

Emerald Coast Technical College

Technology & You



EMPOWERING YOU WITH TECHNOLOGY

We prepare and **empower** today's students to meet the demands of an evolving and competitive global market.

Technology Orientation Agenda

- Logging into Emerald Coast Technical College computers
- Logging into your FOCUS student account
- How to access your *free* Office 365 account
 - Free Office training

Logging into ECTC Computers

-Requires Unique Login

- **Never** login using a generic login, ex. ECTCSTUDENT
- **Never** login using someone else's login
- **New Walton County students** obtain their **student ID from their instructor**, OR it is located at the **top of their class schedule** (Program of Study form), and use the **generic password Hello123** (the H is capitalized). Students can change the password after initial login
- **Continuing Walton County students** use the same login and password you've always used...

... If you don't remember, or have any issue, Ms Harrison – CSIT Instructor - must reset your password and students must change password at initial login

- Please see Ms Harrison or Mr Appel with any questions or issues with your login and/or password

-Benefits of Unique Login

- Access to your “Office 365”
 - Access to your “One drive”
 - <http://www.walton.k12.fl.us/>
- Access to your “Focus” account
- Keeps your information secure
- Validates your time and place for security purposes
- YOU CAN ACCESS FROM ANY ONLINE COMPUTER!!



Logging into your Focus Account



- From ECTC.edu home page click our
←-----logo

Use your Unique login to enter FOCUS...

From there, you can.....

- Check your grades and assignments
- Check if you're meeting attendance requirements
- Check your account balances/billing
- Directly e-mail your instructor
- Receive school-wide notifications
 - Upcoming holidays or announcements
 - **YOU CAN ACCESS FROM ANY ONLINE COMPUTER!!**

A screenshot of the Focus Account login interface. It features a dark blue background. At the top, there is a white input field labeled 'Username'. Below it is a yellow input field for the password, with several dots representing masked characters. To the left of the password field, there is a link that reads 'Parents: Forgot Password?'. At the bottom right of the form area, there is a red button with the text 'Log in' in white.

Access Office 365

FREE TO ALL EMERALD COAST TECHNICAL COLLEGE STUDENTS WHILE
ENROLLED

Office 365 — ALL THE APPLICATIONS YOU NEED FOR STUDENT SUCCESS

- Free to download on up to 5 personal computers
- Uses your unique login to access
- Applications and resources that you will use for student success
- Also “web based”... **YOU CAN ACCESS FROM ANY ONLINE COMPUTER!!**



versus



Steps to download Office 365

- Go to www.walton.k12.fl.us
- Click on the “Students” tab



- Click on “Show Resources”

- Click on “Office 365”



Install Office 365 continued...

- Select “Sign in with organizational account”
- Sign in using **your student ID followed by @walton.k12.fl.us**

A sign-in form with two input fields. The first field is labeled "Student ID+" and contains the text "9117334862@walton.k12.fl.us". The second field is labeled "Password" and contains a series of dots representing a masked password. Blue arrows point from the labels to their respective input fields.

- Click Install Office 2016
- Click the download



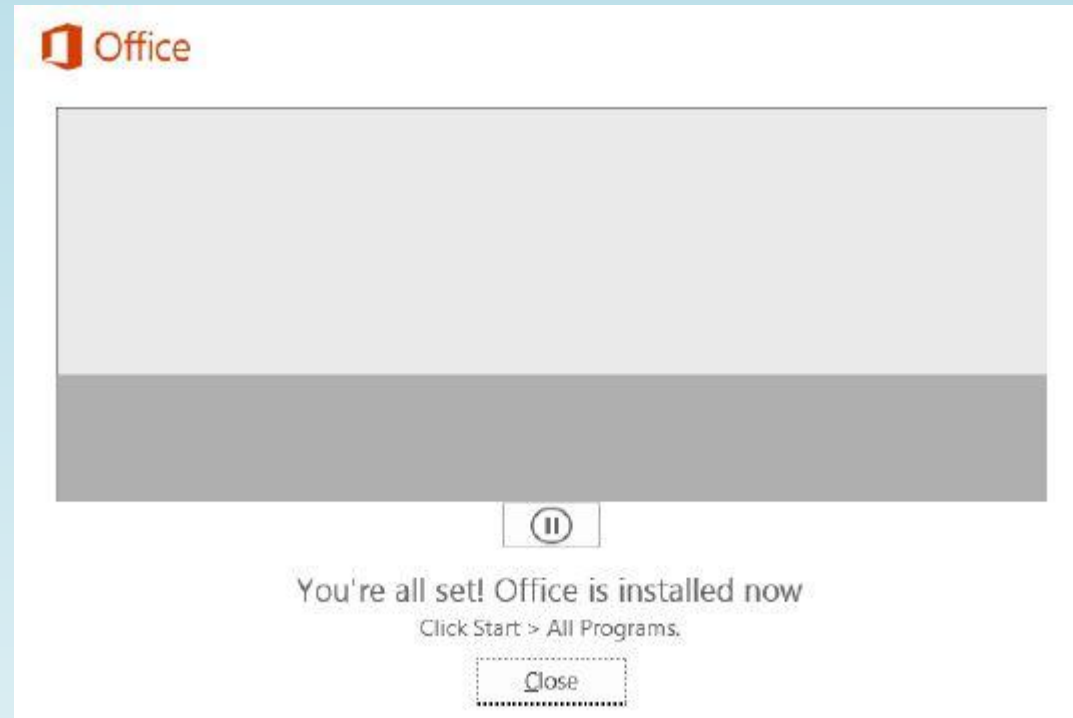
Click Run
Click Yes



- Wait for the install



- Installation of Office is now complete



Accessing Free Office 365 Training for Students

- Visit the Emerald Coast Technical College web page www.ectc.edu
 - Click on the [Office 365 link](#) on the home page
- then click on this link for videos and how to <http://www.ectc.edu/office-365.html>
- Online video training at your pace –
<https://support.office.com/en-us/office-training-center>

ECTC Technology and You

Want more information?

CONTACT STUDENT SERVICES
850.892.1241
OR THE ADMINISTRATIVE OFFICE

