

GETTING STARTED WITH:



1. Start at <http://careers.typefocus.com> –click on the “New Users – Click to Register” link.
2. Complete the required information (note the links in red for further help).
3. After clicking on **I Accept**, record your username and password information to enter the program each time you want to return.

Site Password: pc76

Username:

Password:

4. You are now registered: **Click here to start.**
5. Now you are at your Homepage where there are directions to guide you through the program. You may come back in through the “**Returning Users – click to login**” button to continue the Reports.
6. When you leave the program, make sure to use the Logout button at the top right.
7. If you want to change your Username, Password or Email address, this can be done by clicking on the “Site Map” in the top blue banner and selecting “Editing Personal Information.”

Navigation Aids:

We recommend that you start with the Personality Questionnaire. Move through each step by reading all instructions and clicking on “Next” or “Next Step” after completing each area.

When you are in the Reports Area you can use the right blue navigation bar to click on a specific Report as you move through the program. “Mouse-Overs” will appear to show what topics are in each Report. “Mouse-Overs” appear as blue, underlined text.

Throughout the program there are “Breadcrumbs” at the top and bottom of each page. This shows you what area you are in and they can be clicked on and used as a Back button.

Example: [Homepage](#) > [Getting the Job](#) > [Career Portfolio](#)

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