FOCUS-2
The Online Career & Education Planning System
www.focuscareer2.com
FOCUS-2 is an online, self-guided program that will help you explore and make decisions about your career goals and your major areas of study.
Who is responsible for planning your career?  
*You* are responsible for making your education and career decisions, managing your career and controlling your own destiny.

How will your career affect your life?  
Your career affects your future lifestyle and feelings of self-fulfillment as well as where & how you live, your financial security, your leisure time activities, etc.
The FOCUS-2 PROCESS
Steps Involved in Career & Education Decision Making

Self-Assessment of Your Personal Attributes:
*Interests, Values, Personality, Skills, Leisure Activities*

Your Assessment Results are Matched to Occupations

The Major Areas of Study Supporting your Preferred Occupations are Identified

You analyze and compare the pros and cons of the options that appeal to you, make choices and map out goals and action plans
Benefits of Career Planning


**While In College:**
- Fewer transfers & switching of majors
- Graduate on time
- More motivated & goal focused
- Higher academic achievement

**After Graduation:**
- Better entry job with higher income
- More satisfied with chosen career field
- Less career change, faster career advancement
GETTING STARTED
You need to create your FOCUS-2 account first. The FOCUS-2 Self-Registration and Login pages can be accessed directly from the Career Services webpage.

Sample log in page

If you need to create new account, click here.

LOG-IN For Returning Users

RETURNING USER LOGIN

User name

Password

Log-in
Self-register to create your new FOCUS-2 account

Sample self-registration page

LOG IN For New USERS
CREATE A NEW USER ACCOUNT

All fields are required
Enter our access code
Group
Enter your e-mail address
Name
Create a user name:
Create a password:
Confirm your password:

Submit  Reset  Cancel

Remember: the user name and password are Case Sensitive!!!
You can use FOCUS-2 anywhere, anytime, as often as you wish.

FOCUS-2 saves all your results! You can log back into your account anytime, anywhere.

Create only one account for yourself. Reuse that account each time you log in.

If you have forgotten your username or password, click here.

Don’t forget: the user name and password are Case Sensitive!!!
FOCUS-2 Main Menu

**Career Readiness**
- Career and Educational Goals
- Academic Strengths
- Your Accomplishments
- Your Career Planning Status
- Your Personal Development Needs

**Self Assessment:**
- Work Interest Assessment
- Leisure Interest Assessment
- Skills Assessment
- Personality Assessment
- Values Assessment

*Combine the Results of Multiple Assessments*

**Explore the Possibilities**
- Search by Name
- Search by Industry
- What can I do with a major in...?
- Compare Two Occupations Side by Side

**Your Personal Portfolio**
- Review and update saved occupations
- Review and update your saved majors
- Review and print your portfolio

**RECOMMENDED Tools and Websites**
- Calendar of Events
- Job Board Network
- Links

Login and begin. FOCUS-2 is user friendly and will guide you through the career & education planning process.
Career Readiness is a good starting point for you to assess how involved you are in activities that support your career and education decision making.
Features on the FOCUS-2 Main Menu

Self Assessment:
Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Combine the Results of Multiple Assessments

Five reliable and valid assessments guide you through your career & education exploration and decision making. Your assessment results lead you to occupations matching your profiles.
After completing an assessment, FOCUS –2 will match your results to occupations and to the majors offered at your school that will prepare you for those occupations. Be sure to save occupations and majors that appeal to you.

<table>
<thead>
<tr>
<th>Saved</th>
<th>Sort by Occupation Name</th>
<th>Sort by Mean Salary</th>
<th>Majors at A Demonstration University Account</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biology Professor</td>
<td>$77,690.00</td>
<td>Science Teacher Education Biology / Life Science</td>
</tr>
<tr>
<td></td>
<td>Biopsychologist</td>
<td>$74,250.00</td>
<td>Biology / Life Science Mathematics Psychology</td>
</tr>
<tr>
<td></td>
<td>Cardiologist (MD)</td>
<td>$138,910.00</td>
<td>Biology / Life Science</td>
</tr>
<tr>
<td></td>
<td>Chemistry Professor</td>
<td>$65,400.00</td>
<td>Science Teacher Education Chemistry</td>
</tr>
<tr>
<td></td>
<td>Clinical Psychologist</td>
<td>$63,960.00</td>
<td>Psychology Social Work</td>
</tr>
</tbody>
</table>
Features on the FOCUS-2 Main Menu

**Self Assessment:**
- Work Interest Assessment
- Leisure Interest Assessment
- Skills Assessment
- Personality Assessment
- Values Assessment

**Combine the Results of Multiple Assessments**

This is a great place for you to review occupations and majors that match your results.

