

Adding Certification numbers to your account.

This screenshot shows the 'My Account - Overview' page. On the left, there is a navigation menu with 'My Account' highlighted. In the main content area, there are sections for 'Name' (John Doe), 'Email Address', and 'Password'. A yellow starburst icon indicates 'Your Account is Currently Active!'. A red arrow points to the 'Add Certification' link in the 'Actions' section, and another red arrow points to the 'My Account' link in the navigation menu.

Do this step twice to add both your Manual Certificate number and your Facilitator Training Certificate number.

This screenshot shows the 'User Management - Add Certification Step 1' page. It includes a header with the FOCUS logo and navigation links. The main content area contains a form with fields for 'Certification ID' and 'Approximate Date Received'. A red arrow points to the 'Certification ID' input field, which contains the text 'certification number here'. Another red arrow points to a calendar icon next to the 'Approximate Date Received' field. A third red arrow points to the 'Continue' button. A calendar pop-up is visible, showing the month of October 2010. The footer contains contact information and a privacy notice.

Once you have added both of your certificate numbers they will show up under My Account

Actions

- [Add Certification](#)
- [Add New Address](#)
- [Add Organization Association](#)

[Inventory Session Management](#)

[My Recent Activity](#)

My Account

[Order Management](#)

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You are Logged In Using The Organization FOCCUS Grandfathered Facilitators Organization as a Facilitator
You Are Here: [FOCCUS Inc. USA](#) - [User Management](#)

My Account - Overview

Selected User : [John Doe](#)

| | | |
|---|---|---|
| Name John Doe <small>Your display name as it appears throughout this site.</small> | Email Address <small>Your default email address, used for communication purposes.</small> Click Here To Change |  Your Account is Currently Active! |
|---|---|---|

Password
[Click Here To Change Your Password](#)

Individual Address and Phone Number Management

| | | |
|---|--|--|
| Main FOCCUS, Inc. USA John Doe 3214 N 60 St. Omaha, NE 68112 (402) 827-3735 US <small>Default Billing</small> <small>Default Shipping</small> Edit Remove | | |
|---|--|--|

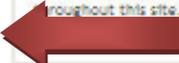
Organizations

| Name | Location | Phone | Status | Role | Remove | Details |
|--|---------------------------------|----------------|----------|-------------|------------------------|-------------------------|
| FOCCUS Grandfathered Facilitators Organization | US, NE, Omaha, 3214 N. 60th St. | (877) 883-5422 | Approved | Facilitator | Remove | Details |

Certifications

| Certification Type Name | Active | Start Date | Expiration | On Website | Details |
|---|--------|------------|------------|------------|-------------------------|
| Pre-Marriage Inventory - Facilitator | Active | 04/15/2010 | 04/15/2015 | No | Details |
| Pre-Marriage Inventory - Facilitator Manual | Active | 04/15/2010 | 04/15/2015 | No | Details |

Free e-Subscriptions



To list your name as viewable by the public on the FOCCUS Website, click on the Details Icon  after your certification numbers

| Certifications | | | | |  - Details |
|---|--------|------------|------------|------------|---|
| Certification Type Name | Active | Start Date | Expiration | On Website | |
| Pre-Marriage Inventory - Facilitator | Active | 04/15/2010 | 04/15/2015 | No |   |
| Pre-Marriage Inventory - Facilitator Manual | Active | 04/15/2010 | 04/15/2015 | No |  |

Home | Welcome back John Doe (Logout) | Shopping Cart

FOCCUS INC., USA FOCCUS® Pre-Marriage Inventory REFOCCUS® Marriage Enrichment English

ABOUT US FACILITATORS COUPLES RESEARCH PRODUCTS TRAINING CONTACT

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You are Logged In Using The Organization FOCCUS Grandfathered Facilitators Organization as a Facilitator
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My Account Management - Certification Detail

Selected User : [John Doe](#)

Certificate Details

| | |
|-------------------------|--------------------------------------|
| Certificate | Your certificate number here |
| Status | Active |
| Area | Marriage Preparation |
| Section | FOCCUS® Pre-Marriage Inventory |
| Certification Type Name | Pre-Marriage Inventory - Facilitator |
| Date Added | 04/15/2010 |
| Certificate Length | 60 Months |
| Recertification Date | 04/15/2015 |
| Trainer | |
| Location Trained | |

List my name with my certification on the PUBLIC FOCCUS, Inc. USA website. I understand my name and organization's contact information may appear (if my organization chooses to list its providers), but no other personal information will be viewable. I understand that other certification listings may allow my information to be visible in the future.

Save 

Once you have been approved by your church/organization administrator and have added both of your certification numbers you can then purchase and create inventory sessions.