

1:1 LAPTOP GUIDE & ACCESS INSTRUCTIONS

Simple 5-Minute Setup via Focus Parent Portal

Step-by-Step Online Agreement Process

1 Log in or Register on Focus

Visit the Focus Parent Portal:

browardschools.focusschoolsoftware.com

Don't have an account? Click **"Parent Portal Registration"** or **"Create Account"** on the portal homepage.

**Note: Only the primary parent/guardian contact can access the device agreement form.*

2 Locate "Applications" Menu

On the left side menu, click **Applications**. Find **"1:1 Device Issuance Agreement"** and click the **Start** button next to your student's name.

3 Fill Out the Form Choices

- Select your language (English, Spanish, Portuguese, or Haitian/Creole).
- Check the box agreeing to the terms.
- Select **YES** from the dropdown menu, then click **"Click to Sign"**.

4 Digital Signature & Save

Sign your name in the pop-up box using your finger, stylus, or mouse, then click **Sign**. At the top of the form, click **Save**.

5 Submit Form

Once saved, click the **Submit** button at the top header bar.

6 CRITICAL: Click Green "Confirm" Popup!

A confirmation box will pop up on your screen. You **MUST** click the green **Confirm** button. Your request will **NOT** be submitted or received until this button is clicked!

Important Reminder: One form per student! If you have multiple children at FLHS who need laptops, you must complete this form separately for each student.

Device Pick-Up Rules

 **Location:** Media Center

 **When to Go:**

- Before school starts in the morning
- During scheduled Study Hall periods

 **STRICT POLICY: No laptop pick-ups allowed during regular class time!**

Device Value & Responsibility

Students receive a complete HP EliteBook kit. Families are financially responsible if lost, stolen, or damaged.

ITEM ISSUED	VALUE
HP EliteBook Laptop	\$522.48
Protective Carrying Case	\$25.49
Power Adapter / Charger	\$25.00
TOTAL PACKAGE VALUE	\$572.97

Need Help or Changes?

- **Changing Answers:** Answers cannot be edited online once submitted. A parent must visit the Front Office in person.
- **In-Person Support:** Visit the FLHS Front Office or IT Help Desk for assistance setting up your Parent Portal account.