

Focus 2 Assessment Instructions

READ THOROUGHLY!!

1. Go to: <https://www.focus2career.com/Portal/Register.cfm?SID=1463>
2. Enter the ACCESS CODE: **Rattlers87**
3. Complete Registration Information, Create a username → Create security questions
4. Click, the **"CONTINUE"** button at the bottom of the page
5. Underneath **"SELF-ASSESSMENT"**, take the **Work Interest Assessment**
6. When you have reached the **"YOUR RESULTS"** page after the assessment, scroll down until you see **"Occupations Matching.../Occupations with Majors..."**
7. Review the occupations listed and click on occupation you are interested in
8. Then, click the **"SAVE THIS OCCUPATION"** button in the right corner underneath **"Occupation Overview"**
9. Click, the back button and do this for at **TWO (2)** more occupations
10. Once, you have saved the occupations for this assessment, click the **HOME ICON, ON THE TOP LEFT**
11. Now, follow **STEPS 5 – 10** for each of the following assessments:
 - Personality Assessment
 - Values Assessment
 - Leisure Assessment
 - Skills Assessment
12. OPTIONAL: Create a list of your Best Fit Occupations, click **"Combine Assessments"**
13. Select all assessment options (Work Interest, Leisure Interest, Skills, Personality & Values) then select **"Continue"**
14. Review/Filter results to view your occupation options.

To SAVE/PRINT Portfolio

1. (From Home Screen) Upon completion of all **FIVE (5)** assessments, **SCROLL TO THE BOTTOM OF THE HOME PAGE**, and under **"Career and Education Planning Results"** click **"Review and Print Portfolio"**
2. Select the following:
 - My Personality Assessment
 - My Work Interest Assessment
 - My Saved Occupations
 - My Leisure Assessment
 - My Skills Assessment
 - My Values Occupations
3. Now, click **"Build my Portfolio"**
4. Click the **"DOWNLOAD"** button at the very top right corner of the page
5. Open the downloaded document and save/print your Focus 2 Portfolio
6. ***LOG OUT***

You may log into any computer with your username and password if you ever want to go over your results or retake the assessment