FOCUS 2

www.ursinus.edu/career

Student User Guide

FOCUS 2 is an online career guidance tool used to assist you in self-assessment and career exploration. Using FOCUS 2 will help you learn to make more realistic decisions about your goals and plans and allow you to self-manage your career exploration process. Use FOCUS 2 throughout your college years and as an alumnus. You can self-register to use FOCUS 2 through the Career and Professional Development Web site.

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 need. The Career Readiness & Self Assessments modules of FOCUS 2 can usually be completed in approximately 45 minutes. You can log back in at any time to spend additional time researching over 1,000 different occupational choices and viewing career videos. A good strategy is to use FOCUS 2, then think about your results and discuss your ideas with your career counselor and academic advisor. Then continue to use FOCUS 2 as an ongoing resource.

LOGIN

Go to the Career and Professional Development homepage at www.ursinus.edu/career and log into Handshake, click on Resources - More Career Resources and click on the FOCUS 2 to create your account. If you have already created an account, you can login through the CPD website. The FOCUS login is under Top Resources or under Career and Major Exploration in the CPD website menu.

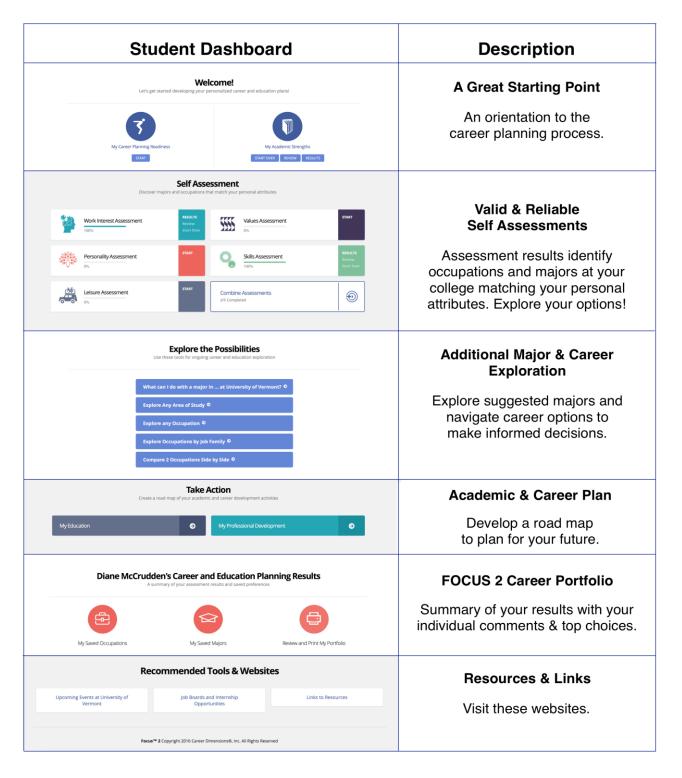
CREATING A FOCUS ACCOUNT

If you created an account in the past but forget your username or password, contact the Career and Professional Development office for assistance.

To create an account, enter all required information into the registration form as demonstrated below.

- Where it says "Your Access Code" type the Access Code found within Handshake under the FOCUS Resource.
- Select your anticipated year of graduation
- Type your complete first and last names
- Enter & confirm your Ursinus College email address
- Create a unique User Name that you will easily remember
- Create & confirm a password that only you will know
- Click Continue. Your account is then created. Select the "Email Confirmation to me" box if you would like a
 copy of your account information to be sent to your email address or print a copy for your records.





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