



Focus Shopping Cart - Parents

This short guide will provide an overview on how a Parent will access the Focus Shopping Cart to pay for student related fees with a credit card. It is necessary that the Parent has an established Focus Parent Portal account and that the account is linked to the student that the Parent wishes to pay a fee for.

1. Log in to the Focus web application using your user id and password at the below site:

<https://martin.focusschoolsoftware.com/focus/>

The login screen features a dark blue background. At the top, there are two input fields: 'Username' and 'Password'. Red arrows point to each field. Below the password field is a link that says 'Parents: Forgot Password?'. At the bottom right, there is an orange 'Log In' button with a red arrow pointing to it. At the very bottom, the text 'Parent Portal Access' is visible in green.

2. Once logged in, if you have an outstanding invoice to pay for a fee, you will see a link in the Alerts area as shown below:

The dashboard has a blue header with 'TESTING' in a yellow box, 'Portal', and a 'Help' button. A left sidebar contains links: Portal, School Information, My Profile, Preferences, Calendar, Forms, and a user profile section with 'Child Info', 'Grade Changes', 'Class Schedule', and 'Class Requests'. The main content area is titled 'District & School Announcements' and has tabs for 'News' and 'Events'. Under the 'Alerts' section, there is a message: 'A form you submitted has been recently processed. Click here for details.' Below this, a red box highlights the alert: 'You have available invoices! Please review them here.' with a red arrow pointing to it. At the bottom, there is a calendar snippet for '09/08 8:02 AM' and a 'Understanding FAST' district announcement.

3. This will take you to the Shopping Cart where you can view and Pay for your outstanding/open invoices.

Click the View Now button

A light blue notification box contains the text 'You have outstanding invoices.' followed by a blue 'View Now' button. A red box highlights the button, and a red arrow points to it from the right.

4. You can see the specifics of the invoice by clicking the "More Details" button.



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5. Click the checkbox next to the invoice number to add the open invoice to your cart:

Please select the following unpaid invoices that you wish to pay at this time:

☒ Invoice #101800

09/21/2022 12:47pm
Unpaid Balance: \$59.00
Due Date: 10/20/2022
Invoice #: 101800
Customer: 4 Applicant

[More Details](#)

6. Your payment sub-totals and totals will show on the right side of the screen.
7. Click the "Continue" button to move to the payment screen.
8. Enter your credit card payment information and click the "Complete Payment" button.
9. Print/Save your receipt for your records.