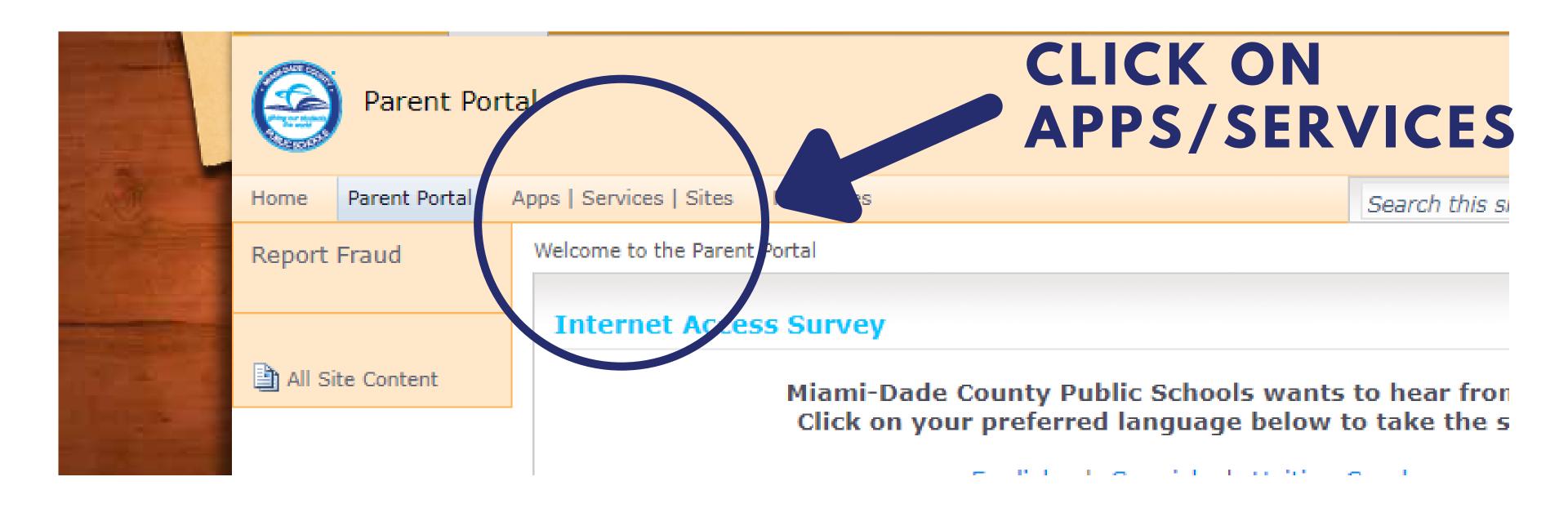
HOW TO...

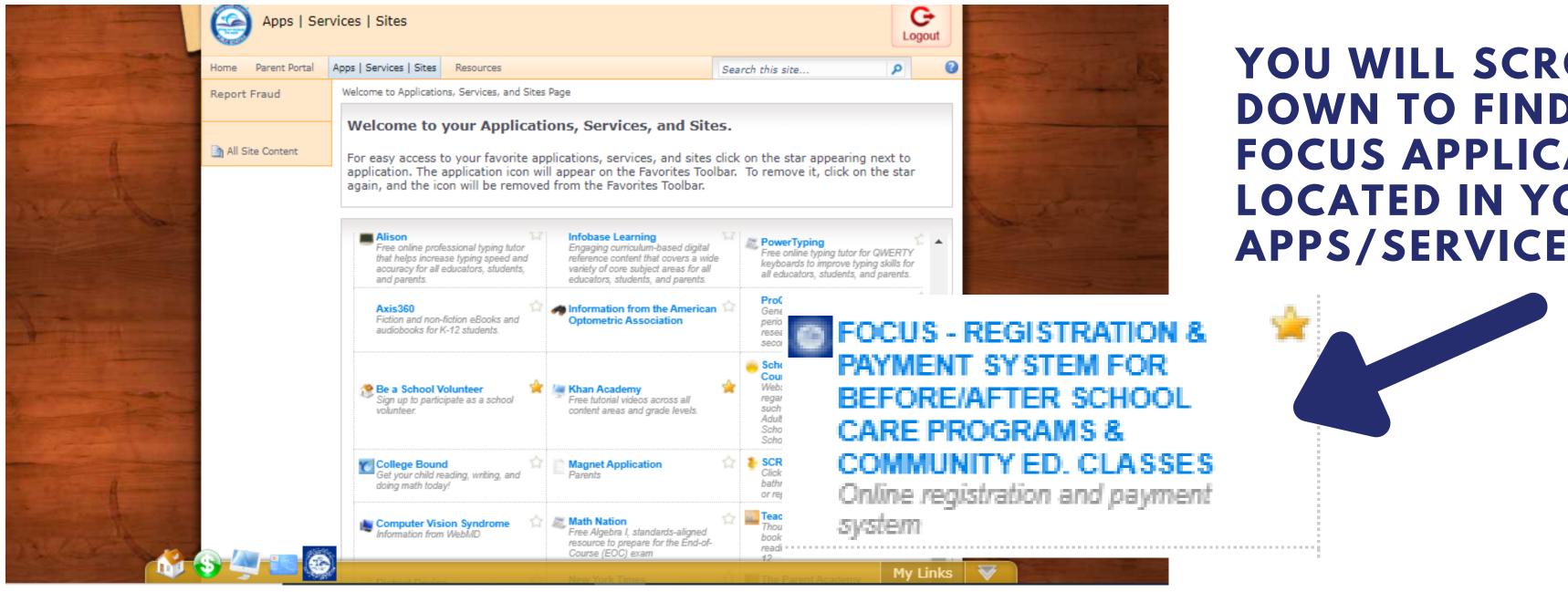
COMPLETE YOUR FOCUS EMERGENCY CONTACT PROFILE



