



How to remove the Media Parent Permission Requirement

Note: Do not use the app to update contact info – login into a browser on a device using Google Chrome or Firefox.

If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register or add your child. Please completed any required forms. Email focushelp@leonschools.net if you need assistance.

- Login to the portal account using your email and password.
- You will need to update the information on each child.

1. Click the arrow to open the information on the student.

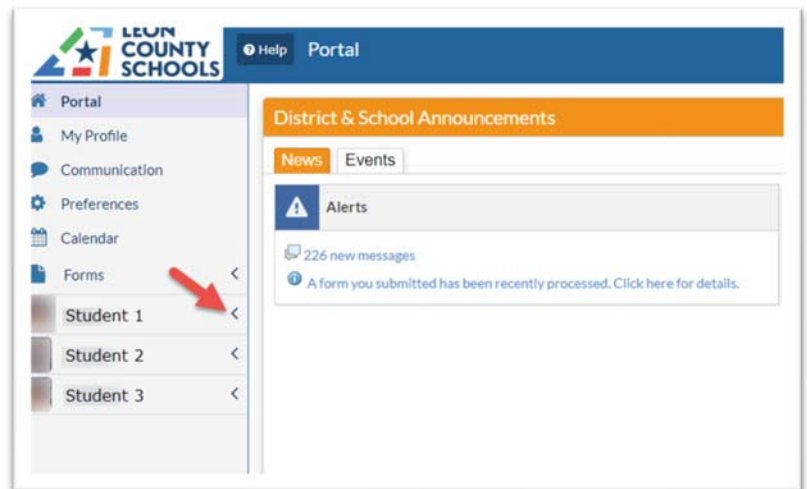
2. Click Child Info



3. Choose **General**

4. Scroll down to **Permissions**

5. Unclick the box labeled:
Media Parent Permission Required



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6. Click **Save**
7. Refresh your screen to confirm the book icon has been removed.

