

#### Welcome to Community Education



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Parent Portal Guide and Online School Payments (OSP) Parent Video Guide

The Miami-Dade Coalition

**Employees Only** 

2018-2019 Surveys





#### Community Education/Before and Afterschool Care

To empower and unite the community by providing opportunities for life-long learning which enhance the quality of life in Miami-Dade County.



COUNTY-WIDE OUT-OF-SCHOOL PROGRAMS. For more datalis click here.

# PARTNERS Arts for Learning FCAA Miami Heat Academy Parent Academy ASP YMCA YWCA SFASAS SASCC Miami Music Project Nature Links

The Children's Trust

RESOURCES
County-wide Out-of-School Programs
ACE of Florida
Afterschool Alliance
Lights on Afterschool
Children's Forum
Florida After School Alliance
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Closids Department of Children and Camiller

Florida Department of Children and Families

Coalition for Community Schools

Early Learning Coalition

ELC Child Care Financial Assistance

MORE

Part-time Non-Instructional Personnel Application

State Training and Credentialing Requirements for AfterSchool Care Staff

Childcare Training Through Miami-Dade County Public Schools

M-DCPS Professional Development and Conference Calendar for Community Education and After School Programs

Course Catalog Search





#### Step 1.

Please use one of the following web browsers: Chrome / Firefox / or Safari. Go to:

http://www.dadecommunityscho ols.net

#### Step 2.

Click "M-DCPS Parent Portal Log-In" tab.



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#### Step 3.

Log into your parent portal using the username and password.

If you do not have a username and password for the "Parent Portal" you must contact your child's school site administrator so they can set you up with the needed pin number.

#### Step 4.

Click "Login"

#### Remember:

Applicants may only use one of the following web browsers: Chrome / Firefox / or Safari.



#### Dadeschools.net

Username

Password

Remember Username

Login

Forgot Username/Password? | Create an Account

Badge Login

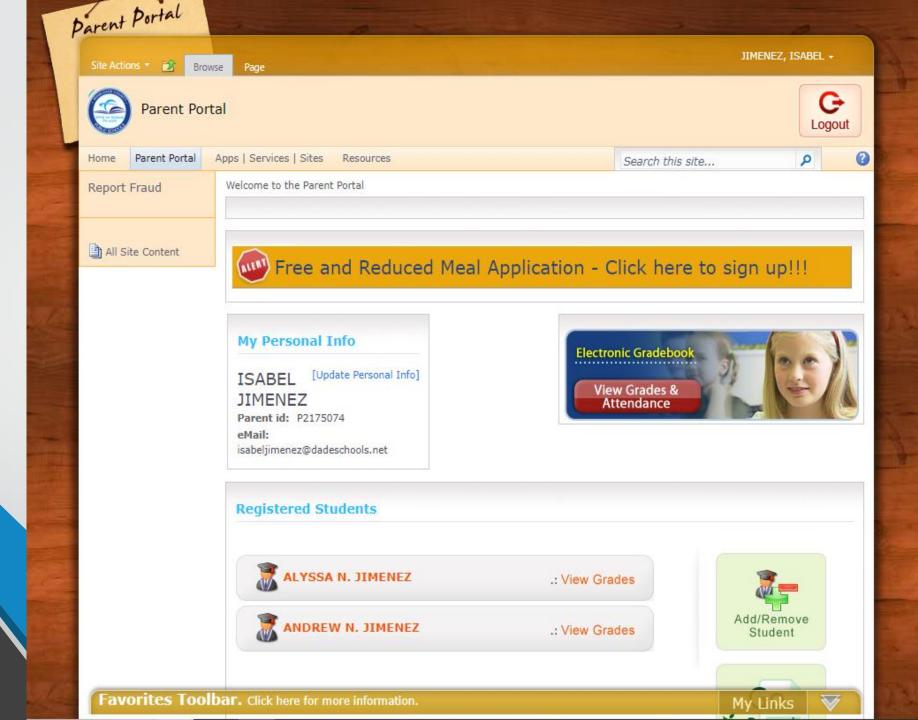




#### Step 5.

Click tab "Apps / Services / sites".

