



Emma Jewel Charter Academy



"Helping the Village Raise the Child"

Focus Scholar Login Policy

These steps are to be followed when your scholars are logging into Focus:

1. Scholars will access FOCUS via Emma Jewel Charter Launchpad
2. Scholars will log in with the username StudentNumber@ST.Brevardschools.org
 - a. E.g. 1234567@ST.Brevardschools.org
3. Scholars' initial passwords will be their last name, in all caps, followed by "-ch" in all lowercase, followed by the school number, with no spaces anywhere in the initial password.
 - a. E.g. John Smith, attending charter school number 6523: SMITH-ch6523
4. Upon logging in, scholars will be required to set a fresh password.
 - a. Must be at least 15 characters long
 - b. Must include a capital letter, number, and special character.
5. Make sure scholars remember this password. The scholars can save these to their computers if they are on an assigned computer to them.
6. Scholars will have a Google Form on their Launchpad that they can complete if they have forgotten their password.
 - a. Passwords will be reset to the original initial password in step 3.
 - b. Scholars will be informed their password has been reset through a notification through Launchpad.



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Focus Scholar Reset Password Policy

1. Log into your Focus account
2. Go to <https://aka.ms/ssprsetup>
3. Click the plus sign next to Add sign in method
4. In the drop down, choose **security questions**
5. Choose 5 security questions and answers (some may have to be made up)
6. Remember your answers! (write them down somewhere!)
7. Once you have this set up and you forget your password, please go to your Launchpad and click on the Self-Service Focus Password Reset and follow the directions on the screen.