



## GETTING STARTED WITH TYPEFOCUS

1. Start at [www.typefocus.com](http://www.typefocus.com) – click on: 
2. Complete the required information – You will be given an “organizational access code” – enter it now. You will only have to do this once.
3. After clicking on **Submit**, you can re-enter with just your email address and password.
4. To login again - click on: 
5. When you leave the program, make sure to use the Logout button at the top right.
6. If you want to change your Name or Password, login and then click into **My Account**.

**There are three types of Navigation Aids** – they all work together so you will always know where you are.

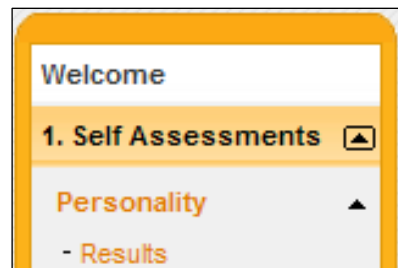
**Top Tab Bar:**



**Bread crumbs:**



**Left Navigation Bar:**



Access Code: BYU 25  
Password:

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