



F O C U S
CAREER AND EDUCATION PLANNING SOLUTIONS

FOCUS-2

The Online Career & Education
Planning System

www.focuscareer2.com

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WHAT IS FOCUS-2?

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

(Reference: America's Career Research Network Association-US Dept of Education.)

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 <input type="text"/>
Password <input type="password"/>
<input type="button" value="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	<input type="text"/>
Group	<input type="text"/>
Enter your e-mail address	<input type="text"/>
Name	<input type="text"/>
Create a user name:	<input type="text"/>
Create a password:	<input type="text"/>
Confirm your password:	<input type="text"/>

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.**

LOG-IN For Returning Users
RETURNING USER LOGIN
User name <input type="text"/>
Password <input type="password"/>
<input type="button" value="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.

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

After you complete 2 or more assessments you can **narrow your results** by clicking on *Combine the Results of Multiple Assessments*

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

Features on the FOCUS-2 Main Menu



Career Readiness

Career and Educational Goals

Academic Strengths

Your Accomplishments

Your Career Planning Status

Your Personal Development Needs



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.



Saved	Sort by Occupation Name	Sort by Mean Salary	Majors at A Demonstration University Account
	Biology Professor	\$77,690.00	Science Teacher Education Biology / Life Science
	Biopsychologist	\$74,250.00	Biology / Life Science Mathematics Psychology
	Cardiologist (MD)	\$138,910.00	Biology / Life Science
	Chemistry Professor	\$65,400.00	Science Teacher Education Chemistry
	Clinical Psychologist	\$63,960.00	Psychology Social Work

Features on the FOCUS-2 Main Menu



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

Self Assessment:

Work Interest Assessment
Leisure Interest Assessment
Skills Assessment
Personality Assessment
Values Assessment

Combine the Results of Multiple Assessments ←

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.*

Sample Occupation

MENU

Overview

Job Duties

Skills

Values

Outlook

Earnings

Advancement

Interest Profile

Working Conditions

Contact Info

Areas of Study

 Play Video

 Save this occupation

 Printer Friendly

Overview

Archeologist

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



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.



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 Websites ←

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.

FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

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.

FREQUENTLY ASKED QUESTIONS ABOUT FOCUS-2

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.**



F O C U S

CAREER AND EDUCATION PLANNING SOLUTIONS

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