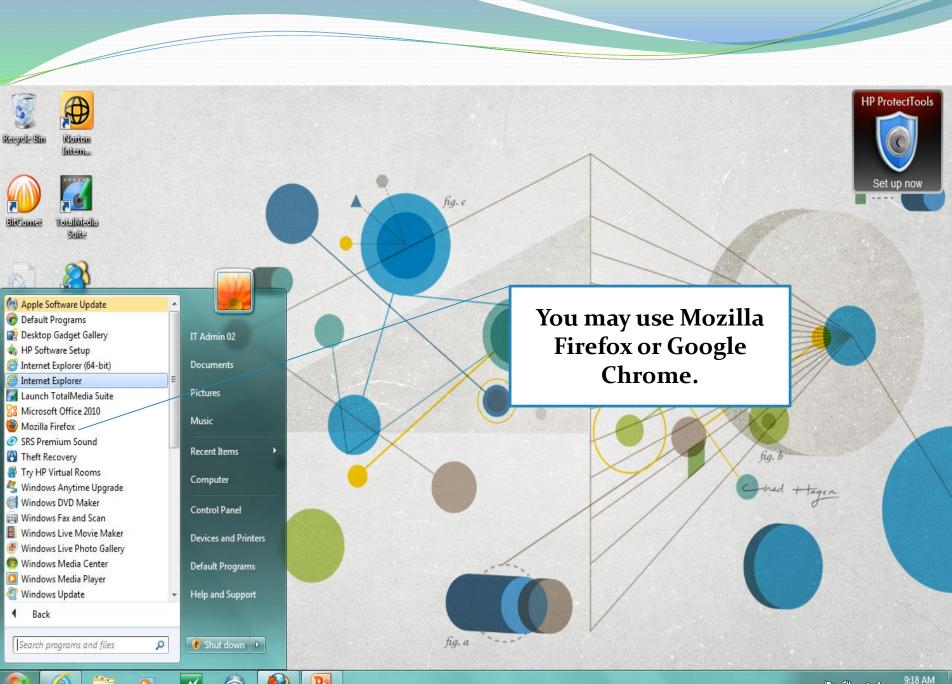
# Accessing the FOCUS Student Information System

Updated: 2020-2021

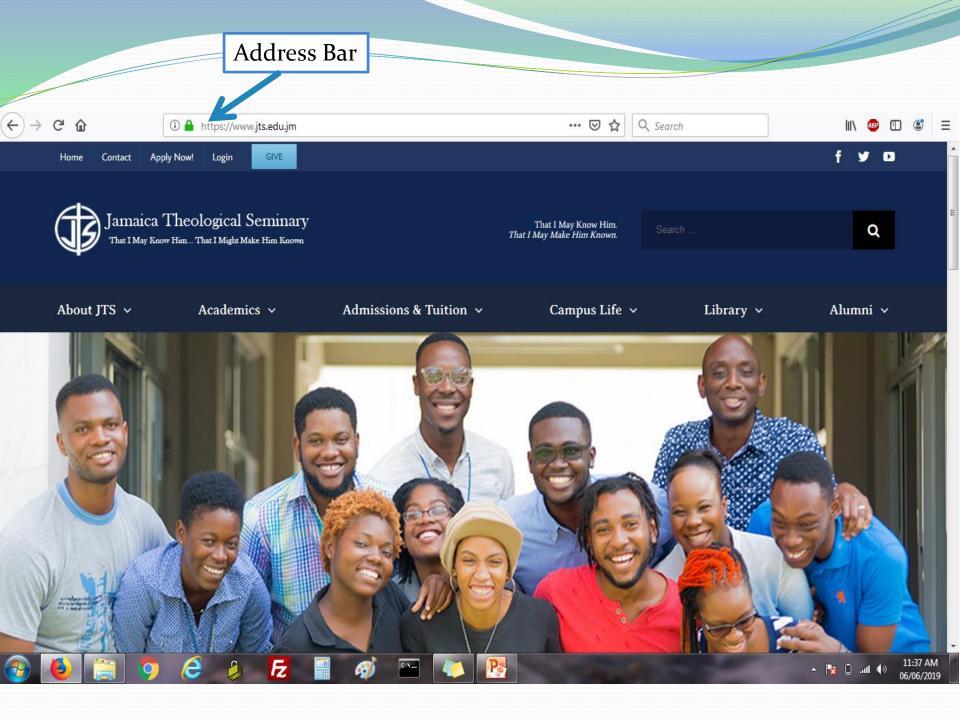
## Step 1.

