

# FOCUS 2

[www.ursinus.edu/career](http://www.ursinus.edu/career)

**Student User Guide**

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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](http://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.

# FOCUS<sup>TM</sup> 2 CAREER

Student Dashboard	Description
<p style="text-align: center;"><b>Welcome!</b> Let's get started developing your personalized career and education plans!</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>My Career Planning Readiness <a href="#">START</a></p> </div> <div style="text-align: center;">  <p>My Academic Strengths <a href="#">START OVER</a> <a href="#">REVIEW</a> <a href="#">RESULTS</a></p> </div> </div>	<p style="text-align: center;"><b>A Great Starting Point</b></p> <p style="text-align: center;">An orientation to the career planning process.</p>
<p style="text-align: center;"><b>Self Assessment</b> Discover majors and occupations that match your personal attributes</p> <div style="display: grid; grid-template-columns: repeat(2, 1fr); gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Work Interest Assessment</b> 100% <a href="#">RESULTS</a> <a href="#">Review</a> <a href="#">Start Over</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Values Assessment</b> 0% <a href="#">START</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Personality Assessment</b> 0% <a href="#">START</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Skills Assessment</b> 100% <a href="#">RESULTS</a> <a href="#">Review</a> <a href="#">Start Over</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Leisure Assessment</b> 0% <a href="#">START</a></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Combine Assessments</b> 2/5 Completed</p> </div> </div>	<p style="text-align: center;"><b>Valid &amp; Reliable Self Assessments</b></p> <p style="text-align: center;">Assessment results identify occupations and majors at your college matching your personal attributes. Explore your options!</p>
<p style="text-align: center;"><b>Explore the Possibilities</b> Use these tools for ongoing career and education exploration</p> <div style="text-align: center; margin-top: 10px;"> <p>What can I do with a major in ... at University of Vermont? <a href="#">☺</a></p> <p>Explore Any Area of Study <a href="#">☺</a></p> <p>Explore any Occupation <a href="#">☺</a></p> <p>Explore Occupations by Job Family <a href="#">☺</a></p> <p>Compare 2 Occupations Side by Side <a href="#">☺</a></p> </div>	<p style="text-align: center;"><b>Additional Major &amp; Career Exploration</b></p> <p style="text-align: center;">Explore suggested majors and navigate career options to make informed decisions.</p>
<p style="text-align: center;"><b>Take Action</b> Create a road map of your academic and career development activities</p> <div style="display: flex; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;">My Education <a href="#">+</a></div> <div style="border: 1px solid #ccc; padding: 5px;">My Professional Development <a href="#">+</a></div> </div>	<p style="text-align: center;"><b>Academic &amp; Career Plan</b></p> <p style="text-align: center;">Develop a road map to plan for your future.</p>
<p style="text-align: center;"><b>Diane McCrudden's Career and Education Planning Results</b> <small>A summary of your assessment results and saved preferences</small></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">  <p>My Saved Occupations</p> </div> <div style="text-align: center;">  <p>My Saved Majors</p> </div> <div style="text-align: center;">  <p>Review and Print My Portfolio</p> </div> </div>	<p style="text-align: center;"><b>FOCUS 2 Career Portfolio</b></p> <p style="text-align: center;">Summary of your results with your individual comments &amp; top choices.</p>
<p style="text-align: center;"><b>Recommended Tools &amp; Websites</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;">Upcoming Events at University of Vermont</div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;">Job Boards and Internship Opportunities</div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;">Links to Resources</div> </div> <p style="font-size: small; text-align: center; margin-top: 10px;">Focus<sup>TM</sup> 2 Copyright 2016 Career Dimensions®, Inc. All Rights Reserved</p>	<p style="text-align: center;"><b>Resources &amp; Links</b></p> <p style="text-align: center;">Visit these websites.</p>

www.focus2career.com