



Broward County Workforce Education Technical College/Technical High School Student Portal Page

1. Visit: Browardfocus.com (Chrome, Firefox, or Safari)
2. Log-in
 - a. **Username: 10-digit Broward Schools' User ID: 0612345678**
 - b. **Password: P+Birthdate: PMM/DD/YYYY**
(Contact program instructor for password reset)


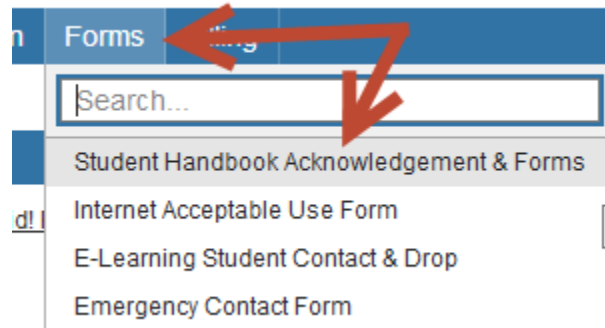
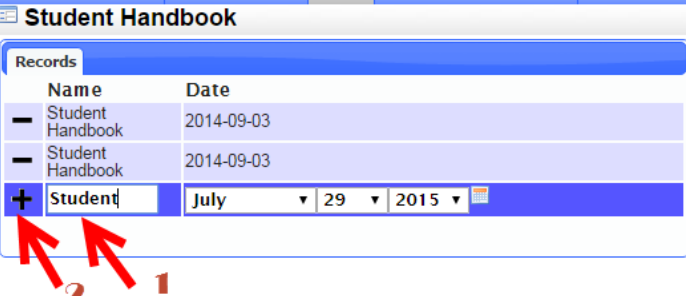

Main Dashboard View

The screenshot displays the main dashboard of the Broward County Workforce Education Student Portal. At the top, there is a navigation bar with the school's logo and name, and a dropdown menu for the school (Sheridan Technical College) and the current term (2019-2020, Term 9). Below the navigation bar, there are several sections: 'School Information', 'My Information', 'Forms', 'Assignments & Grades', and 'Billing'. The main content area includes a 'Welcome' message, a 'Last login' timestamp, and several informational boxes: 'Alerts - Since you last logged in:' (with a link to review outstanding invoices), 'Messages', 'Upcoming Events - View Calendar' (showing no events), 'Featured Programs' (with links to Studio Photographer, Absences, Final Grades & GPA, Calendar, Class Schedule, and Purchase & Pay), and 'Student Links' (with links to Live Chat, Student Handbook, Code of Conduct, Virtual Counselor, Portal Instructions, and Student Survey).

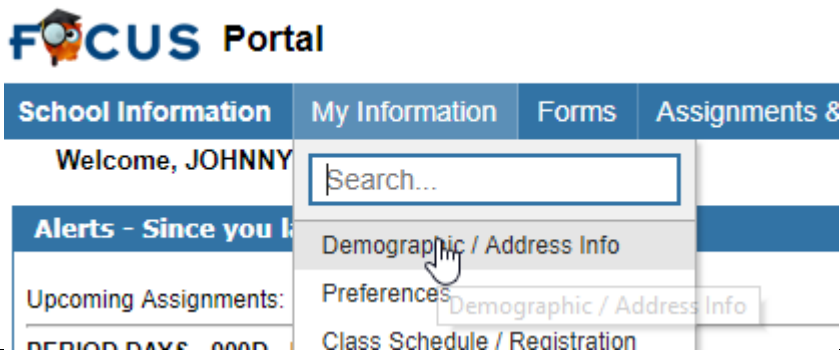
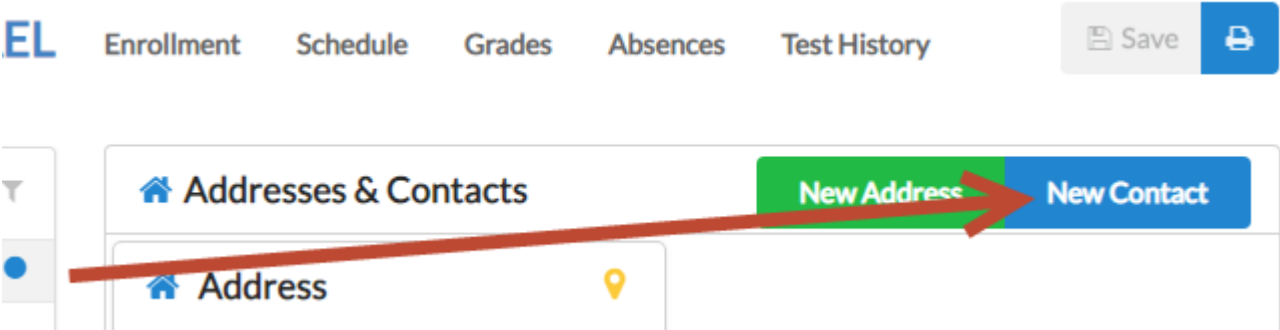
Features and Available Information