 Open your Internet Browser (Mozilla Firefox or Google Chrome)

 In the address bar enter the site address: jts.edu.jm

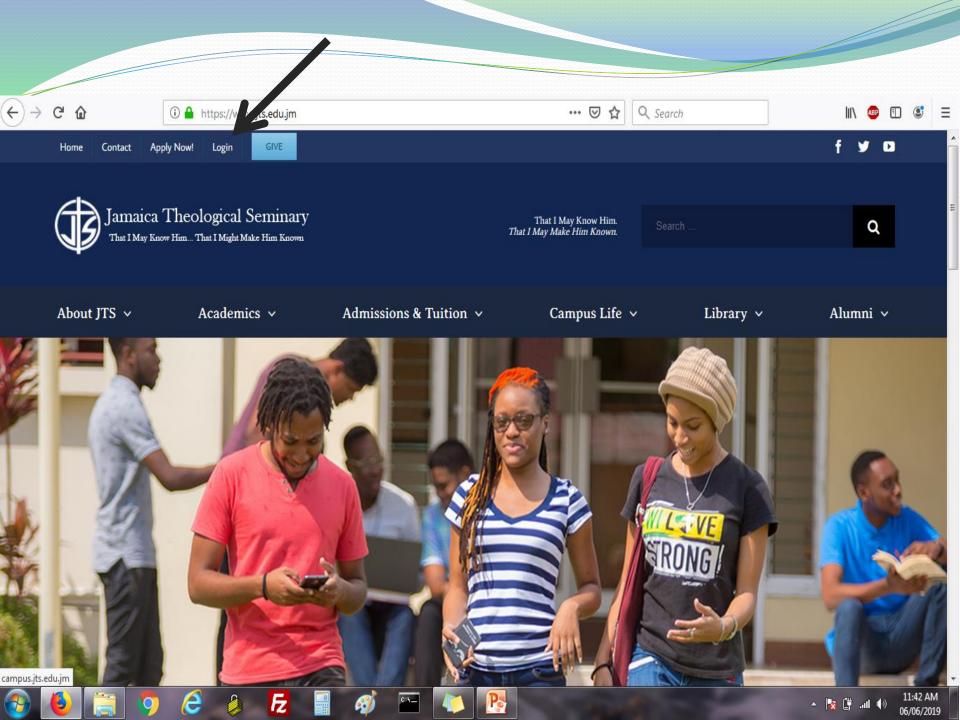






## Step 2.

 Select the "Login" link in the top left hand corner of the menu bar on the main webpage

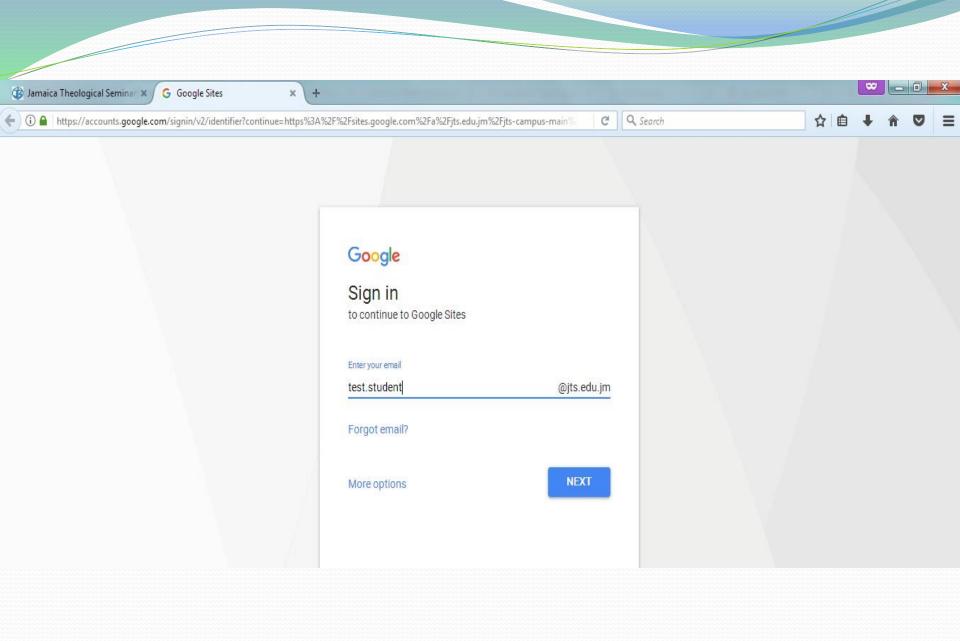


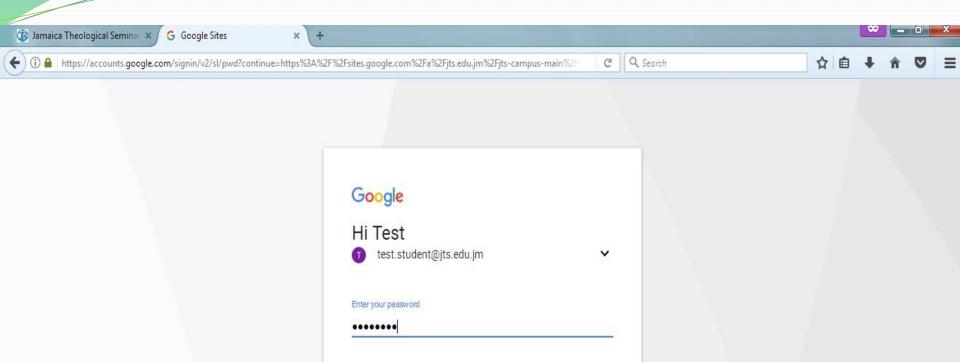
### Step 3.

- Enter username and password (note the format for your email's username is firstname.lastname)
- The default password is STU1234!
- The system may present characters for confirmation of your account, if this happens it is pivotal that you enter the characters correctly to gain access.

 Upon entry you will be prompted to personalize your password.

 Passwords have a 8 character requirement- should include at least one number and one symbol.



