

Updating Student Addresses in FOCUS

Please follow the directions below to update your address in FOCUS:

1. Log into your FOCUS account
2. Locate the “My Information” tab in the header bar and select

The screenshot shows the FOCUS student portal interface. At the top, there are logos for Lively Technical College, ACE (Adult & Community Education School), and the Portal. Below the logos is a navigation bar with tabs: School Information, My Information (circled in red), Assignments & Grades, and Billing. Below the navigation bar, there is a welcome message: "Welcome, Mickey". Below that is an "Alerts - Since you last logged in:" section, which is circled in red with a red circle containing the number "2". Below the alerts section, there are sections for "Upcoming Assignments" and "Available Tests".

Upcoming Assignments:

Full Time - MTWH - 010 - Greg R Folden	
Sanitation, cleanliness, dressed in uniform	Due: Apr 09 2020 1
Full Time - MTWH - (F/T W SUMMER) - Mahir I Rutherford	
State Board Prep 4B	Due: Apr 09 2020 4

Available Tests

- [test 59](#)
- [test 80](#)
- [test 58](#)
- [test 57](#)
- [Textbook Unit 03](#)
- [Textbook Unit 13](#)
- [Textbook Unit 01](#)
- [Textbook Unit 07](#)
- [Textbook Unit 02](#)
- [Textbook Unit 04](#)
- [Textbook Unit 05](#)

3. From the drop-down menu, select “Demographic/Address Info”

The screenshot shows the ACE Portal interface for Lively Technical College. At the top, there are logos for Lively Technical College and ACE (Adult & Community Education School), along with the word "Portal". Below the logos is a navigation bar with tabs for "School Information", "My Information", "Assignments & Grades", and "Billing". The "My Information" tab is active, and a search bar is visible. A dropdown menu is open under "My Information", with "Demographic / Address Info" highlighted in red and circled with a red "3". Other items in the dropdown include Preferences, My Calendar, Class Schedule, Final Grades & GPA, Graduation Requirements Report, Test History, Test History Report, View Standard Grades, and Attendance Chart. The main content area shows "Alerts - Since you last logged in" with a list of upcoming assignments and available tests. On the right, there is a "Messages" section with various notices and helpful tips.

School Information | **My Information** | Assignments & Grades | Billing

Welcome, Mickey

Search...

Alerts - Since you last logged in

- Demographic / Address Info
- Preferences
- My Calendar
- Class Schedule
- Final Grades & GPA
- Graduation Requirements Report
- Test History
- Test History Report
- View Standard Grades
- Attendance Chart

Upcoming Assignments:

Full Time - MTWH - 010	Sanitation, cleanliness	Due: Apr 09 2020 12:00 am
Full Time - MTWH - (F/T)	State Board Prep 4B	Due: Apr 09 2020 4:00 pm

Available Tests

- test 59
- test 60
- test 58
- test 57
- Textbook Unit 03
- Textbook Unit 13
- Textbook Unit 01
- Textbook Unit 07
- Textbook Unit 02
- Textbook Unit 04
- Textbook Unit 05
- Textbook Unit 06
- Textbook Unit 08
- Textbook Unit 10
- Textbook Unit 11
- Textbook Unit 12
- Textbook Unit 09 (Retake)

Messages

- ▶ **HELP DESK**
For all issues or questions re
For issues related to Office 3
- ▶ **Update Your Email**
Students please make sur
do this by going to "My Ir
hand corner.
- ▶ **Password Help**
Do you need help resettin
- ▶ **Online Classes**
Beginning Monday, March
sure that instruction can l
them know how they can
password? Don't worry st
850.487.7555 between 8:
Monday, March 30th.
- ▶ **2020-2021 FAFSA® is Ava**
It's that time! The 20:

If you will be returning to LT
your 2020-2021 FAFSA® Ap

HELPFUL TIPS.....

- Your 2018 taxes must be comp
- Your Financial Aid cannot be pr
- (DRT) to save yourself time. This
- Here are 7 Things You Need B

