

Troubleshooting – Focus Login

Parents must use the **Username / Password** option on the left.

- Your email address is your username.

Students must use the **Sign in with SSO** option on the right.

- At the **Sign in** that appears, use your full student email address that begins with your student id number.
- You will be directed to a Santa Rosa County Schools login screen.
- Enter your student id number and password.

Parent **OR** **Student**

The diagram illustrates the login process for both parents and students. It is divided into two main sections: **Parent** (left) and **Student** (right), separated by a vertical yellow line. A red arrow labeled **1** points to the **Username** field in the Parent section and the **Sign in with SSO** button in the Student section. Below the Username field, there is a **Password** field and a **Log In** button. A link for **Parents: Forgot Password?** is also present. A second red arrow labeled **2** points to the **Next** button in the Microsoft Sign in screen. A third red arrow labeled **3** points to the **Sign in** button in the Santa Rosa County Schools login screen.

Parent Login Screen:

- Username
- Password
- Parents: Forgot Password?
- Log In

Microsoft Sign in Screen:

- Microsoft
- Sign in
- 57-----@santarosa.k12.fl.us
- Can't access your account?
- Sign-in options
- Next

Santa Rosa County Schools Login Screen:

- Santa Rosa County Schools
- Sign in with your district account (For students use your 57 number, Staff use your AccountID. Adding @santarosa.k12.fl.us or @students.santarosa.k12.fl.us is OPTIONAL)
- 57-----
- Password
- Sign in