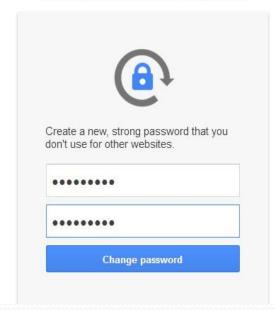


Forgot password?



### Change password for test.student@jts.edu.jm

Find out more about choosing a smart password





#### Welcome to your new account

Welcome to your new account: patrick.ellis@jts.edu.jm. Your account is compatible with many Google services, but your jts.edu.jm administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Centre.

When you use Google services, your domain administrator will have access to your patrick.ellis@jts.edu.jm account information, including any data that you store with this account in Google services. You can learn more here, or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite core services, your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your patrick.ellis@jts.edu.jm account works and agree to the Google Terms of Service and the Google Privacy Policy.

Accept







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#### Home

Welcome to the Internal Web Site for Jamaica Theological Seminary. That I May Know Him... That I Might Make Him Known.

#### **Recent Announcements**

<u>Update: Course Registration & Grade Modules Now Functional On FOCUS/SIS</u> Good Evening Students,Kindly be advised that you are now able to do your course registration on FOCUS/SIS. The portal was opened today to September 3, 2020.

<u>Please note</u> ...

Posted Aug 21, 2020, 10:28 PM by Shana-Gay Smith

<u>Timetables Now Available On Main Website</u> To: Students At Kingston Campus,Please be advised that timetables for Full and Part-Time streams are available on the main website. Please click to be routed to that link

Posted Aug 21, 2020, 4:23 PM by Shana-Gay Smith



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#### **CLICK HERE TO LISTEN**



## Step 4.

• Select the **Focus/SIS** link in the left side panel.



#### **JTS Intranet**

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Focus/SIS
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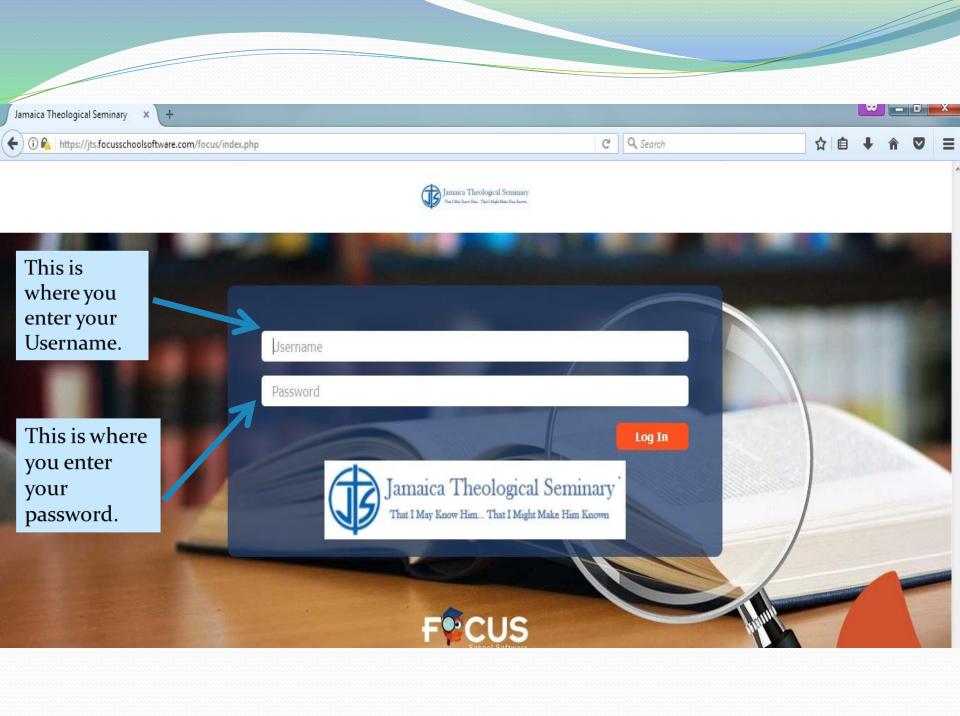
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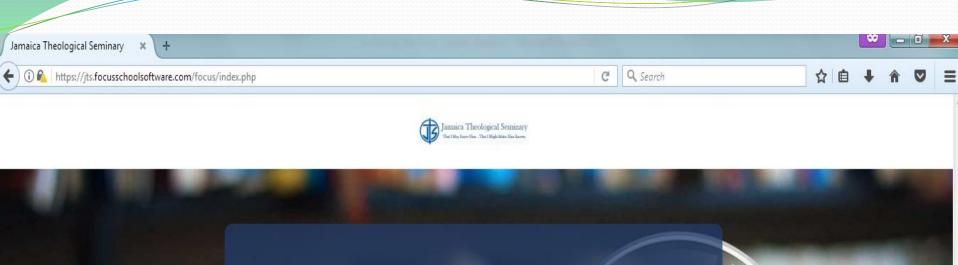


## Step 5.

- Enter username and password (note the username for your FOCUS/SIS account is your student identification number eg. ID#: 2012-0001 your username would be 20120001)
- The default password is STU1234!
- Upon entry you will be prompted to personalize your password.

 For ease in remembering your passwords, it is recommended that you use the same password for your email and FOCUS accounts.

