



FOCUS COMPUTERIZED GUIDANCE SYSTEM INSTRUCTIONS FOR STUDENTS

FOCUS is a self-paced, online career and education planning tool for use by college students. It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers.

Why use FOCUS? Career planning with FOCUS leads to the following advantages for students:

While in college:

- More goal-focused and motivated
- Higher academic achievement
- Fewer transfers and switching of majors
- Graduate on time

After Graduation:

- Better entry job with higher income
- More satisfied and more productive in career
- Less career change and faster advancement

HOW TO CREATE YOUR STUDENT USER ACCOUNT IN FOCUS

Go to the CSU Stanislaus Career Services Center website at: <http://www.csustan.edu/career/>

Click on *Students* (left side of page).

Click on *FOCUS Computerized Guidance System* link (near top center of page).

Select “*If you need to create a new account, click here.*”

Enter the following Access Code / Key Code: **csustan219**

Enter your personal information and be sure to select a user name and password that you will easily remember.

TO LOG ON TO YOUR PERSONAL FOCUS ACCOUNT AT ANOTHER TIME

You do not need to create another account to reuse FOCUS. Your original account remains active and will store all your results each time you use it.

Go to the CSU Stanislaus Career Services Center website at: <http://www.csustan.edu/career/>

Click on *Students* (left side of page).

Click on *FOCUS Computerized Guidance System* link (near top center of page).

Enter your user name and password (do not create a new account). **The system is cAsE SeNsITivE! So if you capitalize your password when you are registering, you will need to always capitalize your password when you are logging on, as well.**

HOW TO SAVE YOUR RESULTS

On the FOCUS main menu, FOCUS will guide you through the career planning process and save all of your results. You may use FOCUS as often as you wish anywhere, anytime (24/7) on any personal computer or MAC. You can use the FOCUS Main Menu tools in any order and repeat any assessment. Once you have completed an assessment, a check mark will appear next to that assessment on the Main Menu.

Special instructions:

- You must complete an entire assessment for FOCUS to save your results.
- Use the buttons within the FOCUS program; do not use the *back* browser button.
- Be sure to save your preferred majors and occupations with your comments.

HOW TO GET STARTED WITH THE FOCUS SYSTEM

You can use FOCUS during several stages of your college years. Use FOCUS to help you:

Choose Your Major Area of Study

The FOCUS system enables you to identify occupations that best match your personal attributes and the major / education requirements for those occupations. You should review the occupations that most appeal to you as potential career goals, paying particular attention to the education programs, degrees required, courses, skills, requirements, and certification needed to prepare you to work in those occupations. This information will help you choose the major area of study that best supports your career goals.

To help you decide about your major area of study, it is recommended that you first complete the following two assessments listed in the FOCUS Main Menu:

Work Interests Assessment

You answer questions to describe your work interests. FOCUS identifies occupations that match your interests profile, and helps you analyze and compare the critical features and major areas of study required for those occupations.

Personality Assessment

In this assessment, you will answer questions that provide a picture of your personality type. FOCUS identifies occupations that best match your Personality and helps you analyze and compare the critical features and major areas of study required for those occupations.

To Further Help You Select a Major: while exploring an occupation that appeals to you, be sure to select *Areas of Study* on the occupation screen to learn what majors and education plans are typically pursued by people working in this occupation.

To Help You Narrow Down Your Options: select *Combine the Results of Multiple Assessments*. This allows you to combine the results from the assessments you have completed to help you narrow down your occupation results.

To Further Explore a Major Offered at Your University: select *What can I do with a major in...?* on the Main Menu to review the occupations that a specific major will typically prepare you for.

Verify Your Preferences or Early Choice of a Career Field

It's best to verify or validate your early decisions about your career goals and study programs so that you do not overlook career options that are compatible with your personal attributes. You are a multi-potential person and undoubtedly have talents, interests, values, personality, and skills that qualify you for a wide range of occupations.

Be sure of your choice by completing all the FOCUS assessments in the Main Menu so you can discover all the occupations and career fields that match your assessment profiles. Once you have broadened your career horizons you can narrow down your options by comparing the critical features of the occupations that appeal to you. This process will assure that you have made the best possible choice.

Start Your Job Search or Plan for Graduate School

Select *What can I do with a major in...?* on the Main Menu to review the occupations that a specific major has typically prepared you for. Review and select occupations that interest you. While reviewing an occupation, be sure to utilize the following features:

Select *Overview* to review additional education or certifications recommended for this occupation.

Select *Contact Information* to contact Professional Organizations to learn more about an occupation and applying for a job.

Select *Advancement* to learn about the educational requirements, training, or experience typical of people advancing in this field.

Select *Outlook* to learn about trends in the job market that will help you plan your future career and any additional training you may wish to pursue.

FOCUS MAIN MENU FEATURES

Here is a list of the Assessments and other services that you should use to help you make decisions about your career goals and major area of study:

Career Readiness

Career and Educational Goals: allows you to enter your career and educational goals.

Academic Strengths: allows you to specify your academic strengths and weaknesses.

Career Planning Status: allows you to specify where you are in your career planning.

Personal Development Needs: allows you to specify your personal development needs.

Self-Assessment

Work Interest Assessment: allows you to assess your work interests and explore matching occupations.

Leisure Interest Assessment: allows you to assess your leisure interests and explore matching occupations.

Skills Assessment: allows you to assess your skills and explore matching occupations.

Personality Assessment: allows you to assess information about their personality and explore matching occupations.

Values Assessment: allows you to assess your values and explore matching occupations.

Combine the Results of Multiple Assessments: allows you to combine the results from the assessments you have completed to help you narrow down your occupation results.

Explore the Possibilities

Search by Name: allows you to search for occupations by name.

Search by Industry: allows you to search for occupations by industry.

What can I do with a major in...? allows you to explore majors.

Compare two Occupations Side-by-Side: allows you to compare two occupations of your choice.

Your Personal Portfolio

Review and update your saved occupations.

Review and update your saved majors.

Review and print your portfolio.

Recommended Tools and Websites

Link to helpful websites.

Calendar of Events

See what career events are planned.

Additional features

Select *Update My Account* in the upper right hand corner of the Main Menu to change your user name or password or add details to your portfolio, including uploading a photo.

If you forget your logon information, go to the logon screen and select *If you have forgotten your user name or password, click here*. Your log on information will be E-mailed to you shortly.

Contact the Career Services Center by e-mail (upper right hand corner of the main menu) directly from FOCUS, while logged onto the program.