Focus v.2 Instructions

ACCESSING THE PROGRAM

• Go to CMU’s FOCUS website at: https://www.focuscareer2.com/Portal/Login.cfm?SID=441 and create a new account.
  o Consider using your Global ID and password for the login information, it will be easily remembered.
  o The Access Code is cmich
• Once you have filled in all the text boxes click on CONTINUE.
• You will see your login information displayed on the next page; you should print this page or click on the EMAIL CONFIRMATION TO ME box to remember your login information. Click on CONTINUE.

CAREER READINESS

Career and Educational Goals (Optional)
• This is an optional section; it will ask for specific goals and have you type them in text boxes. Completing or not completing this section will not affect your results.

Academic Strengths (Complete this section)
• Rate different academic disciplines, once you have completed each click on UPDATE. Once you have completed this section click on FINISH from the Summary page.

Your Career Planning Status (Complete this section)
• Complete all the questions on the 3 pages of this section, once you have finished click on FINISH from the Summary page.

Personal Development Needs Analysis (Complete this section)
• Complete all the questions on the 4 pages of this section and click on FINISH from the Summary page.

SELF ASSESSMENT

Work Interest Assessment (Complete this section)
• Click on Work Interest Assessment then click CONTINUE.
• After you have answered all the questions on all the pages for this assessment click FINISH.
• You will see a Summary page with your results, print this page and keep for your records then click CONTINUE.
• You can now explore occupations that match your interests by clicking on specific ones, in addition you can select different educational levels to see how this adds or eliminates occupations from your list.
  o You can also see the different CMU majors that link to those careers
• Save any occupations and/or majors that interest you, these can be viewed and printed in your Personal Portfolio later.
• Once you have completed your exploration and saved any information, click on MAIN MENU in the upper right corner.

Personality Assessment (Complete this section)
• Repeat the instructions described above for this section.

Skills Assessment (Complete this section)
• Repeat the instructions described above for this section.

Values Assessment (Complete this section)
• Repeat the instructions described above for this section.

Leisure Interest Assessment (Complete this section)
• Repeat the instructions described above for this section.

Narrow and Refine Your Results (Complete this section)
• After clicking on this link, click all the assessments you have completed and check the levels of education you wish to pursue, then click CONTINUE.
  o You can now research occupations that are generated from combining all your assessments and educational levels.

EXPLORE THE POSSIBILITIES

• Use this section to research occupations and majors of your choosing.

PERSONAL PORTFOLIO

• Once you have completed all the assessments in the Self Assessment section and combined the results of all the assessments you can review, update and print your personal information.

QUESTIONS OR PROBLEMS?
• Please contact Career Services (989-774-3068 or careerscmich.edu).