



THE CENTER FOR ACADEMIC ADVISING & CAREER ENGAGEMENT

Focus2Career Registration and Instructions

New Users:

- Create your account by registering for FOCUS 2:
<https://www.focus2career.com/Portal/Register>
- Use your **@cuw.edu email** and access code **Falcons**
- Create your password (cAse seNsitive) and security questions

Returning Users:





- Access your account anytime by entering your username and password on the login page: <https://www.focus2career.com/Login.cfm>
- If you forget your username and password, go to the login page and click *Forgot your password?*

Focus2Career Pro Tips:

- Use FOCUS 2 on any phone, tablet, PC or MAC anywhere, anytime
- Find a quiet space and take the assessment all at once (about an hour) *or* break it up into sections
- Answer honestly and instinctively
- Complete first 3 sections (see infographic below) – results rely on responses from these segments; the *Take Action* section is optional for results
- FOCUS 2 saves your results
- You can change your mind about earlier choices, repeat a section, and explore new options
- Results are stored online and are available to you and your advisor
- **Select and save** suggested occupations and areas of study (majors) that appeal to you in order for the information to appear in your portfolio

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Focus™ 2 CAREER

Student Dashboard	Description
<p>Welcome! Let's get started developing your personalized career and education plan!</p> 	<p>A Great Starting Point</p> <p>An orientation to the career planning process.</p>
<p>Self Assessment Discover majors and occupations that match your personal attributes.</p> 	<p>Valid & Reliable Self Assessments</p> <p>Assessment results identify occupations and majors at your college matching your personal attributes. Explore your options!</p>
<p>Explore the Possibilities Use these tools for ongoing career and education exploration.</p> 	<p>Additional Major & Career Exploration</p> <p>Explore suggested majors and navigate career options to make informed decisions.</p>
<p>Take Action Create a road map of your academic and career development activities.</p> 	<p>Academic & Career Plan</p> <p>Develop a road map to plan for your future.</p>
<p>Diane McCrudden's Career and Education Planning Results A summary of your assessment results and saved preferences.</p> 	<p>FOCUS 2 Career Portfolio</p> <p>Summary of your results with your individual comments & top choices.</p>
<p>Recommended Tools & Websites</p>  <p><small>Focus™ 2 Copyright 2016 Career Dimensions®, Inc. All Rights Reserved</small></p>	<p>Resources & Links</p> <p>Visit these websites.</p>

www.focus2career.com