IN ORDER TO ACCESS FOCUS...

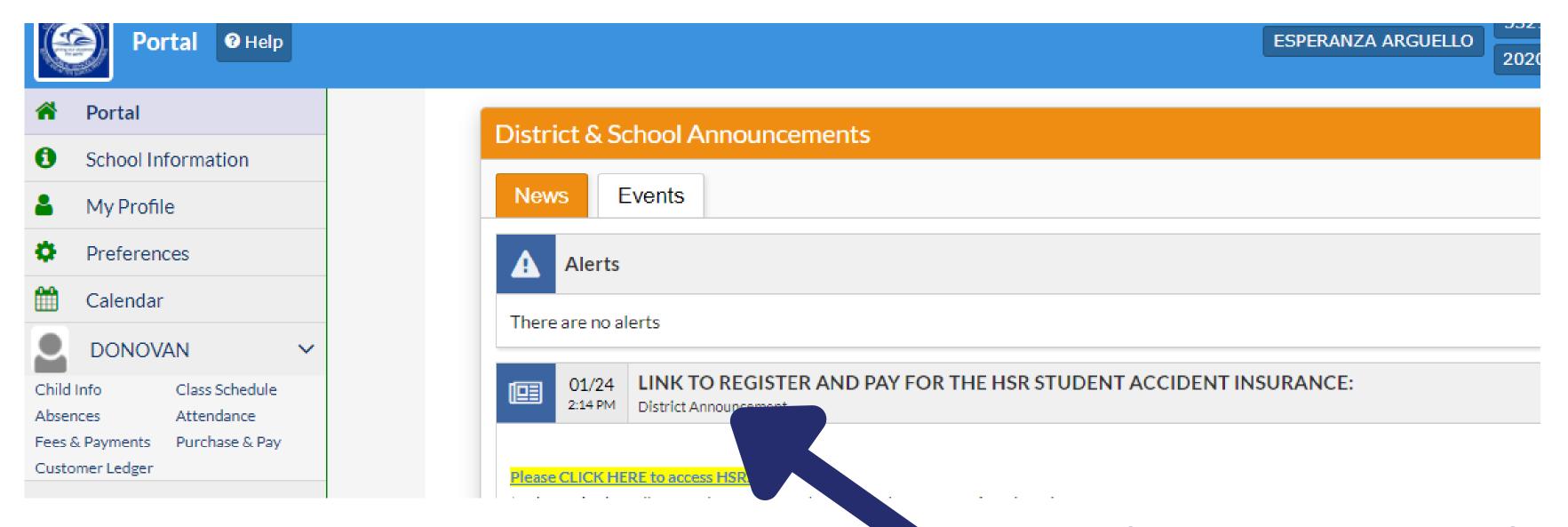


ONCE ON THIS SCREEN...



