with Google**” and use your own Gmail account.
- 5) On the bottom of the screen, you'll have four tabs. Click on the one that says “**Apps**”
- 6) Click on the box that says Add student, You will need the Student ID and Parent PIN. To get these, please contact the front office.
- 7) From here, tap on where it says “**Resources**” on the top right of the screen
- 8) Then tap on the box that says “**Aftercare**”

- 9) There will be yellow text that says “Please CLICK HERE to access HSR:” Go to the website and follow the steps to get the \$13 insurance that is needed for after-school care. Save the “Student ID Card” to your Phone.
- 10) Now, on the top, tap on the three lines next to “Portal”.
- 11) Under the student's name, you'll see it says “Child info” then in the middle of the screen on the left, tap the arrow.
- 12) Then tap on “Emergency Contact Information”. Fill out the Emergency Contact Information and hit the “Save” button on the top right.
- 13) Add the previously bought Insurance to the bottom of the Emergency Contact Information, where it says “Student Accident Insurance (Please click here)”
- 14) Lastly, click on “Purchase & Pay”; You can find this under “Child Info”
- 15) Please make sure you add the Correct program you'd like to pay for and that it's for Kendale Lakes Elementary.