

GETTING STARTED WITH FOCUS 2



When should you use FOCUS 2?

Use FOCUS 2 throughout your college years and as an alumnus. FOCUS 2 can be used in different ways throughout all stages of your education and career planning according to your personal needs.

1st or 2nd year student:

- Understand the career planning process
- Self awareness - learn about yourself through the assessments
- Explore majors at your college that match your interests and support your career goals
- Explore career fields and occupations that appeal to you
- Develop an Action Plan
- Make informed decisions about your major and career

Upper Classman and Alumnus:

- Ongoing career exploration and awareness
- Gain experience
- Make career plans
- Plan for advanced education and training
- Explore future options for transitioning into specialized occupations

How much time does it take to use FOCUS 2?

Typically, the total time spent by students the first time they use FOCUS 2 ranges from 1 to 2 hours. Of course, you can spend as much time as you wish.

The Career Readiness & Self Assessment modules of FOCUS 2 can usually be completed in approximately 45 minutes. You can login at any time to spend additional time researching over 1,000 occupations.

A good strategy after using FOCUS 2 is to think about your results and discuss your ideas with your career coach, advisor or professor. Be sure to continue to use FOCUS 2 as an ongoing resource.

How to set up your account and log in to FOCUS 2

New Users:

- Create your account by registering for FOCUS 2. You can link to the registration and log in pages for FOCUS 2 from the following webpage:
<http://tinyurl.com/u hdfocus2career>
- The FOCUS 2 Access Code: **UHD Gators**

Returning Users:


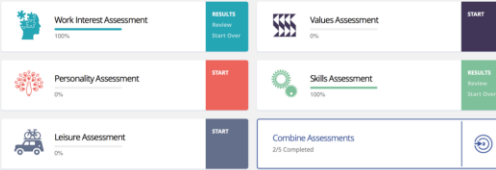

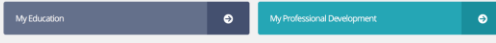

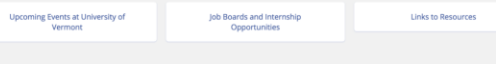
- Access your account anytime by entering your username and password on the log in page for FOCUS 2. The log in is cAse seNsitive.
- *If you forget your user name and password, go to the log in page to have it emailed to you.*

Things to Keep in Mind

- Use FOCUS 2 online on any phone, tablet, PC or MAC computer or IPAD anywhere, anytime.
- FOCUS 2 always saves your results.
- Use FOCUS 2 as often as you wish.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online and are always available to you and your career coach/adviser.
- Use the FOCUS 2 features in any order.
- Remember to save the majors and occupations that appeal to you as you review them.

The FOCUS 2 Dashboard mirrors the steps of the career planning process. Most students start at the top of the main menu and then work down through the FOCUS 2 tools.

FOCUS™ 2 CAREER

Student Dashboard	Description
<p>Welcome! Let's get started developing your personalized career and education plan!</p> 	<p>A Great Starting Point</p> <p>An orientation to the career planning process.</p>
<p>Self Assessment Discover majors and occupations that match your personal attributes</p> 	<p>Valid & Reliable Self Assessments</p> <p>Assessment results identify occupations and majors at your college matching your personal attributes. Explore your options!</p>
<p>Explore the Possibilities Use these tools for ongoing career and education exploration</p> 	<p>Additional Major & Career Exploration</p> <p>Explore suggested majors and navigate career options to make informed decisions.</p>
<p>Take Action Create a road map of your academic and career development activities</p> 	<p>Academic & Career Plan</p> <p>Develop a road map to plan for your future.</p>
<p>Diane McCrudden's Career and Education Planning Results A summary of your assessment results and saved preferences</p> 	<p>FOCUS 2 Career Portfolio</p> <p>Summary of your results with your individual comments & top choices.</p>
<p>Recommended Tools & Websites</p>  <p><small>Focus™ 2 Copyright 2016 Career Dimensions®, Inc. All Rights Reserved</small></p>	<p>Resources & Links</p> <p>Visit these websites.</p>