Here is an example of a Password: !R@cqu3l





## Step 6.

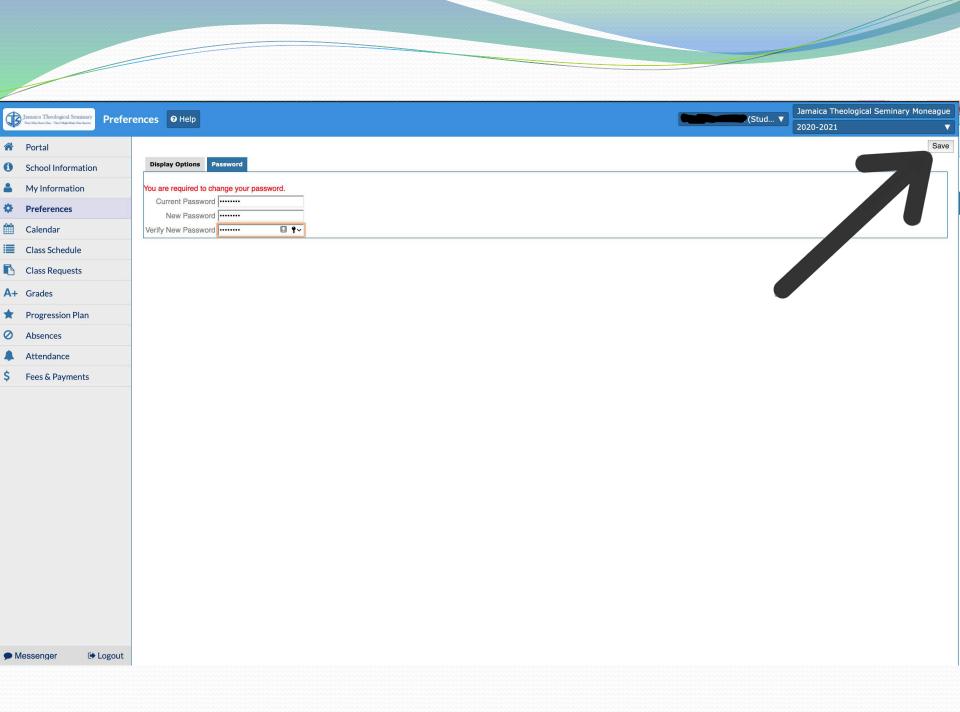
Now you will be taken to your FOCUS/SIS homepage. You will need to personalise your password in order to do so. Carefully do the following:

- Input Default Password in Current Password Field
- Create a Password in New Password Field
- Retype New Password in Verify New Password Field

## Step 7.

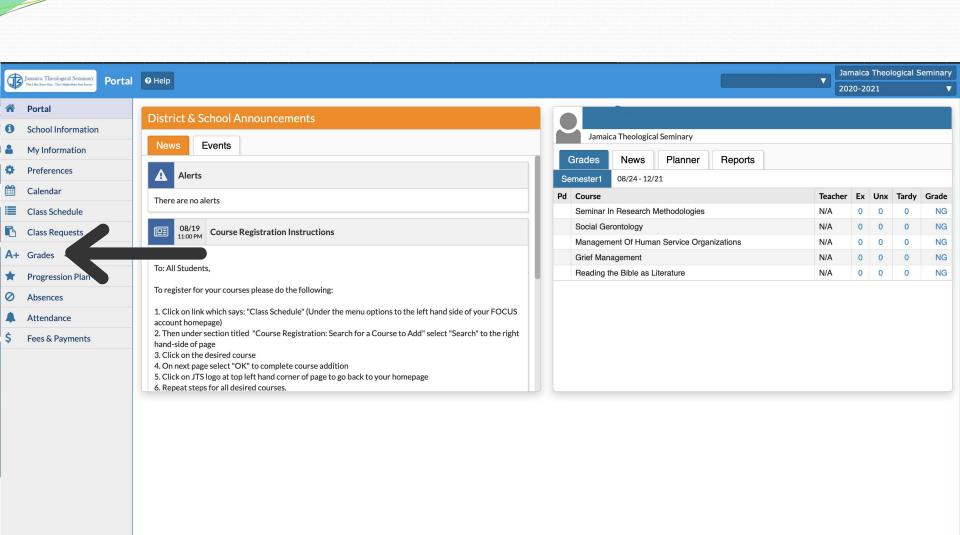
- Click on "Save", after retyping the New Password
- Click on Focus Home Button to access Home Page

Please see screen shot on next slide showing how to personalise your FOCUS/SIS password.



