



FOCUS 2 is a self-paced, online career and education planning tool for use by college students. It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers.

How to Create Your Student User Account in FOCUS 2

***First Time Users:**

To create your personal account in FOCUS 2 (Online Career and Education Planning System):

1. Go to the following URL: <https://www.focuscareer2.com/portal/login.cfm?SID=683>
2. Select **"New User? Click Here to Get Started"**
3. Enter your information with the following Access Code: **highlanders**

To log on to your personal FOCUS 2 account at another time

(You do not need to create another account to reuse FOCUS 2, your original account remains active and will store all your results each time you use it.)

Go to the following URL: <https://www.focuscareer2.com/portal/login.cfm?SID=683>

Enter your user name and password (do not create a new account) **The system is cAsE SeNsITivE! So if you capitalize your password when you are registering, you will need to always capitalize your password when you are logging on as well.**

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 for FOCUS 2 to save your results.
- Use the buttons within the FOCUS 2 program;-do not use the back browser button.
- Be sure to save your preferred majors and occupations with your comments.**

****For help in using the Focus 2 system to choose a major, or help in interpreting your test scores, please contact Career Services at 540-831-5373.***

FOR HELP WITH CHOOSING A MAJOR, SEE THE INSTRUCTIONS ON THE NEXT PAGE

Choosing a Major With the FOCUS 2 System

Choose Your Major Area of Study

The FOCUS 2 system enables you to identify occupations that best match your personal attributes and the major / education requirements for those occupations. You should review the occupations that most appeal to you as potential career goals paying particular attention to the education programs, degrees required, courses, skills, requirements and certification needed to prepare you to work in those occupations. This information will help you choose the major area of study that best supports your career goals.

To help you decide about your major area of study, it is recommended that you first complete the assessments listed in the FOCUS 2 Main Menu:

Work Interests Assessment

You answer questions to describe your work interests.

Personality Assessment

In this assessment you will answer questions that provide a picture of your personality type.

Skills Assessment

In this assessment you will answer questions that help identify your skill set.

Values Assessment

In this assessment you will answer questions that provide a picture of your values.

Leisure Assessment (Optional)

In this assessment you will answer questions that provide a picture of your leisure interests.

FOCUS 2 identifies occupations that match your interests profile and helps you analyze and compare the critical features and major areas of study required for those occupations.

To help you narrow down your options select **Combine the Results of Multiple Assessments:** This allows you to combine the results from the assessments you have completed to help you narrow down your occupation results.

To further explore a major offered at your school, select **“What can I do with a major in...?”** on the main menu to review the occupations that a specific major will typically prepare you for.

To further help you select a major: While exploring an occupation that appeals to you, be sure to select **“Areas of Study”** on the occupation screen to learn what majors and education plans are typically pursued by people working in this occupation.

Verify Your Preferences or Early Choice of a Career Field

It's best to verify or validate your early decisions about your career goals and study programs so that you do not overlook career options that are compatible with your personal attributes. You are a multi-potential person and undoubtedly have talents, interests, values, personality and skills that qualify you for a wide range of occupations. Be sure of your choice by completing all the FOCUS 2 assessments in the Main Menu so you can discover all the occupations and career fields that match your assessment profiles. Once you have broadened your career horizons you can narrow down your options by comparing the critical features of the occupations that appeal to you. This process will assure that you have made the best possible choice.