

Focus App

Focus Community App

Stakeholders are able to download the Focus Community App to view BCPS and/or student information.

Instructions - BCPS Parents

1. Navigate to the Google Play Store or App Store to download **Team BCPS-Focus** app. See Figure 4.

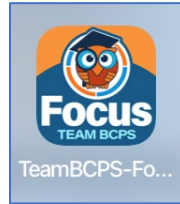


Figure 4

2. Once the app is downloaded, click on the app from your phone and click **Sign in with Microsoft**. **Note:** without signing into the app, users can click the link icon at the bottom of the screen, to see BCPS links. See Figure 5.

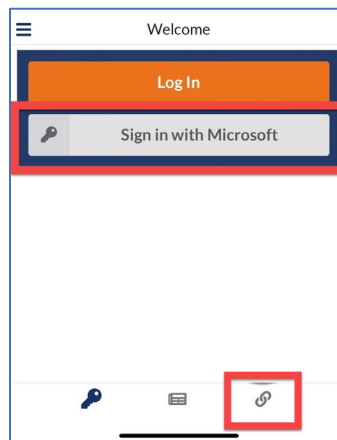


Figure 5

3. BCPS Parents, who have already logged into Focus, please log in using either your 1) social account or 2) my BCPS account, then click **SIGN IN**. See Figure 6.

Focus App

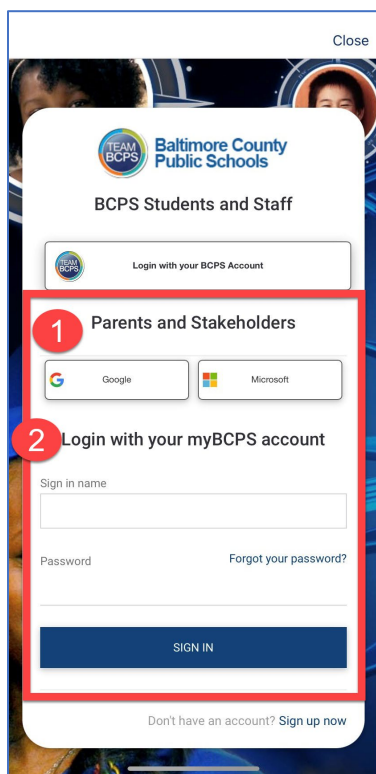


Figure 6

Instructions - BCPS Parents and Staff Members

Note: BCPS Parents who are also BCPS staff members should double check their selected profile in both the app (see Figure 10 and Figure 11) as well as double checking their selected profile in the online software in the upper right-hand corner. See Figure 7.

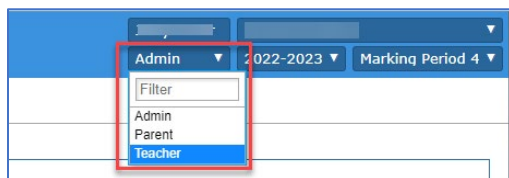


Figure 7

1. Navigate to the Google Play Store or App Store to download **Team BCPS-Focus** app. See Figure 8.

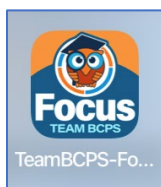


Figure 8

2. Once the app is downloaded, click on the app from your phone and click **Sign in with Microsoft**. **Note:** without signing into the app, users can click the link icon at the bottom of the screen, to see BCPS links. See Figure 9.

Focus App

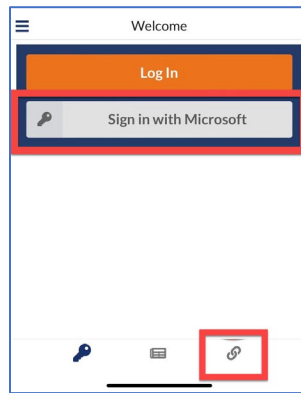


Figure 9

3. BCPS Staff, click **Login with your BCPS Account**. See Figure 10.

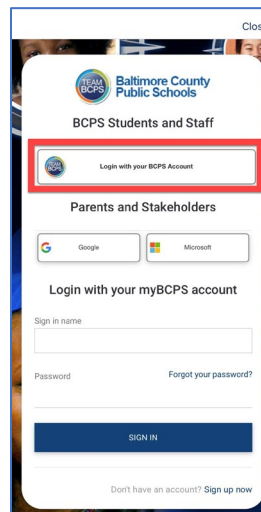


Figure 10

4. Once BCPS staff, who are also parents have logged into the Focus app, BCPS staff who are also parents can navigate in both their teacher/admin profile as well as their parent profile. Click on the **Menu** icon, the three horizontal lines at the top of the screen. See Figure 11.