#### Remember:

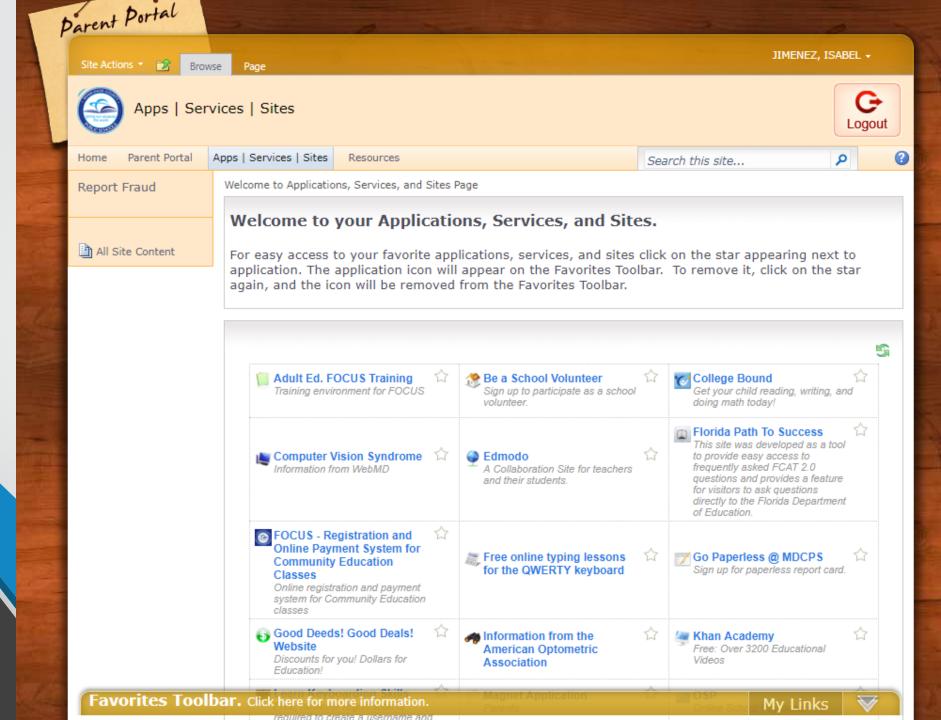




#### Step 6.

Click "FOCUS - Registration and Online Payment System for Community Education Classes".

#### Remember:

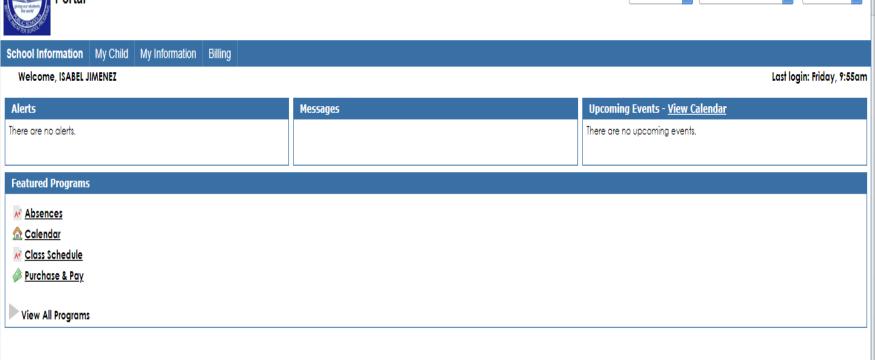




#### Step 7.

Click on "My Information" Make sure the child you want to register is listed on the top right corner.

