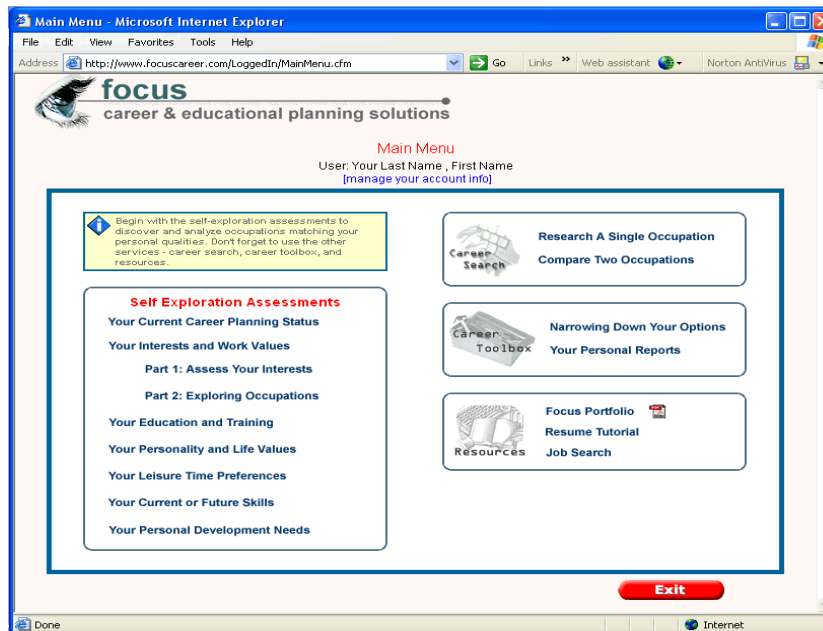


A Student's Guide to Getting Started

You must be a "Registered User" in order to use the FOCUS system. Once your institution's career services center has registered you as an authorized user, assigned you a username and password, you can then login to the program. To login, simply go to <http://www.focuscareer.com>. You may also login from your institution's site if they are utilizing our remote login feature. Please contact them for details on the best place for you to login.

The Main Menu is the hub of all the services offered to you. You can use any module and service in any sequence that meets your personal needs. If you are a new user, begin with the Self-Exploration Assessments.



Self-Exploration Assessments

- Analyze Your Career Planning Status:
Evaluate your career planning status and decide how to best use Focus.
- Assess Your Interests and Values:
Summarize the kind of work activities you most enjoy, your work values, and the areas in which you think you have your strongest skills.
- Explore and Analyze Occupations Based on Your Interests & Values:
Identify and analyze occupations that match your interests and work-values.
- Explore and Analyze Occupations Based on Educational Areas of Study:
Identify and analyze occupations you could enter with your current or planned major area of study, training program and your strongest skills.
- Explore and Analyze Occupations Based on Your Personality & Values:
Identify and analyze occupations that are compatible with your personality and your values, i.e., things important in your personal life.
- Explore and Analyze Occupations Based on Your Leisure Activities:
Identify and analyze occupations in areas that match the kinds of recreational activities you enjoy doing during your spare time.
- Search for and Analyze Occupations Based on Your Skills
Identify and analyze occupations that match your skills.

- Your Personal Development Needs:
Help you identify the experiences and training you need in order to achieve your occupational and educational objectives.

Career Search

- Research A Single Occupation:
Quick facts about any occupation in the system.
- Compare Two Occupations Side by Side.
See the details of any two occupations at the same time.

Career Toolbox

- Narrowing Down Your Options
Think of this as your basket of occupations. As you work through the assessments you will have the opportunity to mark any career as a potential goal. You will be able to review your preferred occupations here.
- Your Personal Reports
Printable reports become available for each of the assessments you complete. Remember – you can print any page on our site as you would any web page.