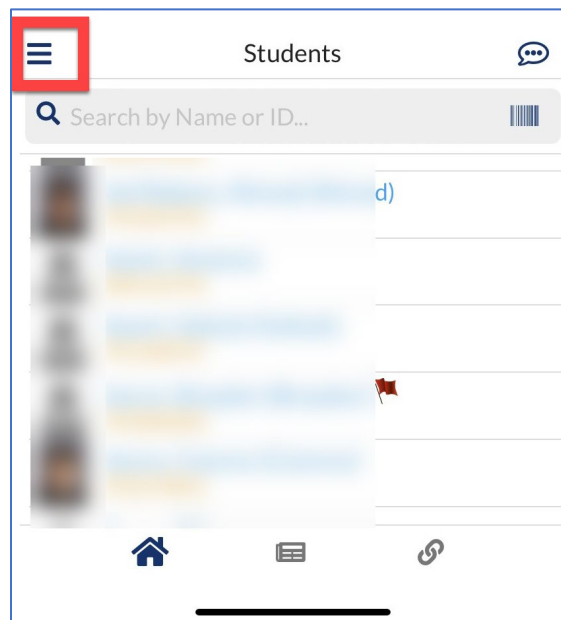


Figure 11

Focus App

5. Select **Profiles** from the bottom of the screen. See Figure 12.

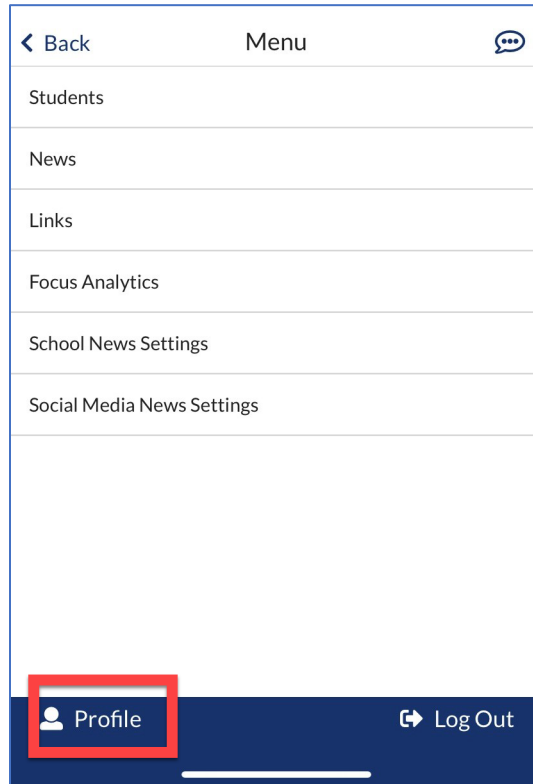


Figure 12

6. Select **Parent** to switch profiles. See Figure 13.

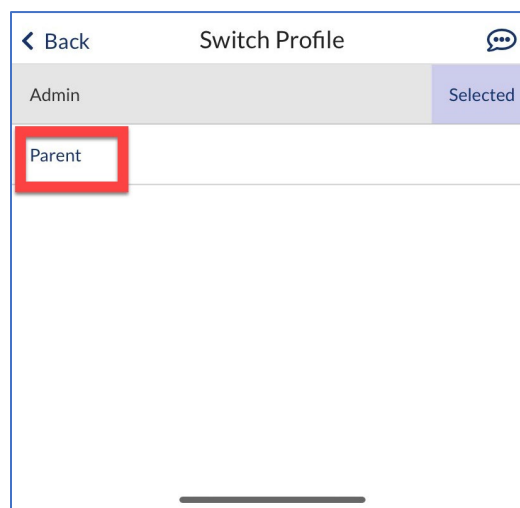


Figure 13

7. The parent is able to see the **Overview** page for their student, select **More Info** to search for more information for your student. Parents can also select **1)** Home icon, **2)** Announcement page, **3)** Links icon, and **4)** Forms icon. See Figure 14.

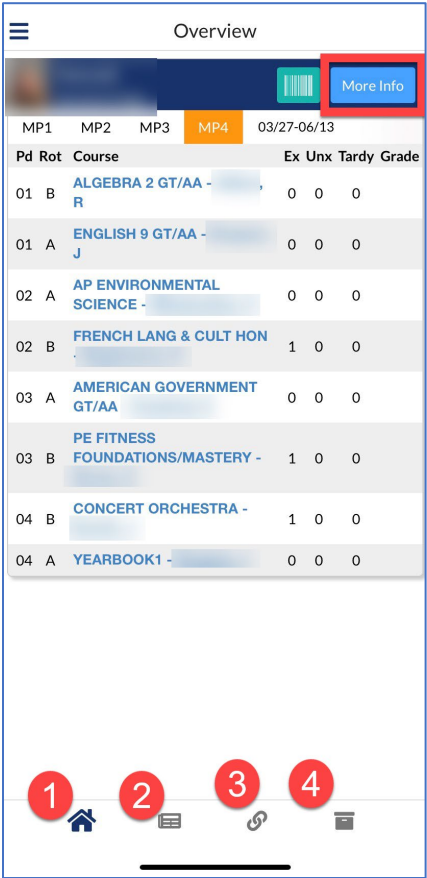


Figure 14