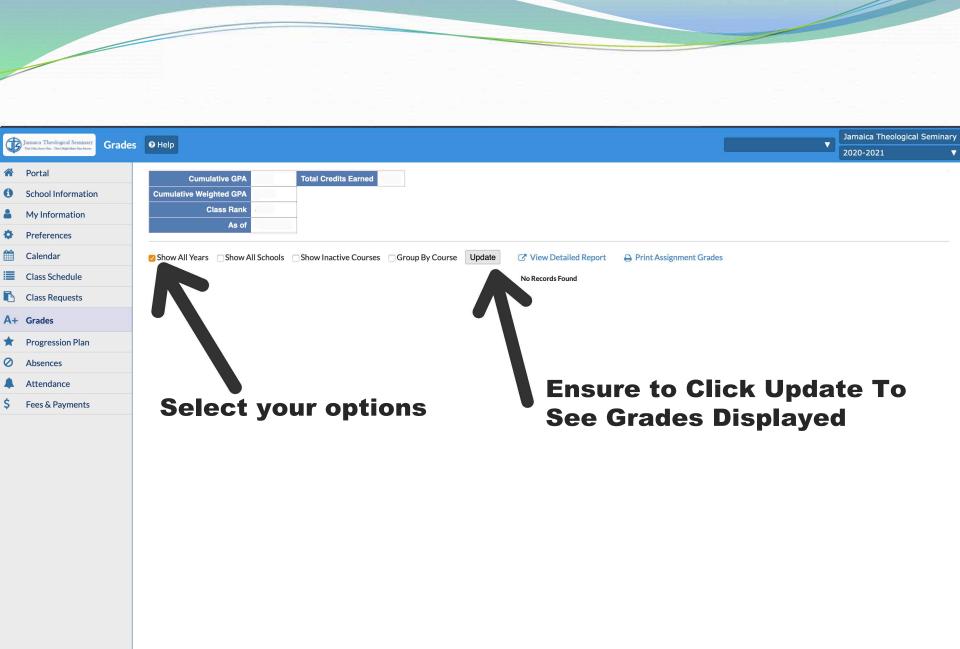
## Accessing Grades on the FOCUS Student Information System

On your Focus home page, select "Grades" • The screen that follows will show your grades for the semester



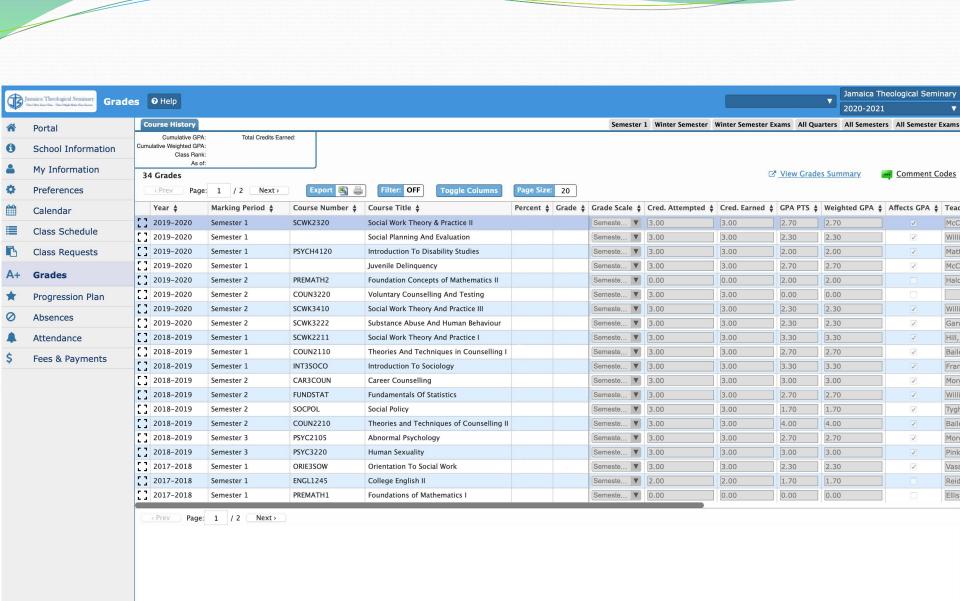
Messenger

♠ Logout



Messenger

♠ Logout



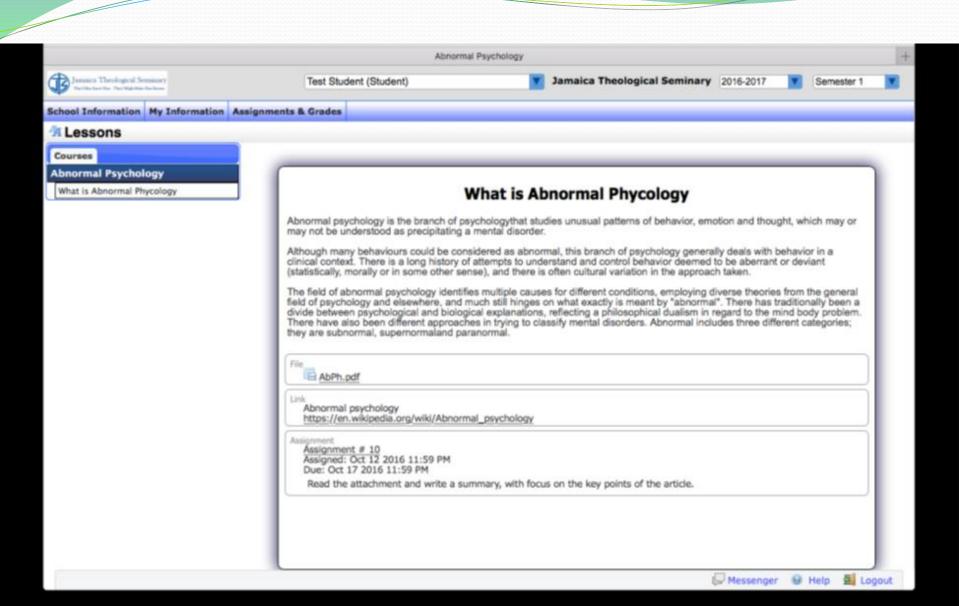
## Submission of Assignments Via FOCUS/SIS

## Step 1

Here are the steps to follow to submit an assignment in FOCUS:

Sign into your FOCUS/SIS account.

