

Secondary Student Viewing New Password

Secondary students can view their New Password in the Focus student portal.

Navigate to the Focus student portal by going to <https://myapps.microsoft.com>.

Students should enter their username followed by @bcps.org. Click **Next**. See Figure 1.

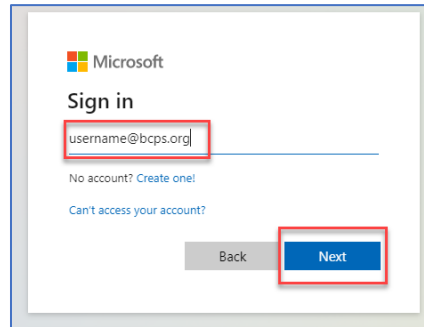


Figure 1

Students should enter their **Password** and click **Sign in**. See Figure 2.

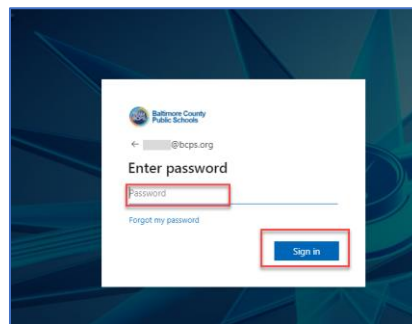


Figure 2

Students should select the **Focus Software** icon. See Figure 3.

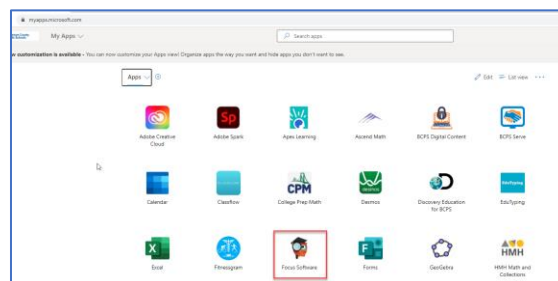


Figure 3

Students should select **Login with your BCPS Account**. See Figure 4.

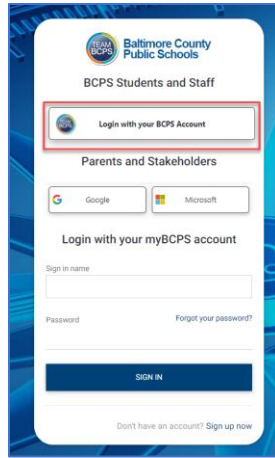


Figure 4

Once in the student Focus portal, students should click **My Information**. Then click **New Password** to view their new password. See Figure 5.

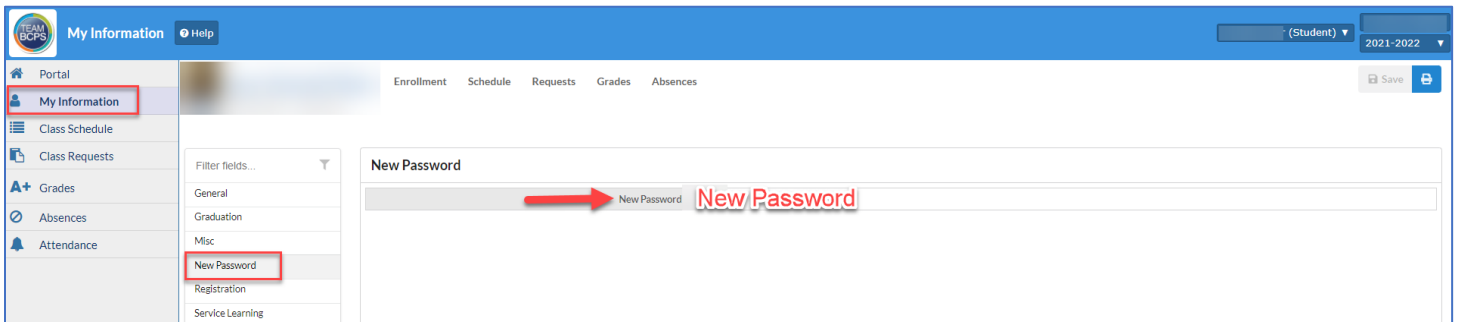


Figure 5