BROWARD COUNTY PUBLIC SCHOOLS

Co-Enrolled Program

Student Registration Process

This document will explain how students can complete their registration and enter their e-Signature in Focus.

STEP 1 -
COMPLETE VIRTUAL APPLICATION AND PROFILE

Login to www.browardfocus.com and enter your username and password.
Username: Student number
Password: PMM/DD/YYYY
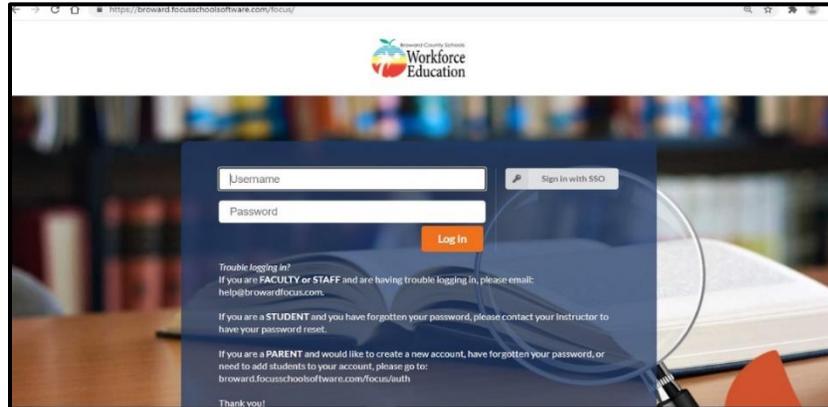
STEP 2 -
UPDATE CONTACT INFORMATION

Click on the "My Information" tab to update your phone number and email address. Click "Save" after updating contact information.
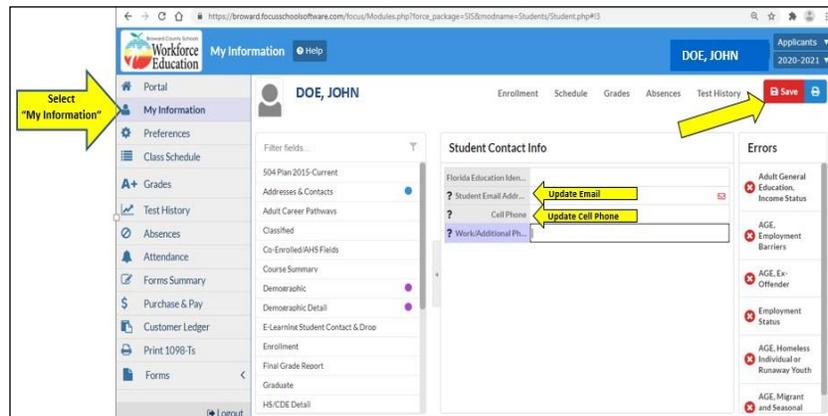
STEP 3 -
ACKNOWLEDGE CO-ENROLLED STUDENT CONTRACT

- Click on the "**Forms**" tab to access the drop down menu.
- From the drop down menu select "**Co-Enrolled Student Contract**".
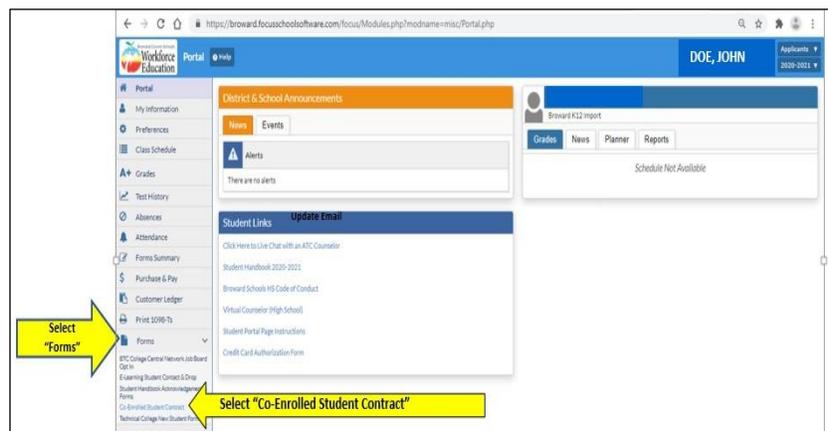
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STEP 3 –CON'T
ACKNOWLEDGE CO-ENROLLED STUDENT CONTRACT

Initial by the subject area enrolled. (If you expect to take more than one class, just initial all subjects).

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Scroll down and select "Click to Sign"

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Enter your username (student number) and password (PMM/DD/YYYY). Click on "**Authenticate**". Sign on the signature panel and press "**Sign**"

STEP 3 –CON'T
ACKNOWLEDGE CO-ENROLLED STUDENT CONTRACT

Scroll down and click "Submit Request"

Please allow 2 business days for your registration to be processed and contacted by a teacher. If you do not hear from your teacher by the 3rd business day, please email Ms. Monique Litthcut at monique.litthcut@browardschools.com or call 954-610-8763.