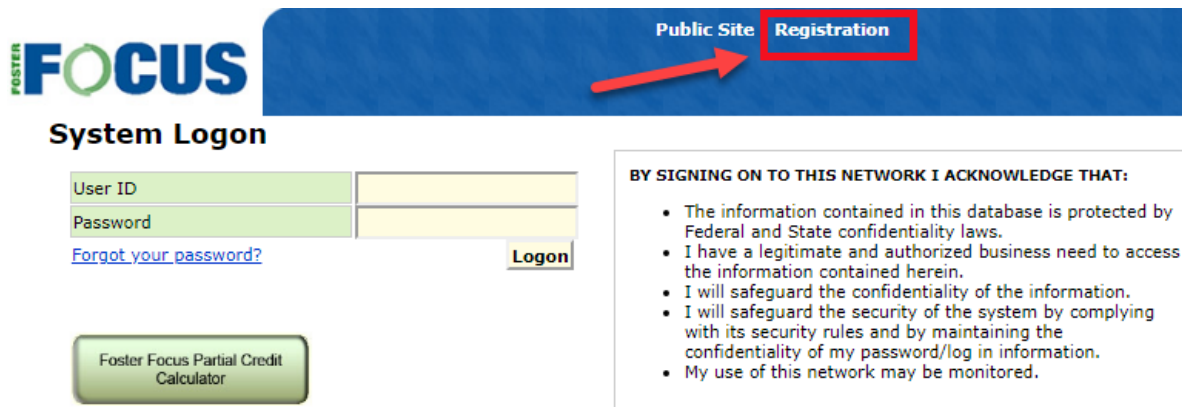


# Foster Focus Registration Instructions for New Users

Foster Focus users must be employed by Child Welfare, Probation, school districts, or county offices of education and have a legitimate interest in the education of foster youth. The local county office of education is typically the lead agency controlling user access and system implementation within each jurisdiction. The Sacramento County Office of Education is the statewide administrator for all jurisdictions subscribing to the Foster Focus data system.

1. Go to [www.sacfys.org/index.cfm](http://www.sacfys.org/index.cfm) and click on the registration link.



2. Complete the required fields shown below in Step 1 and click on "Next".

## Foster Focus Registration: Step 1 of 2

Please complete the following fields and click next to continue.

\* Denoted fields are required.

First Name*	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Registrant"/>
Work Phone*	<input type="text" value="(999) 999-9999"/> ext. <input type="text" value="111"/>
Email*	<input type="text" value="fake@scoe.net"/>
Agency Name*	<input type="text" value="Sacramento County Office of Education"/>
Job Title*	<input type="text" value="FYSCP Coordinator"/>
Supervisor Name*	<input type="text" value="Sally Supervisor"/>
Supervisor Phone*	<input type="text" value="(999) 999-8888"/> ext. <input type="text"/>
Supervisor Email*	<input type="text" value="boss@scoe.net"/>
Create a User ID*	<input type="text" value="jregistrant"/>

If you do not see your agency name in the dropdown, please send an email to [fysSupport@scoe.net](mailto:fysSupport@scoe.net).

3. Review the registration information provided, select answers to the security questions, and agree to the terms of confidentiality. Then click on "Submit" to complete the registration.

## Foster Focus Registration: Step 2 of 2

### Registrant Information

Review the registration information provided. To make changes, [Go Back](#) to step 1 and start over.

First Name	John	Middle Name		Last Name	Registrant
Work Phone	(999) 999-9999 ext. 111			Email	fake@scoe.net
Agency Name	Sacramento County Office of Education			Job Title	FYSCP Coordinator
Supervisor Name	Sally Supervisor	Supervisor Phone	(999) 999-8888 ext.	Supervisor Email	boss@scoe.net
User ID	jregistrant				

### Security Questions

Complete the following security questions. These will be used if you forget your password in the future.

What is your Father's middle name?*	Joseph
What was the name of your first pet?*	Scooter
In what town was your Mother born?*	Denver

### Confidentiality Agreement

#### Foster Youth Services Coordinating Program of Sacramento Foster Focus Confidentiality Agreement

As an **employee** of **Sacramento County Office of Education**, the undersigned may have access to confidential communications and foster youth information currently or previously in, or to be entered into, the *Foster Focus* system, maintained by the Sacramento County Office of Education's (SCOE's) Foster Youth Services Coordinating Program (FYSCP). In consideration of said relationship and in consideration of the granting of access to *Foster Focus*, the undersigned agrees as follows:

1. For the purposes of this agreement, 'confidential communications and foster youth information' shall be considered to include any and all information defined as such under federal and state law contained in *Foster Focus* at any time, or information accessible to the undersigned for the purpose of entering all or any part of the information into *Foster Focus*.
2. Confidential information shall be accessed only as necessary to perform legitimate FYSCP related job duties.
3. Confidential information shall be handled carefully and with due diligence to protect against such information inadvertently being disclosed.
4. Confidential information shall not be divulged, copied, released, sold, loaned, reviewed, transmitted, altered or destroyed except as authorized by FYSCP.
5. The undersigned's login identity, password or other access codes shall be safeguarded to avoid their unauthorized use by others. The undersigned agrees to be responsible for all activities undertaken using his or her login, password or other access codes.
6. The undersigned agrees not to divulge his or her password to others.
7. The undersigned agrees to immediately request a new login identity and password if there is reason to suspect that another person may have access to his or her login or password.
8. The undersigned understands and agrees that the obligations under this agreement will continue after termination of employment with the agency identified above and/or after access to *Foster Focus* has terminated.

I understand revealing confidential information is a violation of FYSCP policy and law, and could result in civil, criminal, or adverse employment action and/or termination of my relationship with SCOE.

**I agree to the terms.**

Your Full Name: John Registrant

[Print this Page](#)

[Go Back](#)

[Submit](#)

- The selected username will be displayed on screen as shown below and will not be sent via email. Save the username in a secure location and standby to receive an account activation email.

The local administrator in your county will contact your supervisor to confirm user access parameters prior to local approval and activation. Once the account has been activated, the registrant will receive an email with a temporary password. This password will expire after 76 hours.

## Registration Complete

**Please save this information in a secure location until your account has been activated:**

User ID: **jregistrant**

You will receive an email with a temporary password after your registration has been approved by the local administrator in your county and activated by the statewide system administrator.

Contact your local administrator(s) if you have questions about the status of your registration.

### Foster Focus Information

Your Foster Focus account has been activated and you may now login.

Your temporary password is 6P4F48, This password will expire in 76 hours. You will be prompted to change your password at initial login.

Send an email to [fyssupport@scoe.net](mailto:fyssupport@scoe.net) if you need assistance with login.

- After receiving the account activation email with your temporary password, go to [www.sacfys.org/index.cfm](http://www.sacfys.org/index.cfm) and login. You will be prompted to change your password.

**FOCUS** Public Site | Registration

### System Logon

User ID

Password

[Forgot your password?](#)

**BY SIGNING ON TO THIS NETWORK I ACKNOWLEDGE THAT:**

- The information contained in this database is protected by Federal and State confidentiality laws.
- I have a legitimate and authorized business need to access the information contained herein.
- I will safeguard the confidentiality of the information.
- I will safeguard the security of the system by complying with its security rules and by maintaining the confidentiality of my password/log in information.
- My use of this network may be monitored.

If you need additional assistance, please contact your local administrator or send an email to Foster Focus support at [fyssupport@scoe.net](mailto:fyssupport@scoe.net).