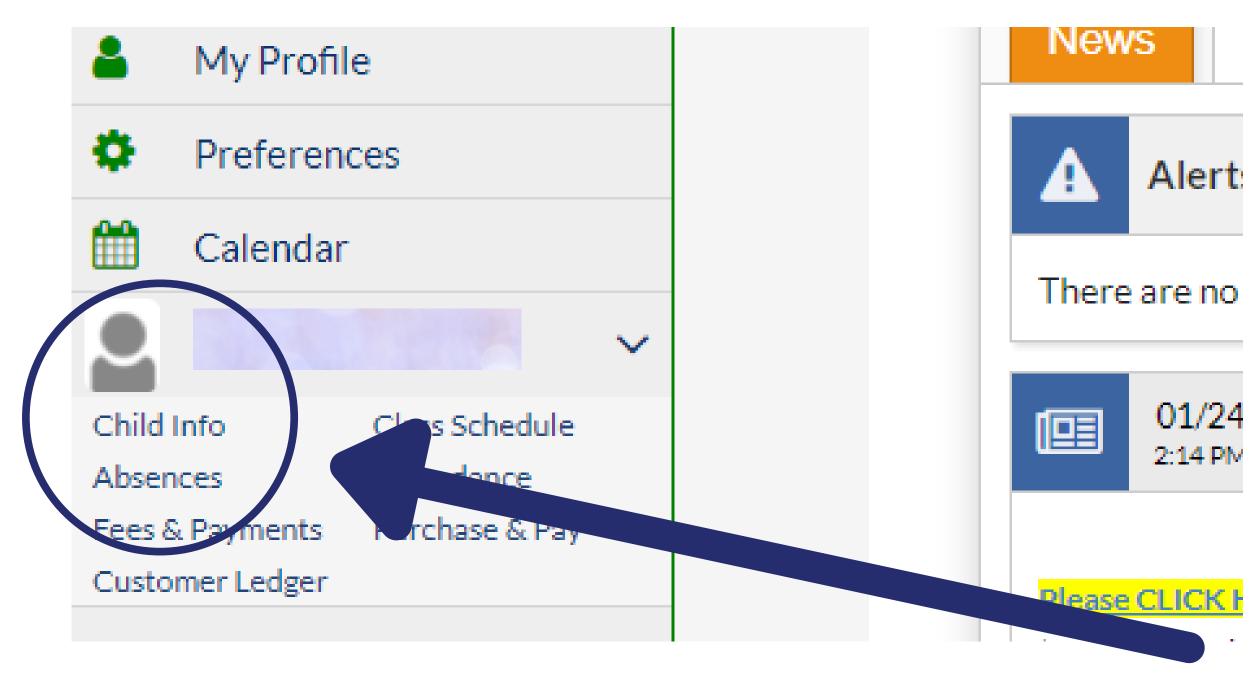
YOU WILL SCROLL DOWN TO FIND THE FOCUS APPLICATION LOCATED IN YOUR APPS/SERVICES TAB.

WHEN YOU CLICK ON FOCUS...



