



# BLACK HILLS STATE UNIVERSITY

## GETTING STARTED WITH FOCUS 2

### 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 Service’s webpage:

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

- The FOCUS 2 Access Code: **jackets**

#### 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 phone, tablet, PC or MAC computer 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/adviser.
- 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.

# FOCUS™ 2 CAREER

Student Dashboard	Description
<p style="text-align: center;"><b>Career Planning Foundations</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>My Career Planning Involvement</p> <p>START</p> </div> <div style="text-align: center;">  <p>My Academic Strengths</p> <p>START</p> </div> <div style="text-align: center;">  <p>Am I Career Ready?</p> <p>START</p> </div> </div>	<p style="text-align: center;"><b>A Great Starting Point</b></p> <p style="text-align: center;">Orientation to the Career Planning Process &amp; how to Be Career Ready</p>
<p style="text-align: center;"><b>Self Assessment</b></p> <p style="text-align: center; font-size: small;">Discover majors and occupations that match your personal attributes</p> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Work Interest Assessment</p> <p>RESULTS: Review Results</p> <p>100%</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Values Assessment</p> <p>RESULTS: Review Results</p> <p>0%</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Personality Assessment</p> <p>RESULTS: Review Results</p> <p>0%</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Skills Assessment</p> <p>RESULTS: Review Results</p> <p>100%</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Leisure Assessment</p> <p>RESULTS: Review Results</p> <p>0%</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Combine Assessments</p> <p>2/5 Completed</p> </div> </div>	<p style="text-align: center;"><b>Valid &amp; Reliable Self Assessments</b></p> <p style="text-align: center;">Assessment Results Identify Occupations and Majors at this College Matching Your Personal Attributes</p>
<p style="text-align: center;"><b>Explore the Possibilities</b></p> <p style="text-align: center; font-size: small;">Use these tools for ongoing career and education exploration</p> <div style="text-align: center; margin-top: 10px;"> <p>What can I do with a major in ... at University of Vermont? </p> <p>Explore Any Area of Study </p> <p>Explore any Occupation </p> <p>Explore Occupations by Job Family </p> <p>Compare 2 Occupations Side by Side </p> </div>	<p style="text-align: center;"><b>Major &amp; Career Exploration</b></p> <p style="text-align: center;">Explore Suggested Majors that Match Your Personal Attributes and Navigate Career Options to Make Informed Decisions</p>
<p style="text-align: center;"><b>Take Action</b></p> <p style="text-align: center; font-size: small;">Create a road map of your academic and career development activities</p> <div style="text-align: center; margin-top: 10px;"> <p>My Education </p> <p>My Professional Development </p> </div>	<p style="text-align: center;"><b>Academic &amp; Career Plan</b></p> <p style="text-align: center;">Develop a Road Map of Your Goals and Experiences to Plan For Your Future</p>
<p style="text-align: center;"><b>Diane McCrudden's Career and Education Planning Results</b></p> <p style="text-align: center; font-size: small;">A summary of your assessment results and saved preferences</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  <p>My Saved Occupations</p> </div> <div style="text-align: center;">  <p>My Saved Majors</p> </div> <div style="text-align: center;">  <p>Review and Print My Portfolio</p> </div> </div>	<p style="text-align: center;"><b>FOCUS 2 Career Portfolio</b></p> <p style="text-align: center;">Summary of Your Results with Your Comments &amp; Top Choices</p>
<p style="text-align: center;"><b>Recommended Tools &amp; Websites</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p>Upcoming Events at University of Vermont</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p>Job Boards and Internship Opportunities</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 30%;"> <p>Links to Resources</p> </div> </div> <p style="font-size: x-small; margin-top: 10px;">Focus™ 2 Copyright 2016 Career Dimensions®, Inc. All Rights Reserved</p>	<p style="text-align: center;"><b>Resources &amp; Links</b></p> <p style="text-align: center;">Link to Resources Suggested by your Career Counselor</p>