Helpful Hints for selecting courses for 22/23 in the FOCUS Student Portal

1. This process is MUCH better on a computer/device than your phone!
3. Log in using your BCPS Account (BCPS username with the @bcps.org and password).
4. In the top right corner switch the year to 2022-2023 the border of the screen will turn red.
5. On the left side, select Class Requests.
6. Your core courses will be automatically selected for you. They will be listed in gray and you will not be able to change them. *(Your teachers and/or counselor can update levels/classes for these specific for you)*
7. At the top of the page in **bold** you will see how many credits you already have entered. Your goal is to make that number equal 8 credits. **ALL GRADES must select 8 Credits.**
   a. To add a class, you will type the name of the course in the box under Course column.
   b. Select your class from the drop down list.
   c. Hit enter/return to add the class to your request list.
   d. When it drops down, hit **save** (toward the bottom right).
   e. Then hit refresh on your browser to update the total number of credits.
8. After you have your top 8 credits added you will select 2 more credits, **these are your alternates.** You will note that they are your second choice elective by putting the number 2 in the priority elective column. Then repeat the saving steps above.