4. Locate and select “Addresses & Contacts” from the fields list located on the left-hand side of the screen

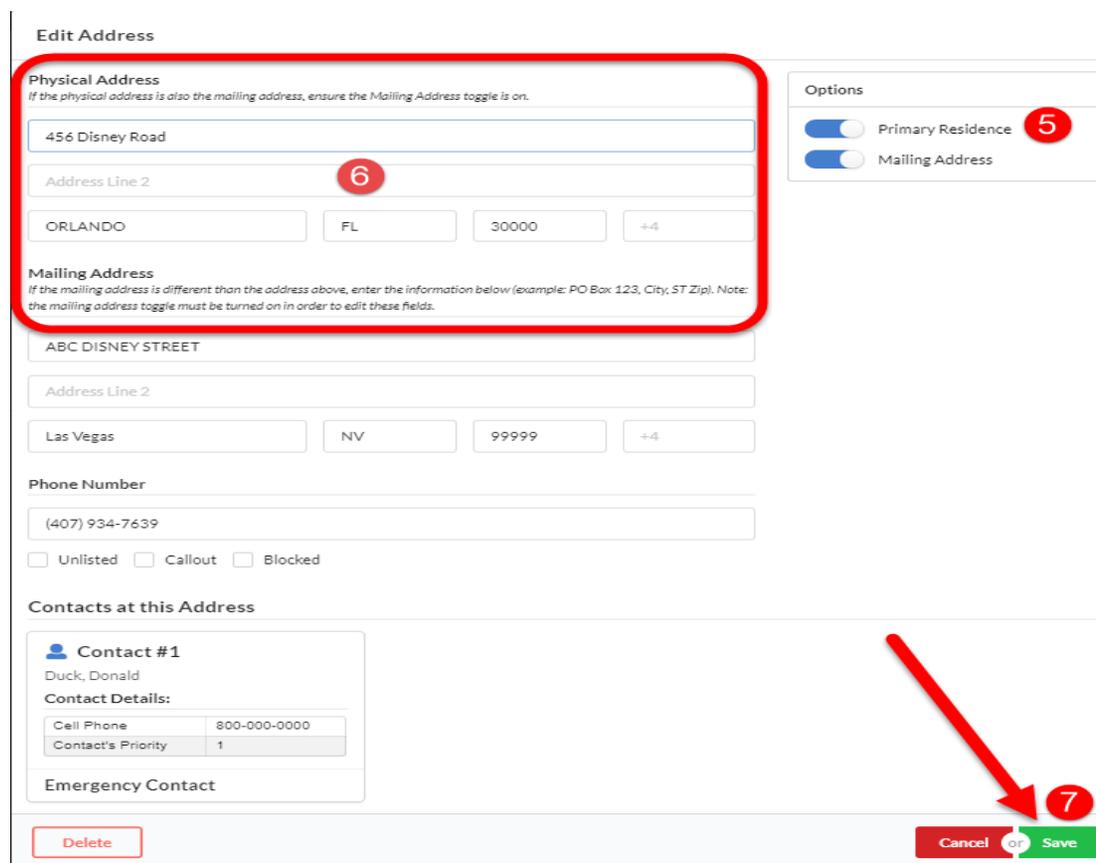
The screenshot shows a user interface for a student profile. At the top left, there are logos for Lively Technical College and ACE (Adult & Community Education School). The page title is "Demographic / Address Info". Below this is a navigation bar with tabs: "School Information", "My Information", "Assignments & Grades", and "Billing". The user's name is "Mouse, Mickey M" with ID "300011531 - Grade 31". There are links for "Enrollment", "Schedule", "Grades", "Test History", and "Grad".

On the left side, there is a "Filter fields..." dropdown menu. The menu items are: "Addresses & Contacts" (circled in red with a red circle containing the number 4), "Contact Information", "Cosmetology", "Demographic", "Employment", "Enrollment", "Financial Aid", "Lively Registration", "Nails/Facial", and "WDIS Detail".

On the right side, there is a "Demographic" section with a table of fields. The visible fields are:

Demographic	
* Resident St	
Genera	
* Birth	
Local Studer	
Student E-mail Add	
* Ge	
Single Ethn	
* Ethnicity: Hispanic or La	
* Race: W	
* Race: Black or African Amer	
* Race: A	

5. Locate the “Primary Residence” toggle button in the upper right-hand corner of the screen. Ensure the button is toggled on, meaning the white button will be all the way to the right.
6. Left-Click your mouse anywhere in the red highlighted box where the “Physical Address” is displayed. This will open the access to allow edits to the existing fields. Make the necessary changes to each field.
7. Locate and select “Save” in the bottom right-hand corner of the screen to save the updated fields.



Edit Address

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

456 Disney Road

Address Line 2

ORLANDO FL 30000 +4

Mailing Address
If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

ABC DISNEY STREET

Address Line 2

Las Vegas NV 99999 +4

Phone Number

(407) 934-7639

Unlisted Callout Blocked

Contacts at this Address

Contact #1
Duck, Donald

Contact Details:

Cell Phone	800-000-0000
Contact's Priority	1

Emergency Contact

Delete

Cancel or Save

Options

Primary Residence **5**

Mailing Address