FOCUS is a self-paced, online career and education planning tool. 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.

**WHY USE FOCUS**

While in College:
- More likely to graduate on time
- Higher academic achievement
- Fewer transfers and switching of majors

After Graduation:
- Better entry-level job with higher income
- More satisfying and productive in career
- Less career changes and faster advancement

**HOW TO CREATE YOUR STUDENT ACCOUNT**

1. Go to the CSU Stanislaus Career Services Center website at: http://www.csustan.edu/career/
2. Click on Students (left side of page).
3. Click on FOCUS Computerized Guidance System link (near top center of page).
4. Select “If you need to create a new account, click here.”
5. Enter the following Access Code: csustan219
6. Enter your personal information and be sure to select a user name and password that you will easily remember.

**GETTING STARTED**

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.

Career Services
Advising Resource Center
(209) 667-3661
www.csustan.edu/career
FOCUS MAIN MENU FEATURES

The following assessments are important to complete and understand in order to make informed 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.

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