

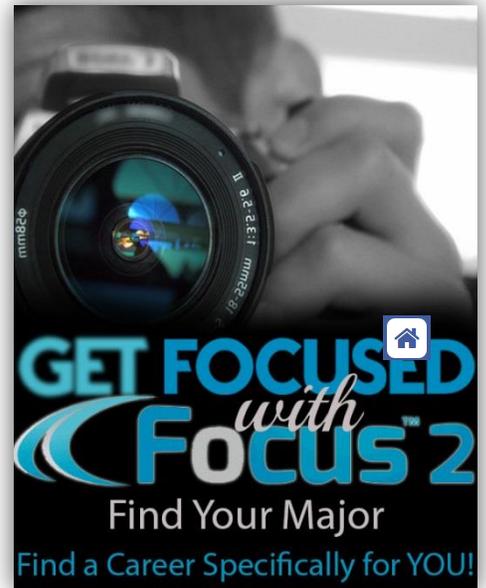
# Focus 2 Instructions

## SET-UP

1. Create an account at <https://www.focus2career.com/Portal/Register.cfm?SID=1206>
2. Access Code: Please call Career Opportunities at 229/333-5942 for the access code. Then complete the rest of your biographical and account information.

## TAKE THE ASSESSMENTS

1. Complete the section titled **My Career Planning Readiness**.
2. Complete the section titled **My Academic Strengths**.
3. Complete all 5 assessments in the **Self Assessment** section (Work Interest Assessment, Personality Assessment, Leisure Assessment, Values Assessment, and Skills Assessment). After reviewing your results for each section, return to the home screen by clicking the home icon  at the top left side of the screen.
4. On the main menu, select **Combine Assessments**. Then select all of the assessments and select continue.



## SAVE YOUR RESULTS

1. Go to the main menu and click **Review and Print my Portfolio** at the bottom right side of the screen.
2. Select all available items on the page and then click **Build My Portfolio**.
3. Click the download icon  at the top left side of the screen to download and save your results.

## WHAT NOW?

1. Call the Office of Career Opportunities at 229.333.5942 to set up a **Test Results Appointment**.
2. Your Career Specialist will explain your assessment results and provide you with a copy of your results during your appointment.