

## **GETTING STARTED WITH FOCUS 2**



### **When should you use FOCUS 2?**

Use FOCUS 2 throughout your college years and as an alumnus. FOCUS 2 can be used in different ways throughout all stages of your education and career planning according to your personal needs.

#### *1<sup>st</sup> or 2<sup>nd</sup> year student:*

- Understand the career planning process
- Self awareness - learn about yourself through the assessments
- Explore majors at your college that match your interests and support your career goals
- Explore career fields and occupations that appeal to you
- Develop an Action Plan
- Make informed decisions about your major and career

#### *Upper Classman and Alumnus:*

- Ongoing career exploration and awareness
- Gain experience
- Make career plans
- Plan for advanced education and training
- Explore future options for transitioning into specialized occupations

## **How much time does it take to use FOCUS 2?**

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 wish.

The Career Readiness & Self Assessment modules of FOCUS 2 can usually be completed in approximately 45 minutes. You can login at any time to spend additional time researching over 1,000 occupations and viewing career videos.

A good strategy after using FOCUS 2 is to think about your results and discuss your ideas with your career counselor / advisor. Be sure to continue to use FOCUS 2 as an ongoing resource.

## **How to set up your account and log in to FOCUS 2**

### **New Users:**

Create your account by registering for FOCUS 2. You can link to the registration and log in pages for FOCUS 2 from the following college webpage:

<http://www.otc.edu/careerservices/18322.php>

The FOCUS 2 **Access Code:** **eagles**

### **Returning Users:**

Access your account anytime by entering your username and password on the log in page for FOCUS 2. The log in is cAse seNsitive.

*If you forget your user name and password, go to the log in page to have it emailed to you.*

## **Things to Keep in Mind**

- Use FOCUS 2 online on any PC or MAC computer or IPAD anywhere, anytime.
- FOCUS 2 always saves your results.
- Use FOCUS 2 as often as you wish.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are stored online and are always available to you and your career counselor / advisor.
- Use the FOCUS 2 features in any order.
- Save the majors and occupations that appeal to you as you review them.

**A snapshot of the Main Menu of FOCUS 2 appears on the next page. The main menu layout mirrors the steps of the career planning process. Most students start at the top of the main menu and then work down through the FOCUS 2 tools.**

## FOCUS 2 Main Menu Features and Functions

|   | <i>Main Menu Features</i>   | <i>Functions</i>  |
|---|---|---|
|    | <p><b><u>Career Readiness</u></b><br/>           Career and Educational Goals<br/>           Academic Strengths<br/>           Your Accomplishments<br/>           Your Career Planning Status<br/>           Your Personal Development Needs</p>   | <p><b><u>A Great Starting Point:</u></b></p> <ul style="list-style-type: none"> <li>Assess your involvement in activities that support career &amp; education decision-making.</li> <li>Identify your academic strengths and personal development needs.</li> </ul>   |
|    | <p><b><u>Self Assessment:</u></b><br/>           Work Interests Assessment<br/>           Personality Assessment<br/>           Skills Assessment<br/>           Values Assessment<br/>           Leisure Interests Assessment<br/> <i>Narrow and Refine Your Results:</i><br/> <b><i>See Your Top Career Choices</i></b></p> | <p><b><u>Five Valid and Reliable Self Assessments:</u></b></p> <ul style="list-style-type: none"> <li>Identify and explore occupations &amp; majors matching your assessment results.</li> <li>Save your preferred occupations &amp; majors along with your comments &amp; rankings.</li> <li>Narrow down your results by combining multiple assessment results.</li> </ul> |
|    | <p><b><u>Explore the Possibilities</u></b><br/>           Search by Name<br/>           Search by Industry<br/>           What can I do with a major in...?<br/>           Compare Two Occupations Side by Side</p>   | <p><b><u>Explore Any Occupation</u></b></p> <ul style="list-style-type: none"> <li>Explore occupations by name or industry</li> <li>Use <b><i>What Can I Do with a Major in...?</i></b> to identify majors at your college that match your interests and learn about associated occupations.</li> </ul>   |
|   | <p><b><u>Create a Plan to Achieve Your Objectives</u></b><br/>           Your Action Plan<br/>           Review and print your Action Plan</p>  | <p><b><u>Your Action Plan</u></b></p> <ul style="list-style-type: none"> <li>Map out education plans and steps you will take to achieve your career goals.</li> <li>Plan for internships, volunteer work, study abroad.</li> <li>Build a network of contacts.</li> </ul>  |
|  | <p><b><u>Your Career Portfolio</u></b><br/>           Review &amp; update saved occupations<br/>           Review &amp; update your saved majors<br/>           Review and print your portfolio</p>   | <p><b><u>Your Career Portfolio</u></b></p> <ul style="list-style-type: none"> <li>A summary of your assessment results with your preferred occupations &amp; majors.</li> <li>Advice: Save 10 occupations &amp; 2-3 majors.</li> </ul>  |
|  | <p><b><u>Recommended Tools and Websites</u></b><br/>           (Upcoming Events)<br/>           Job Board &amp; Internship Opportunities<br/>           Website Links</p>   | <p><b><u>Links To Important Websites</u></b></p> <ul style="list-style-type: none"> <li>Search for jobs: national, state, or local levels and by specialty.</li> <li>Connect to websites recommended by your career counselors and advisors.</li> </ul>   |