 Select the Course for Assignment Submission.



## Step 2

Now you will be taken to the Assignment page. At this point you will now be able to select the assignment to upload.

Click on the Edit/Upload button

What pops up is the Upload Files Window. You can do any one of the following:

Drag and Drop the Assignment into the Window

or

Click the Select Button

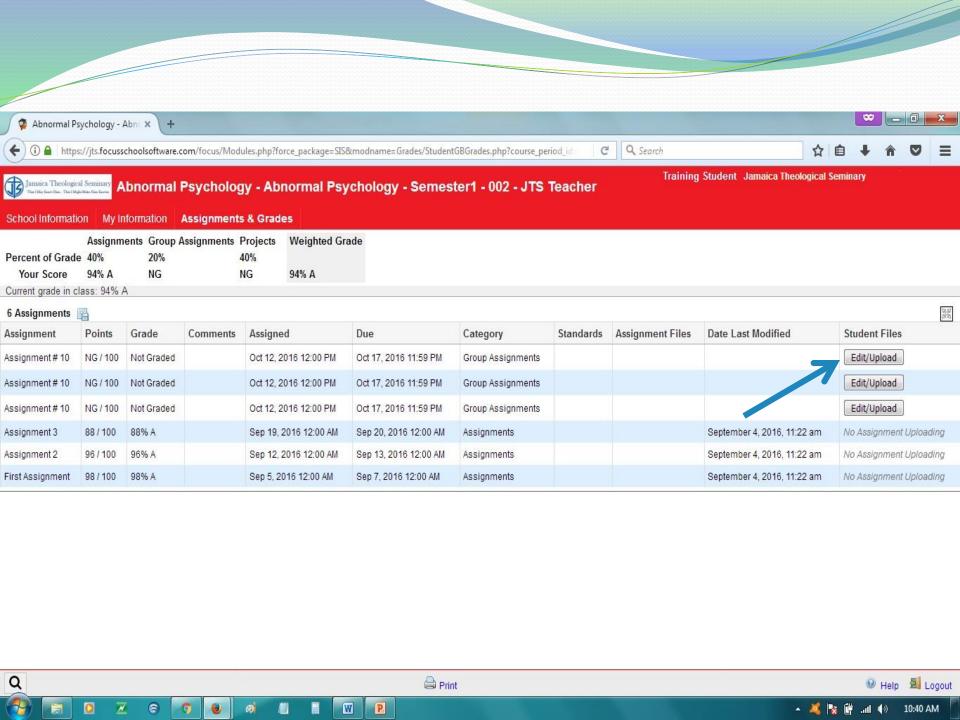
After you click the Select Button, kindly do the following:

