



Hello 2025 Graduates

Capture this exciting time with

Graduation Photos by **FOCUS
IMAGING INC.**

We are coming to your school

Visit us to book your Appointment

www.focusimaging.ca

1) Select: [Schedule a Graduation Photo Appointment](#)

2) Select: [Not yet Registered? Register here](#)

3) Select your School Name

4) Enter your Student ID Number which is located on your Student ID Card

*****([Not your OEN Number and do not enter any letters or leading 0's](#))*****

Enter the **Student's-----** (Not the parent) First Name, Last Name, Phone

Enter your Email***** **Do Not use your School Email** *****

Important***School Emails will not receive any outside emails*******

Do not Copy and Paste your email

Verify your email is correct, as all communication will be sent via this email

5) Select [Register](#)

6) Link to an appointment Enter **Job # 2025811**

Click [Link to this appointment](#)

7) Click on a Date and select any available time in Blue; once this date and time is selected, it turns Green. Appointments in Red are not available.

**8) Pick a Time; once this time is selected,
the following appears:**

Confirm Date/Time

Are you sure to book **time** on **date**

***** You will receive a Confirmation Email for your appointment with Graduation Photo Session details. *****

***Please Note: To ensure delivery to your Inbox please add confirmation@focusimagingorders.ca to your address book's safe sender list. *** If you do not see your Confirmation Email, please look in your Spam and/or Junk Inbox.

Select either **Yes** to Confirm

or

Select **NO** to choose another Date/Time

The following appears:

Thank you! Your Graduation Photo Appointment has been successfully booked for Date at Time

If you do not answer this with either Yes or No, your selected appointment is not confirmed

9) IMPORTANT LOG OUT

Look for your Confirmation Email. It will include your **PIN NUMBER**, to make any changes to the date and time you selected. Review the Graduation Photo Information Card for full details.

Please add: confirmation@focusimagingorders.ca to your device's Safe Sender List, to ensure delivery of your Confirmation Email

IMPORTANT *You will receive a Confirmation Email with all necessary details If you do not see the Confirmation Email, check your Spam/Junk Folder* **Please read all information.**

Bring the Confirmation Email to your appointment This can be on your phone or printed. Please bring your Student ID Card and have it ready.

