

## Student Account Creation Procedure

When a student enrolls in Calhoun County Schools, one of the most commonly asked questions from teachers, parents, and students, is “When will they be able to login to everything?” The answer to that question varies, but there is a predictable process. In order for a student to be able to log in to all their accounts, they have to ...

- Be in Focus, the district student information system
- Have a lunch pin
- Have a school Google account

The process for this all depends on student information being input into Focus as quickly as possible;

1. The student is enrolled and their information is entered into Focus, our student information system.
2. If the student has been enrolled in CCSD previously and has had a lunch pin, the process is much faster and we can skip to number 3. If not, the school lunch program, PrimeroEdge, generates a lunch pin. Once the lunch pin is generated, it uploads into Focus overnight.
3. Mrs. Nichols runs a daily report to identify new students that have been assigned a lunch pin. Once the lunch pin appears in Focus, she creates a Google account for the student and saves the Google account info in Focus.
4. Clever syncs with Focus every night and updates newly created accounts.