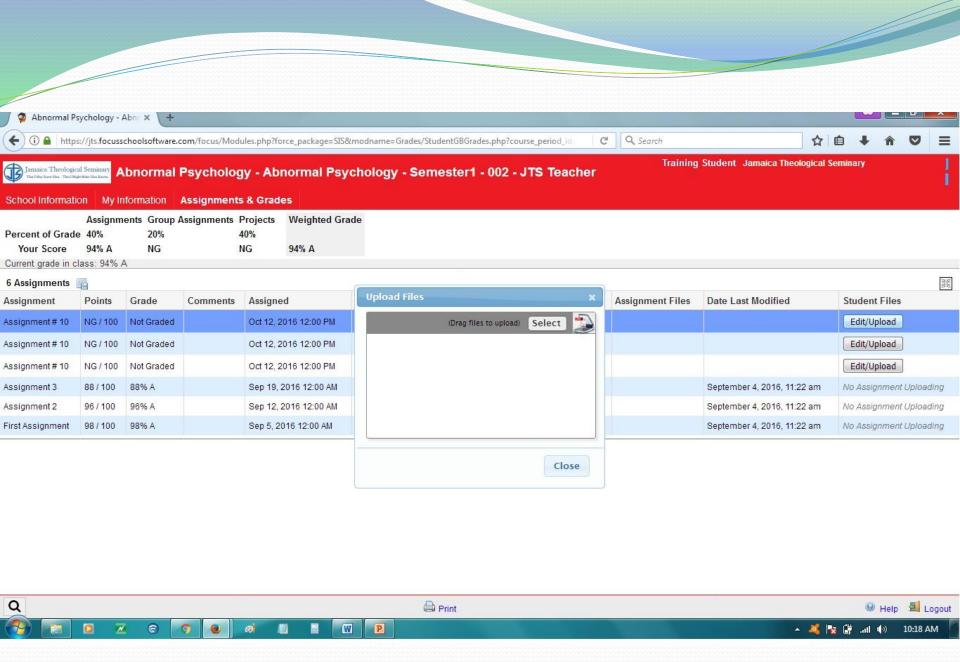
Locate where the assignment is saved

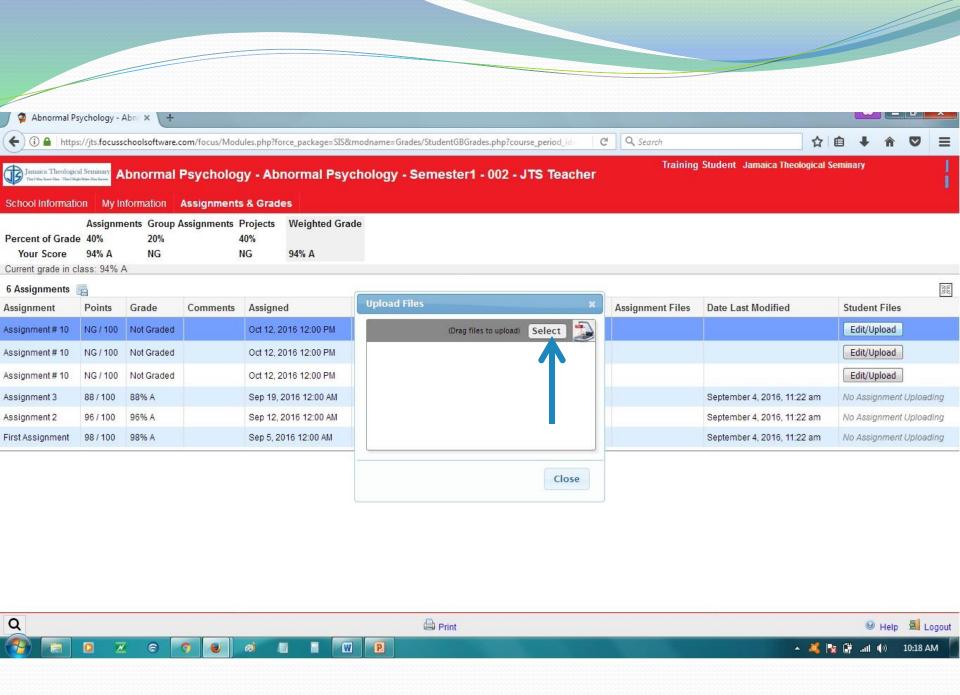
Select the assignment and then click
 Open

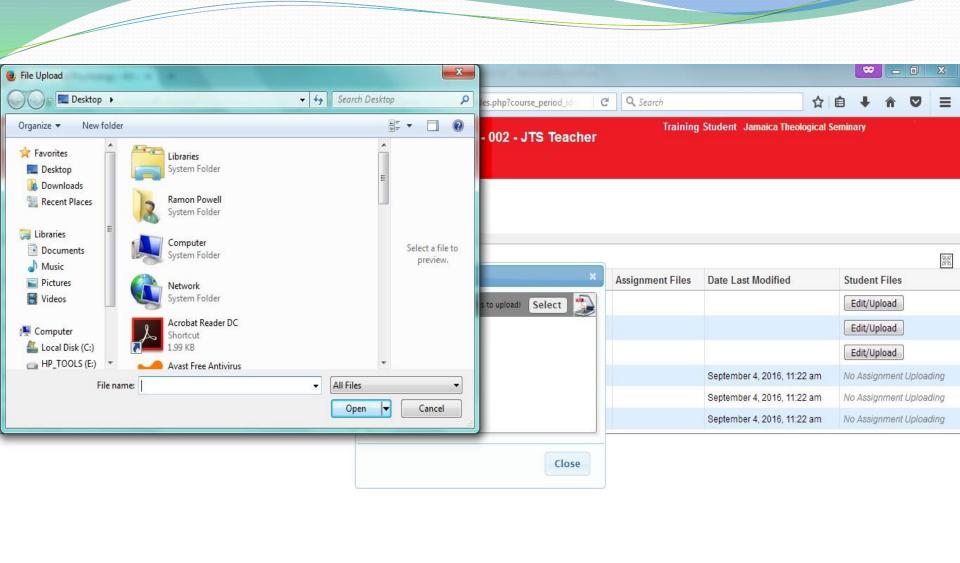
Once Uploaded, click on the Close button

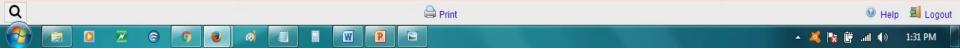
## Please see screen shot on next slide showing how to Upload Assignments.