#### Remember:



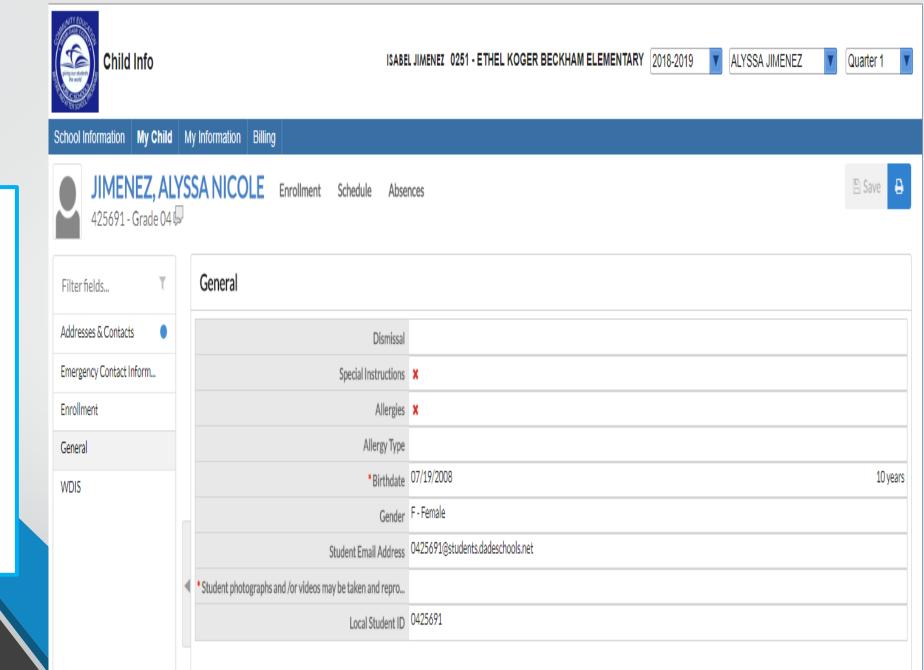


#### Step 8.

Click tab "Emergency Contact Information".

Complete all fields marked with an asterisk (\*).

#### Remember:





#### Step 9.

Complete all fields marked with an asterisk (\*).

#### Step 10.

Click red "Save".

#### Step 11.



logo to return to home screen.

#### Remember:

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ISABEL JIMENEZ 0251 - ETHEL KOGER BECKHAM ELEMENTARY 2018-2019 V ALYSSA JIMENEZ V Quarter 1 V

School Information | My Child | My Information | Billing JIMENEZ, ALYSSA NICOLE Enrollment Schedule Absences 425691 - Grade 04 🖟 **Emergency Contact Information** Filter fields... Addresses & Contacts \*Emergency Contact Name Emergency Contact Inform... \*Emergency Contact's Relationship to you Enrollment \*Emergency Contact Address \*Emergency Contact City General \*Emergency Contact State WDIS \*Emergency Contact Zip Code \*Emergency Contact Home Phone \* Emergency Contact Work Phone \*Emergency Contact Cell Phone 3057947912 \*Emergency Contact Email \*List name of person or persons authorized to pick up stude... \*Student dismissal arrangements. Please choose all that app... \*Other Dismissal Arrangements: \*Medical alerts and / or allergies. Comments. \* In an emergency, permission is granted for staff to call for 9... \*Is enrolled student 18 years old or older.



#### Step 12.

Click "Purchase & Pay". If you want to select a course and pay for an additional child, go back and duplicate Steps 7 - 15

## Remember:

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ALYSSA JIMENEZ



ISABEL JIMENEZ 0251 - ETHEL KOGER BECKHAM ELEMENTARY 2018-2019

School Information	My Child	My Information	Billing						
Welcome, ISABEL J		Last login: Friday, 10:06am							
Alerts				Messages		Upcoming Events - <u>View Calendar</u>			
There are no alerts.						There are no upcoming events.			
Featured Programs									
Absences									
<u> </u>									
<u>A</u> <u>Class Schedule</u>									
Purchase & Pay									
View All Programs	}								