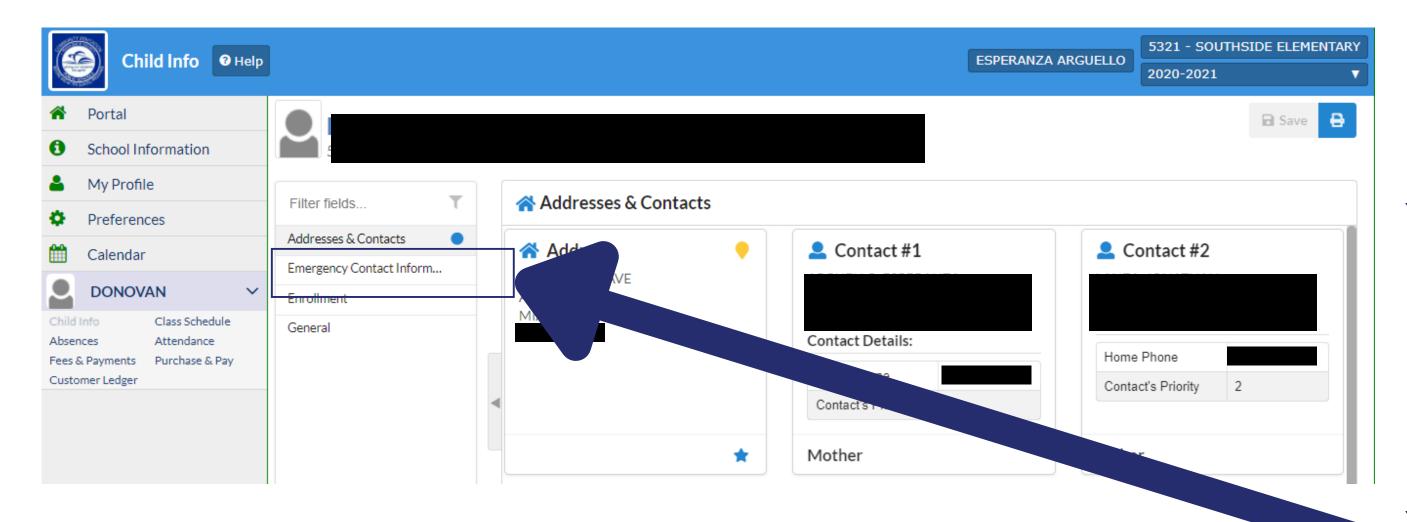
YOU WILL BE RE-DIRECTED TO THIS PAGE. THIS IS THE FOCUS APP HOME SCREEN.

CLICK ON CHILD INFO...



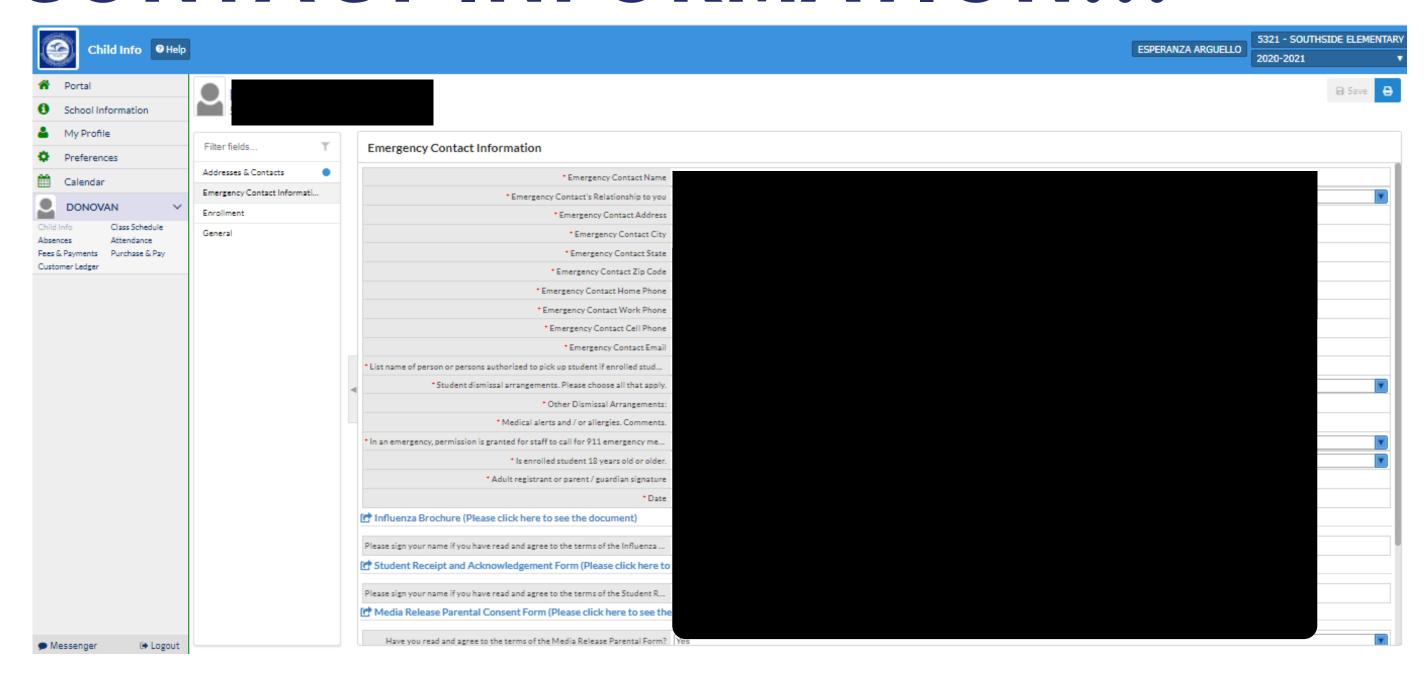
IN ORDER TO ENROLL IN THE ASC/CS PROGRAM YOU MUST FILL OUT THOUROUGHLY YOUR CHILDS EMERGENCY CONTACT INFORMATION.

