## Step by Step Directions

1. Use Google Chrome browser.
2. Go to Brevard Public Schools website [www.brevardschools.org](http://www.brevardschools.org).
3. Click the round “LaunchPad” button.

### Troubleshooting

If more than 1 student is sharing the computer, open an incognito Window (close the browser completely between students if you have more than one child).

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4. Click on the “Sign in with SAML” button.

### Troubleshooting

If your password doesn’t work, contact SALC 321-242-4770.

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5. On the next screen, enter your username and password.

   **Student Username:** Yourstudent#@brevardschools.org

   **Student Password:** Your school computer password

   **Example:** a student with student number of 1234567 will have a username of 1234567@brevardschools.org

6. To access FOCUS, click the BPS FOCUS live app tile inside LaunchPad.

### Troubleshooting

If your class is not linked click on a class that is and go back to the portal page to refresh the page. All classes should then be linked. If this doesn’t work contact your teacher.
8. Click on the Resources tab.

To open the link to the class video call, click the icon for the 1st day eLearning class link.

OR
Click on the News tab. Copy the link to the video call from the news post. Paste the link in the address bar of your browser.

OR
As a last resort for access, dial in if a phone number is provided. If multiple numbers are listed, use the New York number.

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### How to Join My Video Class Meeting

**Zoom**

When you click the Focus link for a Zoom meeting, the page to the right will open. Download and run Zoom if you do not have it installed on your computer

OR Click on Join from your browser.

You will need to wait for your teacher to admit you. While you are waiting, you can test your computer audio to make sure your speakers and microphone are working.

**Student view directions**

BPS Office of Instructional Technology, August 2020
SALC Student Access for First Day eLearning

Link to this document: https://bit.ly/2PMVzJb

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