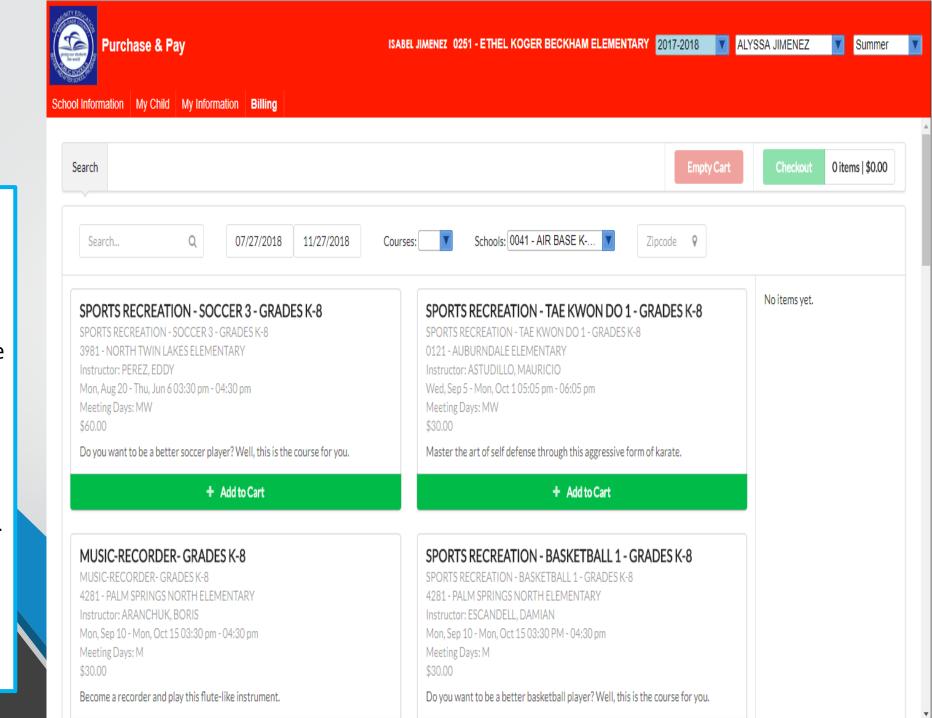
#### Step 13.

Search for the Community School class that you would like to purchase. If you desire, you may choose more than one class.

#### Step 14.

Click green tab to "Add to cart".

#### Remember:

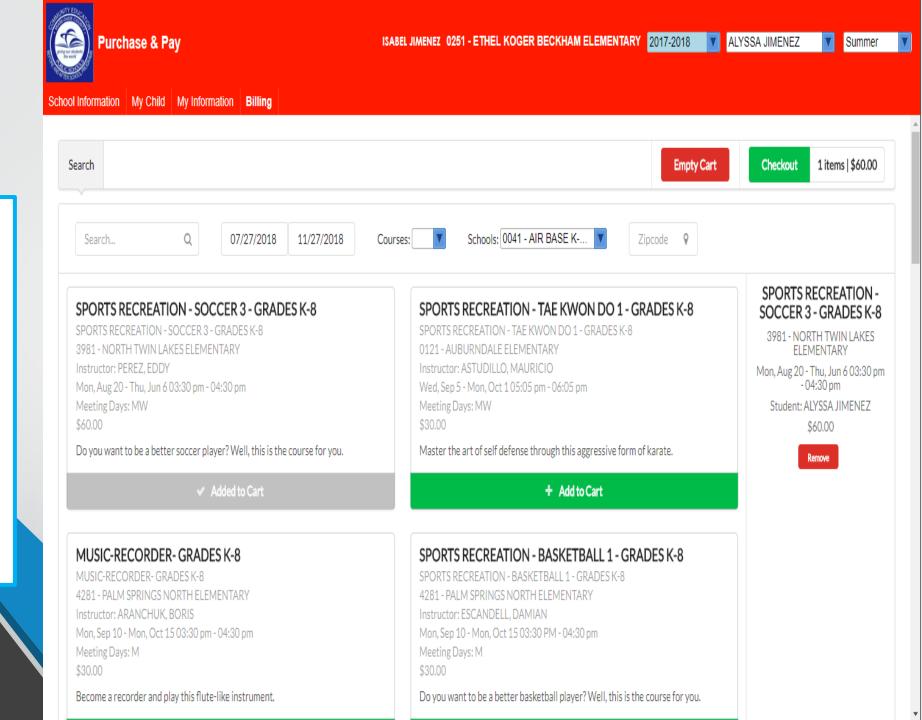




#### Step 15.

Make sure the classes your choose appear on the right.
If all is well, then click the green tab "Checkout".

