GETTING STARTED WITH FOCUS 2

What is FOCUS 2?
FOCUS 2 is a web based major and career exploration tool that you may use throughout your college years and beyond. FOCUS 2 can be used in different ways throughout all stages of your education and career planning according to your personal needs.

FOCUS 2 can help you
- Understand the career planning process
- Learn about yourself through the assessments
- Explore majors at MSUM 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
- Plan for advanced education and training
- Explore future options for transitioning into specialized occupations

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 Career Development Center homepage: www.mnstate.edu/career. Use the FOCUS 2 Access Code: Dragons
Returning Users: Access your account any time 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.

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 log in 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.

Things to Keep in Mind
- Use FOCUS 2 online on any PC or MAC computer or iPad anywhere, anytime.
- Use FOCUS 2 as often as you wish, it always saves your results.
- You can change your mind about earlier choices, repeat a section and explore new options.
- Your results are always available to you and your career counselor or advisor.
- Use the FOCUS 2 features in any order.
- Save the majors and occupations that appeal to you as you review them.
Here is a snapshot of the Main Menu of FOCUS 2. 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

<table>
<thead>
<tr>
<th>Main Menu Features</th>
<th>Functions</th>
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| **Career Readiness** | **A Great Starting Point:**  
  - Assess your involvement in activities that support career & education decision-making.  
  - Identify your academic strengths and personal development needs. |
| Career and Educational Goals  
Academic Strengths  
Your Accomplishments  
Your Career Planning Status  
Your Personal Development Needs | |
| **Self Assessment:** | **Five Valid and Reliable Self Assessments:**  
  - Identify and explore occupations & majors matching your assessment results.  
  - Save your preferred occupations & majors along with your comments & rankings.  
  - Narrow down your results by combining multiple assessment results. |
| Work Interests Assessment  
Personality Assessment  
Skills Assessment  
Values Assessment  
Leisure Interests Assessment  
Narrow and Refine Your Results: See Your Top Career Choices | |
| **Explore the Possibilities** | **Explore Any Occupation**  
  - Explore occupations by name or industry  
  - Use What Can I Do with a Major in...? to identify majors at your college that match your interests and learn about associated occupations. |
| Search by Name  
Search by Industry  
What can I do with a major in...?  
Compare Two Occupations Side by Side | |
| **Create a Plan to Achieve Your Objectives** | **Your Action Plan**  
  - Map out education plans and steps you will take to achieve your career goals.  
  - Plan for internships, volunteer work, study abroad.  
  - Build a network of contacts. |
| Your Action Plan  
Review and print your Action Plan | |
| **Your Career Portfolio** | **Your Career Portfolio**  
  - A summary of your assessment results with your preferred occupations & majors.  
  - Advice: Save 10 occupations & 2-3 majors. |
| Review & update saved occupations  
Review & update your saved majors  
Review and print your portfolio | |
| **Recommended Tools and Websites** | **Links To Important Websites**  
  - Search for jobs: national, state, or local levels and by specialty.  
  - Connect to websites recommended by your career counselors and advisors. |
| (Upcoming Events)  
Job Board & Internship Opportunities  
Website Links | |