



Hello 2024 Graduates

FOCUS
MAGING INC.

Visit us to book your Appointment

Click HERE → 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

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

Enter [Student's](#) First Name, Last Name, Phone

Enter your Email ****[Important](#)**** Please do not Copy and Paste****-verify your email is correct, as all communication will be sent via this email- and [Do Not use your School Email](#)

5) Select [Register](#)

6) Link to an appointment: Enter [Job #2024811](#)

Click [Link to this appointment](#)

7) Pick an [Available Date](#); once this date is selected, it turns [Green](#).

Appointments in [Red](#) are not available

7) 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

8) **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 address book'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*

[Bring the Confirmation Email to your appointment This can be on your phone or printed.](#)

