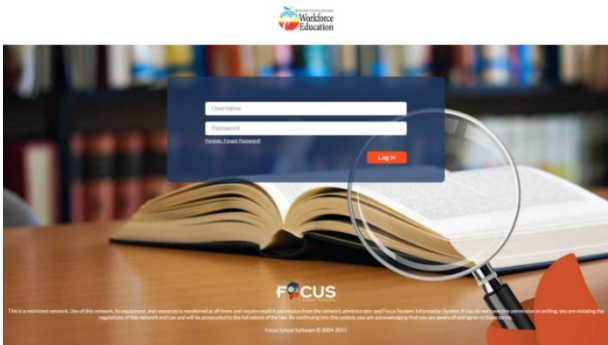
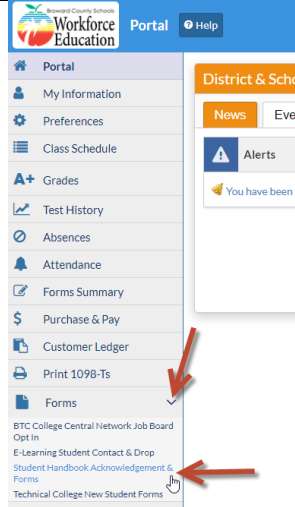
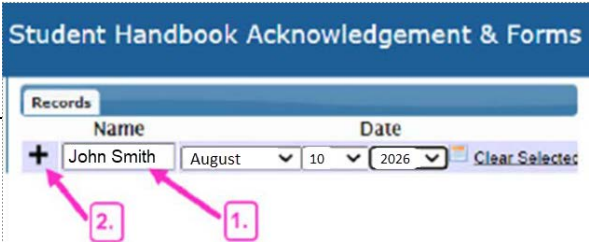
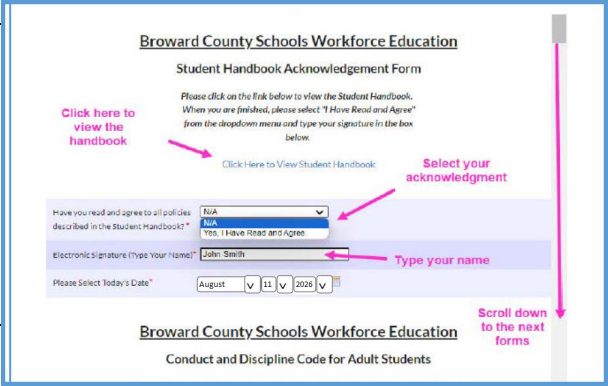


Student Handbook Acknowledgement

1	Using your web browser, log into <u>Workforce Clever</u> , and then click on the Focus tile to be logged directly into Focus.	
2		To view the Student Handbook, click on the link in the Student Links section on your Focus home screen.
3		To access the Student Handbook Acknowledgement & Forms, click on the Forms menu on the left side of your Focus screen. It will expand to list available forms. Click the link: Student Handbook Acknowledgement & Forms
4	1 – Enter your name in the box. 2 – Click the plus sign.	
5	The Forms will open on the right of your screen. For each form: – Select an Acknowledgement from the pull-down list, set to “I Have Read and Agree” – Type your Name. – Scroll down to the next form.	
6	Repeat step 5 for each of the other forms. – At the Bottom of the page Click Save. After you click Save, you can review the forms. Make sure you did not miss any Acknowledgement or Signatures. If you change anything click Save again.	