

# 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](http://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 says 'Parents: Forgot Password?'. At the bottom right, 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](http://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 the input fields.

- Click Install Office 2016
- Click the download



Click Run  
Click Yes

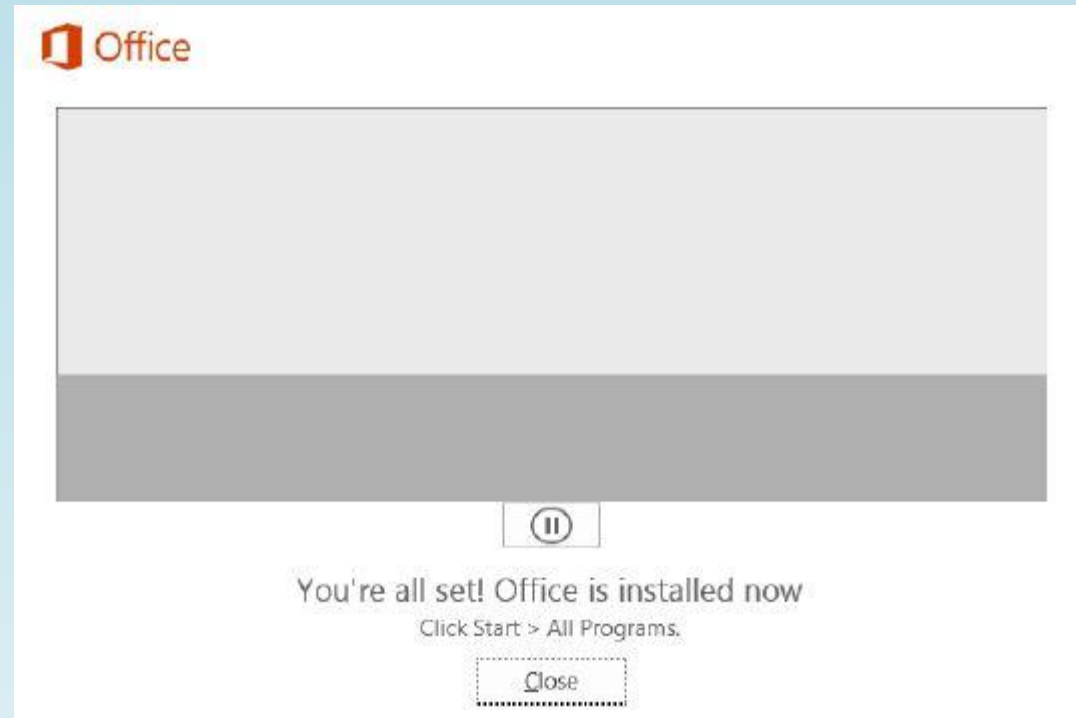




- Wait for the install



- Installation of Office is now complete



# Accessing Free Office 365 Training for Students

- Visit the Emerald Coast Technical College web page [www.ectc.edu](http://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

