



**FOCUS** is a self-paced, online career and education planning tool for use by college students. It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers.

**Why use FOCUS? Career planning with FOCUS leads to the following advantages for students:**

***While in college:***

- More goal focused and motivated
- Higher academic achievement
- Fewer transfers and switching of majors
- Graduate on time

***After Graduation:***

- Better entry job with higher income
- More satisfied, more productive in their career
- Less career change, faster advancement

**How to Create Your Student User Account in FOCUS**

**To create your personal account in FOCUS, the Online Career and Education Planning System**

Go to **Career Services** at the following URL: **enter your career services url**

Click on "FOCUS"

Select **"If you need to create new account, click here."**

Enter the following Access Code: **\_\_\_\_\_**

Enter your personal information being sure to select a user name and password that you will remember easily.

**To log on to your personal FOCUS account at another time**

(You do not need to create another account to reuse FOCUS, your original account remains active and will store all your results each time you use it.)

Go to Career Services at the following URL **\_\_\_\_\_** (same as before)

Click on "FOCUS"

Enter your user name and password (do not create a new account) **The system is CASE SENSITIVE! So if you capitalize your password when you are registering, you will need to always capitalize your password when you are logging on as well.**

**On the FOCUS main menu, FOCUS will guide you through the career planning process and save all of your results.** You may use FOCUS as often as you wish anywhere, anytime (24/7) on any PC or MAC. You can use the FOCUS Main Menu tools in any order and repeat any assessment. Once you have completed an assessment, a check mark will appear next to that assessment on the Main Menu.

Special instructions:

- You must complete an entire assessment for FOCUS to save your results
- Use the buttons within the FOCUS program;-do not use the back browser button.

## ***How to Get Started With the FOCUS System***

**You can use FOCUS during several stages of your college years. Use FOCUS to help you:**

### **Choose Your Major Area of Study**

The FOCUS system enables you to identify occupations that best match your personal attributes and the major / education requirements for those occupations. You should review the occupations that most appeal to you as potential career goals paying particular attention to the education programs, degrees required, courses, skills, requirements and certification needed to prepare you to work in those occupations. This information will help you choose the major area of study that best supports your career goals.

**To help you decide about your major area of study, it is recommended that you first complete the following two assessments listed in the FOCUS Main Menu:**

#### ***Work Interests Assessment***

You answer questions to describe your work interests. FOCUS identifies occupations that match your interests profile and helps you analyze and compare the critical features and major areas of study required for those occupations.

#### ***Personality Assessment***

In this assessment you will answer questions that provide a picture of your personality type. FOCUS identifies occupations that best match your Personality and helps you analyze and compare the critical features and major areas of study required for those occupations.

**To further help you select a major:** While exploring an occupation that appeals to you, be sure to select “**Areas of Study**” on the occupation screen to learn what majors and education plans are typically pursued by people working in this occupation.

**To help you narrow down your options** select **Combine the Results of Multiple Assessments:** This allows you to combine the results from the assessments you have completed to help you narrow down your occupation results.

### **Verify Your Preferences or Early Choice of a Career Field**

It's best to verify or validate your early decisions about your career goals and study programs so that you do not overlook career options that are compatible with your personal attributes. You are a multi-potential person and undoubtedly have talents, interests, values, personality and skills that qualify you for a wide range of occupations.

Be sure of your choice by completing all the FOCUS assessments in the Main Menu so you can discover all the occupations and career fields that match your assessment profiles. Once you have broadened your career horizons you can narrow down your options by comparing the critical features of the occupations that appeal to you. This process will assure that you have made the best possible choice.

Here is a list of the Assessments and other services on the FOCUS Main Menu that you should use to help you make decisions about your career goals and major area of study.

## FOCUS MAIN MENU FEATURES

### **Career Readiness**

**Career and Educational Goals:** Allows you to enter your career and educational goals.

**Academic Strengths:** Allows you to specify your academic strengths and weaknesses.

**Career Planning Status:** Allows you to specify where you are in your career planning.

**Personal Development Needs:** Allows you to specify your personal development needs.

### **Self Assessment**

**Work Interest Assessment:** Allows you to assess your work interests and explore matching occupations

**Leisure Interest Assessment:** Allows you to assess your leisure interests and explore matching occupations

**Skills Assessment:** Allows you to assess your skills and explore matching occupations

**Personality Assessment:** Allows you to assess information about their personality and explore matching occupations.

**Values Assessment:** Allows you to assess your values and explore matching occupations.

**Combine the Results of Multiple Assessments:** Allows you to combine the results from the assessments you have completed to help you narrow down your occupation results.

### **Explore the Possibilities**

**Search by Name:** Allows you to search for occupations by name.

**Search by Industry:** Allows you to search for occupations by industry.

**What can I do with a major in...?** Allows you to explore majors.

**Compare Two Occupations Side by Side:** Allows you to compare 2 occupations of your choice

### **Your Personal Portfolio**

Review and update your saved occupations

Review and update your saved majors

Review and print your portfolio

**Recommended Tools & Websites:** Link to helpful websites.

**Calendar of Events:** See what career events are planned.

### **Additional features:**

Select **"update my account"** in the upper right hand corner of the main menu to change your user name or password or add details to your portfolio including uploading a photo.

**If you forget your logon information:** Go to the logon screen and select **"If you have forgotten your username or password, click here"** Your log on information will be emailed to you shortly.

**Contact career services by email** (upper right hand corner of the main menu) directly from FOCUS while logged onto the program