#### Remember:





#### Step 16.

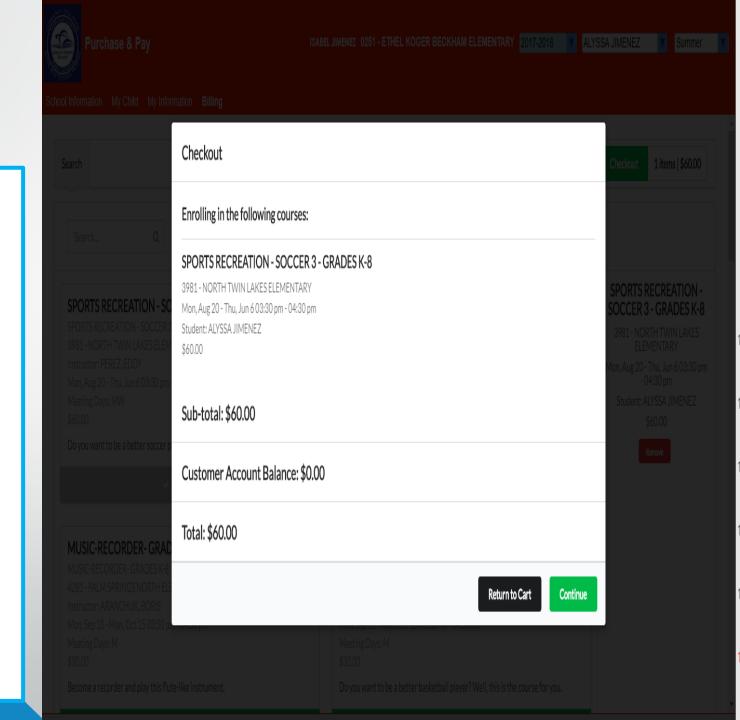
Verify the following:

- Course(s) you are Purchasing.
- Name of school where course is being offered.
- Date and time that course takes place
- Student name
- Cost of Program(s)

#### Step 17.

Click "Continue" to purchase.

#### Remember:





#### Step 18.

Complete all fields marked with an asterisk (\*).

#### Step 19.

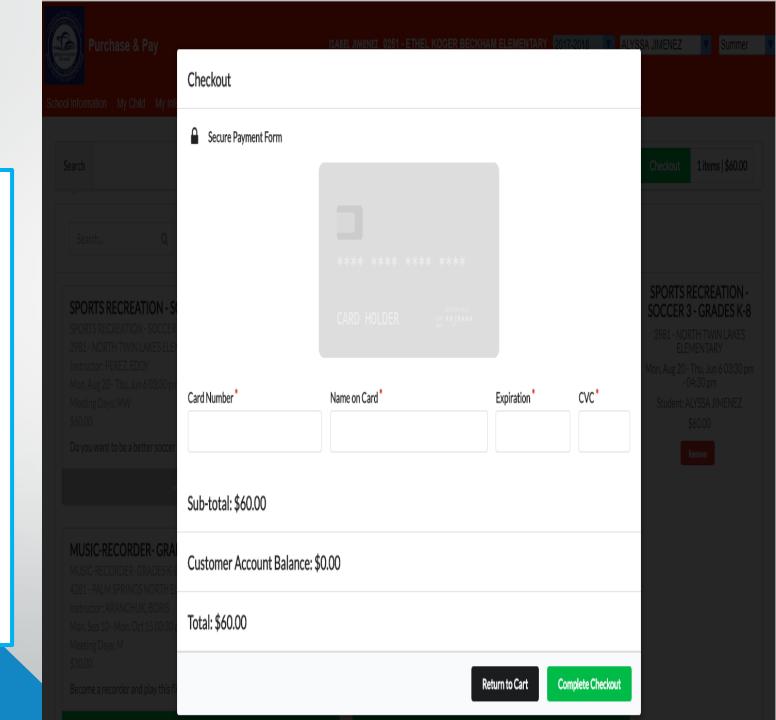
Click green tab "Complete Checkout".

#### Step 20.

Print out Receipt.

Receipt will have student schedule.

#### Remember:





Congratulations you have completed the:

"Parent Portal Focus Registration" tutorial.

If you have any additional questions or concerns please contact the school site Administrator or Program Manager.