

FocusCareer2 Instructions

Go To: www.focuscareer2.com/Portal/login.cfm?SID=676

Log In:

New Users

1. Locate "If you need to create new account, [click here.](#)" Click where indicated.
2. Fill out the form.
 - a. Your access code is: careercenter
 - b. Create a username and password you will remember and write it in the space provided below.
 - i. Username
 - ii. Password
3. When your account has been successfully completed, you will be given the option of having your confirmation emailed to you, if you have provided an email. If you would like the email sent, check the box.
4. Click "Continue."

Returning Users

1. Enter the username and password you previously created.
2. Click "Continue."

Main Menu: At the Main Menu you have several options: 1) Career Readiness; 2) Self Assessment; 3) Explore the Possibilities; 4) Your Personal Portfolio.

Begin by completing the four activities under Career Readiness and the five assessments under Self Assessment. Note that as you complete each assessment it will be marked with a checkmark, and the date of completion. You may retake the assessment or review your results at any time.

The Career Planning Status questionnaire and summary will give you insight into developing and maximizing use of your career planning strategies.

Upon completion of the self assessments you will have the opportunity to look at a list of jobs that match your preferences. You may click on the job to find more information including: job duties, skills needed, values, outlooks, earnings, advancement, interest profile, contact info, and areas of study. You will also see recommended majors offered at Palomar College.

Note that after completing at least two of the self assessments you will be able to compare results by clicking on "Combine the Results of Multiple Assessments."

At any time you can explore by job title, industry, and major in the Explore the Possibilities section.

You may save your research throughout your exploration process and then review in later in your "Portfolio."

Have fun and happy exploring!