

GETTING STARTED WITH FOCUS 2

When should you use FOCUS 2?

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

How much time does it take to use FOCUS 2?

The Career Readiness & Self Assessment modules of FOCUS 2 usually can be completed in approximately 45 minutes or less. If you have limited time, you can take one assessment and return to take others whenever you wish. You can login at any time to spend additional time researching over 1,000 occupations.

After using FOCUS 2 you may wish to discuss your ideas with your career advisor. To book an appointment with a career advisor, please go to www.ung.edu/careers.

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

New Users:

- Log in pages for FOCUS 2 from the following webpage: <https://tinyurl.com/ungfocus2>
- Use your UNG username and password to log in.

Returning Users:

Things to Keep in Mind

- Use FOCUS 2 online on any phone, tablet, 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 or academic adviser.
- Use the FOCUS 2 features in any order.
- Remember to save the majors and occupations that appeal to you as you review them.

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 engaging 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 Dimension®, Inc. All Rights Reserved</small></p>	<p>Resources & Links</p> <p>Visit these websites.</p>

www.focus2career.com

If you need this document in an alternate format, please contact us at (706)864-1951.