

# How to Register Using the Student Management System (SMS)

Focus/SIS is the Jamaica Theological Seminary's online student management system. Via Focus/SIS, you will be able to register, view your class schedule, view your unofficial bill, and review your grades.

## How to Access Focus

- Go to the JTS Home Page at [www.jts.edu.jm](http://www.jts.edu.jm)
- Click on Staff/Student Login at the top of the page
- Enter your user name and password  
**Username:** [firstname.lastname](#)  
**Password:** password1
- You will be prompted to change your password on the first login
- You are now logged in to the JTS Intranet Website
- Take the time to check your email which is in the bar to the left
- Click on Focus/SIS to log into the Student Management System



## JTS Campus Main

### Navigation

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  - [Focus/SIS](#)
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Click on the Focus/SIS link. This link will take you to the Student Management System Portal.

- To log into Focus use
- Enter your username and password

**Username:** Your ID number [do not include the dash (–) when entering your ID number]

**Password:** password1



Jamaica Theological Seminary

Username

Password

### IMPORTANT NOTICE

The Username = ID# (200104311)

Password = First-time users [password1](#) (the system should automatically force you to change your password to one that is unique to you.)

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Jamaica Theological Seminary. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

## How to Register:

After you've logged into the Portal, you'll be taken to **MY Page** (Where your name appears).

- On the left side (bottom) you will see a header **Featured Programmes**.
- To the left or the extreme bottom left there is the Class Schedule/Registration Link. Click on this link.



[Class Schedule / Registration](#)

- Select the appropriate semester (Semester 1, Semester 2, Semester 3)
- Type in the name of the course and enter search. You may enter as many courses that you would like to register for.
- When you are done, click on the SAVE button. Courses that were successfully added will appear on the screen.
- **NB:** If there is a problem with any of your selections, a message will appear above the request.
- For each course you are currently registered for you will see a DROP button. You would use this button if you wish to drop the course or to replace the course with another course.

### **Remember to Sign Off**

In order to protect your privacy, be sure to click the logout button after you have finished using Focus/SIS.

**Please note:** For persons doing prerequisites (foundation course) to a course the system will not register you until that course has been completed, see examples below:

*Example 1: Introduction to Psychology is a prerequisite to Developmental Psychology*

*Example 2: Fundamentals of English is a prerequisite to Academic Writing and Critical Thought and Writing*

*Example 3: Orientation to Social Work is a prerequisite to Social Work Theory & Practice I*

## What to do if you have a Problem

### **Problem Logging-in?**

If you have a problem logging in, please send an email to [helpdesk@jts.edu.jm](mailto:helpdesk@jts.edu.jm).