ONCE YOU CLICK ON CHILD INFO...



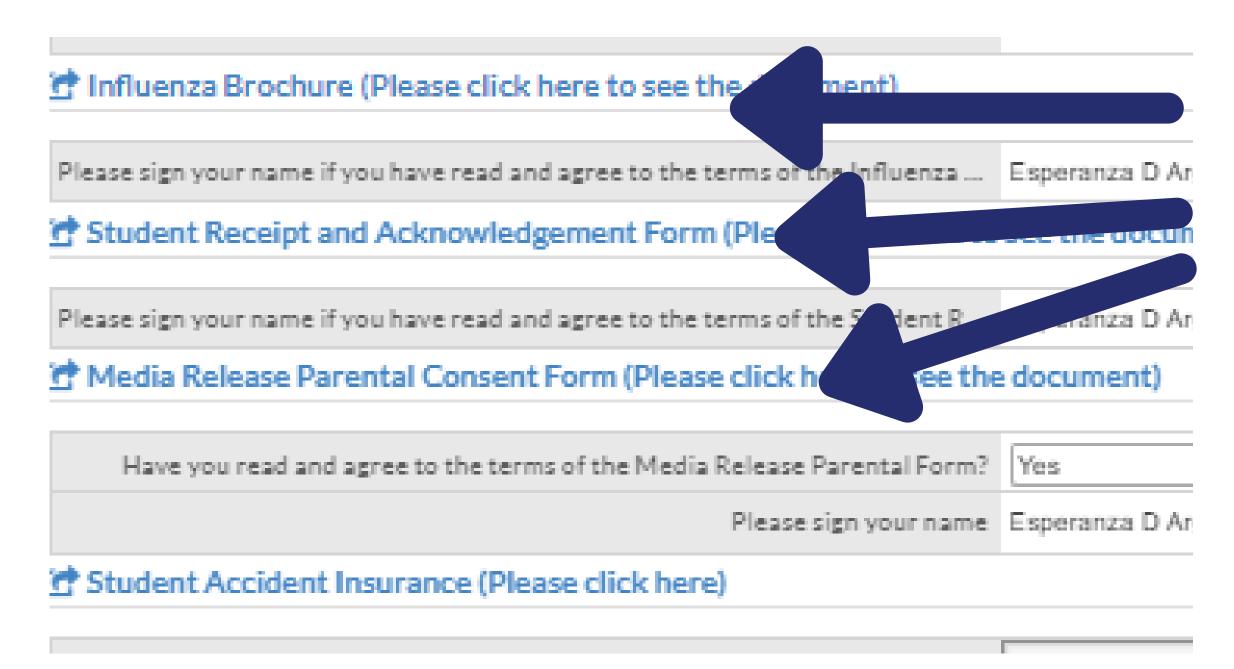
YOU WILL NEED TO CLICK ON EMERGENCY CONTACT INFORMATION. THIS IS WHERE YOU WILL NEED TO UPDATE YOUR INFORMATION ON OUR RECORDS.

ONCE YOU CLICK ON EMERGENCY CONTACT INFORMATION...



YOU WILL NEED TO FILL OUT ALL OF THE PERTINENT SLOTS IN ORDER TO ENSURE THAT WE HAVE ACCURATE UPDATED INFORMATION IN OUR RECORDS.

PLEASE NOTE...



THESE 3 SLOTS MUST BE FILLED OUT AND E-SIGNED BY THE PARENT/ GUARDIAN. FAILURE TO DO SO WILL RESULT IN A CANCELLED REGISTRATION.

NOTE: ALL STUDENTS MUST BE ENROLLED IN OUR HSRI ONSITE INSURANCE. NO EXCEPTIONS YOU HAVE SUCCESFULLY COMPLETED YOUR EMERGENCY CONTACT INFORMATION.

