



BLACK HILLS STATE UNIVERSITY

Getting Started with 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 Service’s website:

<https://www.focus2career.com/Portal/Login.cfm?SID=352>

1. Click on **Create An Account** in the **red box** on your college’s login page. This will take you to the FOCUS 2 self registration page.

2. Then enter the **ACCESS CODE** on the self-registration page. (cAse seNsITiVe)
The access code can be obtained from your career services office

Focus 2 Access Code: **jackets**

Things to Keep in Mind

- Use FOCUS 2 online on any phone, tablet, PC, MAC or IPAD anywhere, anytime.
- FOCUS 2 always saves your results. Use FOCUS 2 as often as you wish and in any order.
- 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.
- Remember to save the majors and occupations that appeal to you as you review them.

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.

Career Planning Foundations
Understand the career planning process and how to be career ready

My Career Planning Involvement

How involved are you in the career planning process

Not Started ▶ BEGIN

My Academic Strengths

What do you excel in academically

Not Started ▶ BEGIN

Am I Career Ready?

Develop your competencies and prepare for success in the workplace

Not Started ▶ BEGIN

The Career Planning Process
An Orientation to Career Planning & How to Be Career Ready

Self Assessment
Discover and explore majors and occupations that match your personal attributes

Work Interest Assessment

Not Started

Explore occupations and majors that match what interests you

▶ BEGIN

Values Assessment

Completed

Explore occupations and majors that align with your values

▶ RESULTS

Personality Assessment

Not Started

Explore occupations and majors that fit your personality type

▶ BEGIN

Leisure Assessment

Not Started

Explore occupations and majors that match what you enjoy doing in your leisure time

▶ BEGIN

Skills Assessment

Completed

Explore occupations and majors that align with your skill set

▶ RESULTS

Combine Your Results

Merge your results to see occupations and majors matching multiple assessments

▶ COMBINE

Self Assessments
Valid & Reliable Assessments
Your Results are Matched to Occupations & Majors that Align with Your Personal Attributes
Combine Your Results to Narrow Down Your Options

Explore the Possibilities
Tools for ongoing career and education exploration

What Can I Do With A Major In ... Offered At My College Or University?

▶

Explore Any Occupation

▶

What Can I Do If I Majored In ...

▶

Explore Occupations By Job Family

▶

Compare 2 Occupations Side By Side

▶

Explore Any Major or Occupation
Navigate Your Career Options

Take Action
Create a road map of your academic and career experiences

My Education

▶

My Professional Development

▶

Academic & Career Experiences
Keep Track of Your Experiences Both Academically & Professionally

Diane McCrudden Reports
A summary of your assessment results and saved preferences

My Saved Occupations

View occupations that you have saved

My Saved Majors

View Majors that you have saved

My Summary Report

Combine any report results into a single printable report

▶ VIEW YOUR REPORT

Your Reports
A Summary of Your Results
Your Selected Favorites, Comments & Top Choices

Additional Resources

Recommended Websites

▶

Resources & Links
Links to Suggested Websites