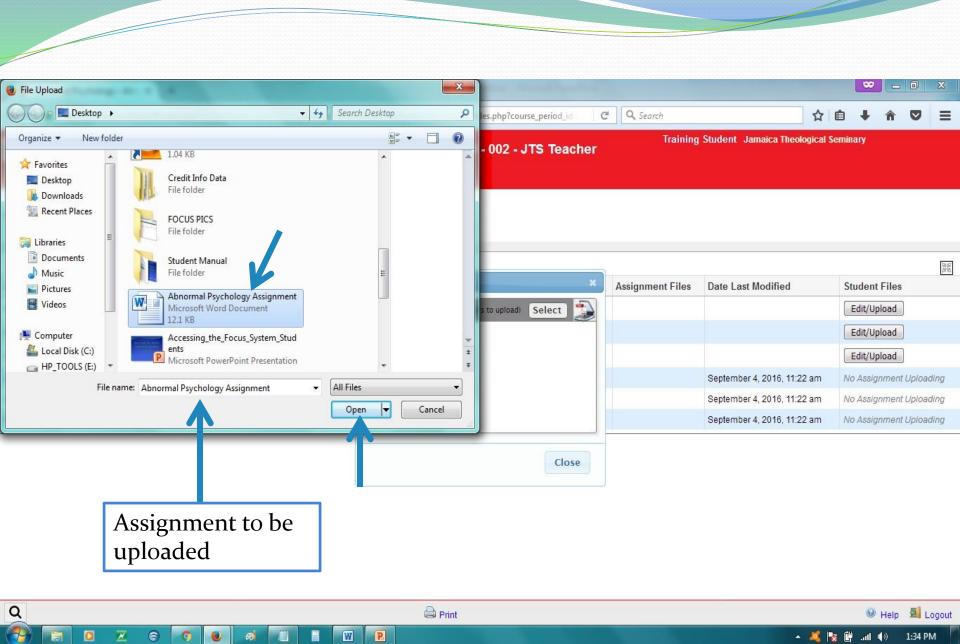


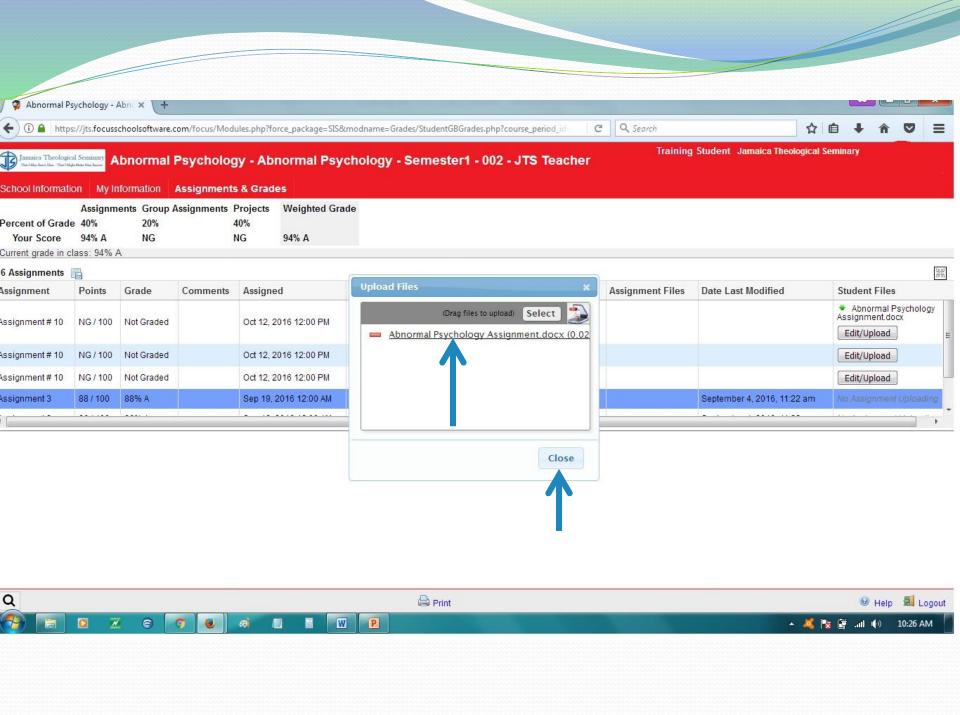


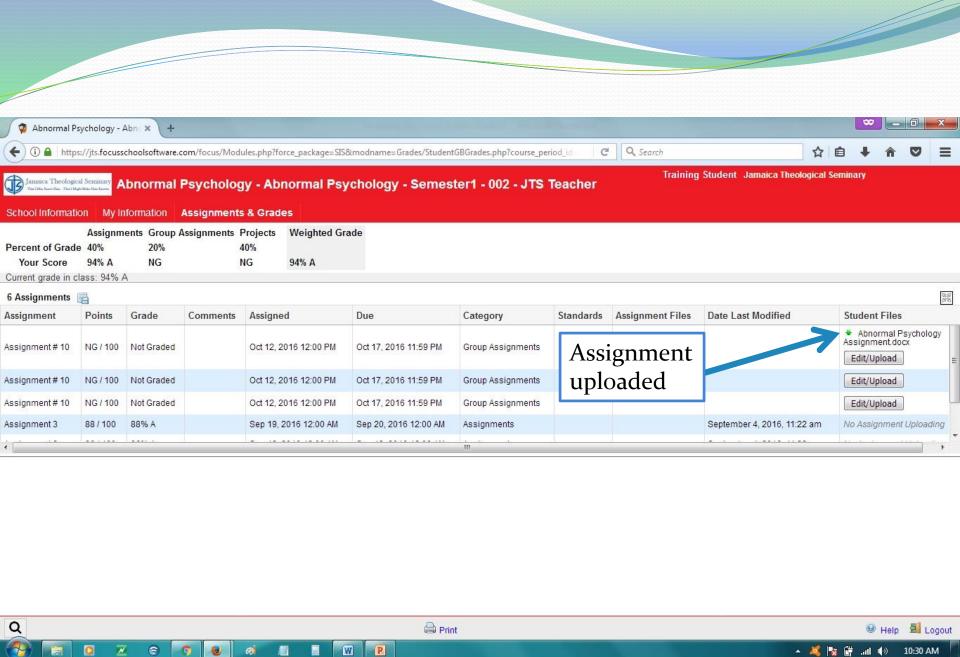












## All queries are to be mailed to the IT Department @

helpdesk@jts.edu.jm