

## Getting Started With Focus 2

FOCUS 2 is a self-guided career, major and education planning system designed to guide you through the steps of the career planning process. You can use FOCUS 2 at any stage of your education and career planning according to your personal needs. Start with any feature, repeat a feature if desired and use the system as an ongoing resource. All your results are saved and accessible in your FOCUS 2 Portfolio.

### Why use FOCUS 2?

#### **Career Readiness**

**Career and Educational Goals:** Allows you to enter your career and educational goals.

**Academic Strengths:** Specify your academic strengths and weaknesses.

**Career Planning Status:** Determine and track where you are in your career planning.

**Personal Development Needs:** State your personal development needs.

#### **Self Assessment**

**Work Interest Assessment:** Assess your work interests and explore matching occupations.

**Leisure Interest Assessment:** Determine your leisure interests and explore matching occupations.

**Skills Assessment:** Identify your skills and explore matching occupations.

**Personality Assessment:** Explore matching occupations to your personality traits.

**Values Assessment:** Identify your values and explore matching occupations.

**Combine the Results of Multiple Assessments:** Combine the results from the assessments you have completed to help you narrow down your occupational results.

#### **Explore the Possibilities**

**Search by Name:** Search for occupations by name.

**Search by Industry:** Search for occupations by industry.

**What can I do with a major in...?** Allows you to explore majors.

**Compare Two Occupations Side by Side:** Compare 2 occupations of your choice.

#### **Your Personal Portfolio**

Review and update your saved occupations.

Review and update your saved majors.

Review and print your portfolio.

**Recommended Tools & Websites:** Link to helpful websites.

### **To create your personal account in FOCUS 2, the Online Career and Education Planning System**

- Go to [www.wne.edu/career](http://www.wne.edu/career), select Career Resources and then Career Assessment tools.
- Select Focus 2
- If your first time registering: Select **"If you need to create new account, click here."**
  - Enter your information being sure to select a user name and password that you will remember.
  - Enter the following Access Code: **goldenbear**
- If returning to the site: Enter your user name and password. **The system is cAsE SeNsITIVe!**

### **On the FOCUS 2 main menu, FOCUS 2 will guide you through the career planning process and save all of your results.**

You may use FOCUS 2 as often as you wish anywhere, anytime (24/7) on any PC or MAC. You can use the FOCUS 2 Main Menu tools in any order and repeat any assessment. Once you have completed an assessment, a check mark will appear next to that assessment on the Main Menu.

#### Special instructions:

- You must complete an entire assessment section for FOCUS 2 to save your results.
- Use the buttons within the FOCUS 2 program. *Do not use the back browser button.*

***Connect with your Career Counselor once you complete the assessment to discuss your results and personal strategy!***