After completing two or more assessments, be sure to click on “Combine the Results of Multiple Assessments”

*This function will help you narrow down your results.*
Overview

Archeologist

Archeologists research the materials and records of past cultures, countries, tribes, and early prehistoric man in order to reconstruct and understand their origin and development. They excavate, analyze, classify and interpret artifacts and weapons to identify trends.

Graduates with a master's degree in archeology can qualify for a teaching position in two-year colleges, while a Ph.D. is usually the minimum requirement for most teaching positions in 4-year colleges. Training in statistics is essential for those who wish to find research positions in government agencies or in social science research institutes.

Sample Occupation

Spend some time exploring occupations that match your assessment results. Click on Play Video to view the nature of the work. Click on Interest Profile to see how well your interests match the interest profile for the occupation. Click on other topics to explore earnings, outlook, working conditions, etc.

Be sure to SAVE the Occupations that appeal to you! Save at least 5 occupations! Then click on Areas of Study to find out which Majors support those occupations! Be sure to SAVE the Majors that appeal to you!
Features on the FOCUS-2 Main Menu

Explore the Possibilities
Search by Name
Search by Industry
What can I do with a major in...?
Compare Two Occupations Side by Side

Be sure to utilize the feature “What can I do with a major in...”. This feature allows you to explore any major offered in this college and to explore the occupations that a specific major can lead to.
Features on the FOCUS-2 Main Menu

Current User: Your Name
Update My Account

Your Personal Portfolio
- Review and update saved occupations
- Review and update your saved majors
- Review and print your portfolio

An Automated Portfolio Builder records your decisions and preferences as you use FOCUS-2. You can review and print your results. You add your address, IM address, etc. to your portfolio by selecting “Update My Account” in the upper right hand corner of the Main Menu.
Features on the FOCUS-2 Main Menu

**RECOMMENDED Tools and Website**
- Calendar of Events
- Job Board Network
- Links

These features allow you to access helpful websites right from FOCUS-2 and review upcoming events.
FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

In what stage of your education should you use FOCUS-2?
FOCUS-2 can be used in different ways throughout all stages of your education according to your personal needs.

As a 1st or 2nd year student: FOCUS-2 will help you select your major and consolidate your career and education goals and plans.
As a Senior: FOCUS-2 will help you with your future education plans and employment plans.

Where and when can you use FOCUS-2?
Anywhere, anytime. Just register to use FOCUS-2 and log-in. An access code is needed the first time you create your account on the self registration page. Ask your Career Services Center for your Access Code.

How long does it take to use FOCUS-2?
To complete all of FOCUS-2, the time varies between 1 to 2 hours. Many students prefer to use the system in several short time periods of about 45 minutes each.

Can you use FOCUS-2 more than once?
Yes, you do not have to complete FOCUS-2 in one session. If you do not complete your use on the first session, you can return to use it again. FOCUS-2 always saves your records, so you can pickup where you left off earlier.
Can you start with any part of the FOCUS-2 Main Menu?
Yes, you can. Each time you use FOCUS-2, the Main Menu will show you which sections you have completed.

Can any part of FOCUS-2 Main Menu be repeated?
Yes, all features including the assessments can be repeated so that you can make changes and explore alternative ideas.

Will FOCUS-2 save your Self-Assessment profile results and are your results confidential?
Yes, FOCUS-2 will save all your information under your confidential user name and password. Only you and your career advisor have access to your results.

Can you print the details about an occupation?
Yes, while looking at an occupation you can click on the link for “printable version” and print the details of that occupation.
Are printouts of your results available? 
Yes, you can print your results by selecting Review and Print My Portfolio on the Main Menu.

Can you change your account details such as your password, email address etc.? 
Yes, go to the FOCUS-2 Main Menu and click on “Update My Account” located on the upper right side of the page and make your changes.

Can you send an e-mail to your Career Services Center while using FOCUS-2? 
Yes, the e-mail link is located on the upper right side of the page. After you use FOCUS-2 you are encouraged to make a follow-up appointment.
Remember, career exploration and planning involves thinking about which educational and occupational paths will provide you with satisfaction and self-fulfillment in all aspects of your life, not only in the present, but in the future.

The End