

Updating Student Addresses in FOCUS

Log into FOCUS and follow the directions below to update your address in FOCUS:

1. Click "My Information"
2. Click "Addresses & Contacts"
3. Click on the "Address" card

The screenshot displays the FOCUS system interface for the School District of Indian River County. The top navigation bar includes "My Information" and "Help". The left sidebar contains various menu items, with "My Information" highlighted and marked with a red circle "1". The main content area shows a list of categories, with "Addresses & Contacts" selected and marked with a red circle "2". Below this, the "Address" card is visible, containing the address "1234 My Address Street, Vero Beach, FL 32960, 772-555-1212", and is marked with a red circle "3". A hand cursor is shown pointing at the card. Below the address card, there are sections for "Linked Users" and "Linked Students".

1. Click "My Information"
2. Click "Addresses & Contacts"
3. Click on the "Address" card

4. Ensure Primary Residence and Mailing Address are selected
5. Enter any address change
6. Enter any phone number change
7. Click "Save"

Your request will be submitted to Treasure Coast Technical College (TCTC) administration for review and approval.

Edit Address

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

555 Different Address Circle **5**

Address Line 2

Sebastian FL 32978 +4

Options **4**

- Primary Residence
- Mailing Address
- Bus Pickup
- Bus Dropoff

Mailing Address
If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

City State Zip Code +4

Phone Number

772-555-1313 **6**

Unlisted Callout Blocked

Delete **Cancel** **or** **Save** **7**

A red arrow points from the 'Mailing Address' section towards the 'Save' button.