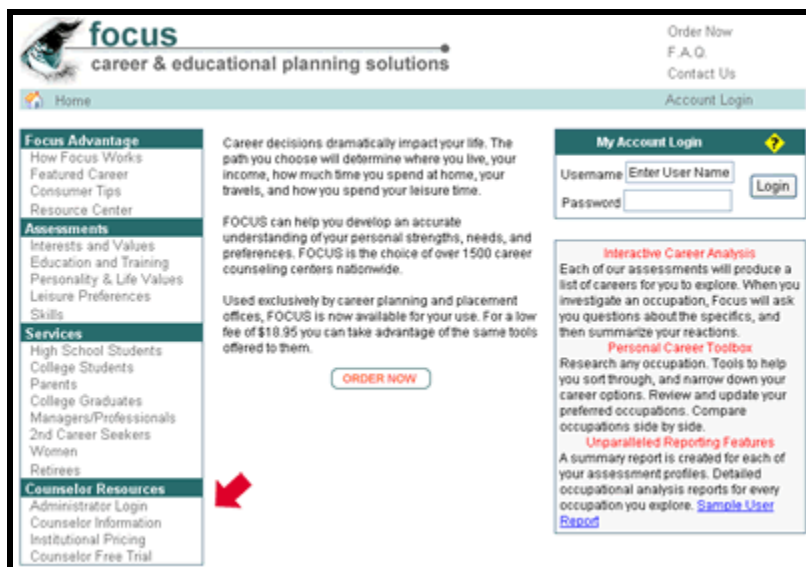


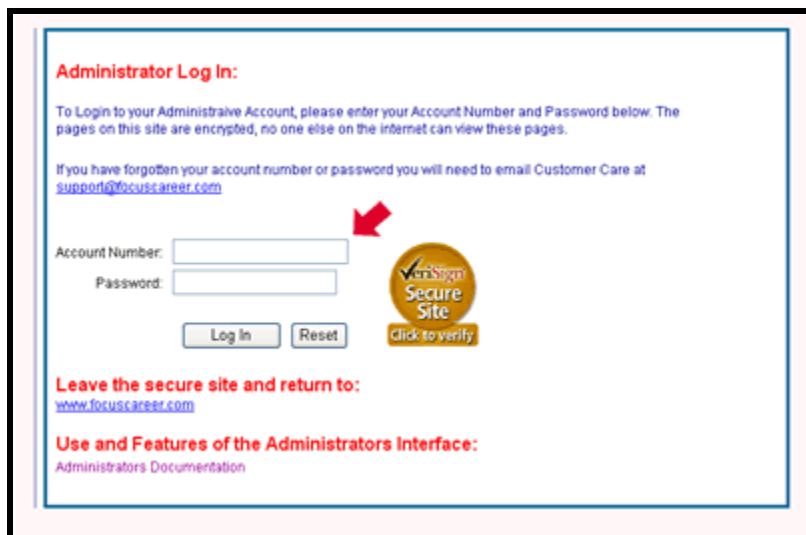
Administrative Account Log In

On the main focuscareer.com site select the link labeled “Administrators Login”. This will take you to <https://www.focuscareer.com/instdadmin>.



The screenshot shows the focus website home page. The left sidebar contains several sections: 'Focus Advantage', 'Assessments', 'Services', and 'Counselor Resources'. The 'Counselor Resources' section includes links for 'Administrator Login', 'Counselor Information', 'Institutional Pricing', and 'Counselor Free Trial'. A red arrow points to the 'Administrator Login' link. The main content area features a 'My Account Login' form with fields for 'Username' and 'Password', and a 'Login' button. There are also links for 'Order Now', 'F.A.Q.', and 'Contact Us' in the top right corner.

Enter your administrators account number and password and select “Login”. After you complete the login procedure you will be taken to the main menu of your administrative interface.



The screenshot shows the 'Administrator Log In' page. It features a form with two input fields: 'Account Number' and 'Password'. Below the fields are 'Log In' and 'Reset' buttons. A red arrow points to the 'Account Number' field. To the right of the form is a 'VeriSign Secure Site' logo with a 'click to verify' link. Below the form, there is a link to 'Leave the secure site and return to: www.focuscareer.com' and a link to 'Use and Features of the Administrators Interface: Administrators Documentation'.