Menu Items	
My information	Contains address, schedule, absences, test history, etc.
Forms	Signatures for annual student acknowledgement forms, etc.
Assignments & Grades	Contains current course information for classes
Billing	View invoices and pay fees for classes
Dashboard	
Alerts	Includes notifications of: Upcoming registration dates (Technical College) Payments due (Technical College) Excessive absences Grade danger ETC.
Messages	Displays any messages that are distributed school-wide
Featured Programs	Links will provide information about course assignments, grades, attendance, course history, and schedules.
Student Links	Contains important information such as the Student Handbook

Student Handbook Acknowledgement

<p>1</p>	<p>Using Chrome, go to Browardfocus.com Username: ten digit student number Password: Date of birth in the PMM/DD/YYYY format <i>Note that all passwords are defaulted to the birthday unless this is a returning student who has already changed their password.</i></p> <p>It can be changed under the My Information pulldown → Preferences then the Password tab</p>											
<p>2</p>		<p>To access the Handbook, click on the Forms Pulldown and choose Student Handbook Acknowledgement & Forms</p>										
<p>3</p>	<p>1 – Enter your name in the box 2 – Click the plus sign.</p>	 <table border="1"> <thead> <tr> <th colspan="2">Records</th> </tr> <tr> <th>Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>- Student Handbook</td> <td>2014-09-03</td> </tr> <tr> <td>- Student Handbook</td> <td>2014-09-03</td> </tr> <tr> <td>+ Student</td> <td>July 29 2015</td> </tr> </tbody> </table>	Records		Name	Date	- Student Handbook	2014-09-03	- Student Handbook	2014-09-03	+ Student	July 29 2015
Records												
Name	Date											
- Student Handbook	2014-09-03											
- Student Handbook	2014-09-03											
+ Student	July 29 2015											
<p>4</p>	<p>Click the link to review the Student Handbook Pull down to "I Have Read and Agree" Enter your Name</p> <p><i>Repeat step 4 for the other forms.</i></p> <p>Click Save</p>	 <p>Click Here to View Student Handbook</p> <p>Have you read and agree to all policies described in the Student Handbook? * N/A I Have Read and Agree</p> <p>Signature (Type Your Name)* Student Name</p> <p>Date* July 29 2015</p> <p>Previous Page Next Page Save</p>										

Updating Student Emergency Contacts and Demographic Details

Step 1	<p>Once Logged in Click “My Information” → “Demographic/Address Info”</p> 
Step 2	<p>Click on “Addresses & Contacts” on the left hand side. Take a moment and verify your home address is correct.</p>
Step 3	<p>Click the blue <i>New Contact</i> button in the upper right of the window</p> 
Step 4	<p>Fill in the fields:</p> <ol style="list-style-type: none">1. Enter the person’s name, email address and check the button for “Emergency Contact”2. Pull down the phone type and then enter the phone number in the “Value” field3. Choose if they are at your address or no address4. Click Save in the lower right corner

New Contact

Lord Darth Middle Name Vader

Father

sithlord@empire.net **1**

Notes

Options

Custody

Emergency

Pick Up

- 0 + Priority

Contact Details Enter details for this contact

Export: Filters: OFF

Title	Value	Options
Cell Phone	(954) 555-5555	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked

Contact Address Click to move this contact to a different address

████████████████████

████████████████████

████████████████████

Mailing Address

████████████████████

████████████████████

★ ✉

No Address ✖

Cancel Save

Step 5 Click on “Demographic Detail” in the left column and update the five fields highlighted below:

Filter fields...

- 504 Info
- Addresses & Contacts
- Adult Career Pathways
- Counselor Notes
- Course Summary
- Demographic
- Demographic Detail**

Demographic Detail

	* AGE, Employment Barriers	N - Does Not Meet Conditions
	* AGE, Ex-Offender	Z - Not Enrolled in NRS
?	* Employment Status	E - Employed
	* AGE, Homeless Individual or Runaway Youth	N - Does Not Meet Conditions
	* Military Status	Y - No Military History
?	Veteran Student Indicator	Z Student is not a veteran
	* AGE, Migrant and Seasonal Farmworker	N - Does Not Meet Conditions

Remember to click save if you make any changes

Step 6 Scroll down the left hand column and click on “Student Contact Info”

Filter fields...

- Reauthorization Fall 16/17
- Registration Information
- Student Contact Info**
- Student Handbook Acknowledgemen...
- Student Indicators
- Tuition Fee Deferment Plan

Student Contact Info

?	Student Email Address
?	Cell Phone
?	Work/Additional Phone

Check the box below and student password will automatically reset on the hour to the student's birth

?	Reset Student Password	✖
---	------------------------	---