

## Focus 2 Career Getting Started



FOCUS 2 is a self-paced, online career and education planning tool designed to help you explore Gateway programs and related occupations.

### NEW USERS

1. Go to [www.gtc.edu/focus2](http://www.gtc.edu/focus2)
2. Click on “Focus 2” link
3. At the bottom of login screen click “Register”
4. **Create Your Focus 2 Account**
  - Complete Personal Details section
  - Account Information – Create User Name & Password, answer questions
  - Read terms, check box to accept
  - Click “Continue”
5. **Add Security Questions**
  - Complete 2 questions
  - Click “Submit”

### SELF ASSESSMENT

Complete and read through the results of each assessment. The results include occupations and supporting Gateway programs that match your personal attributes.

**Work Interests** are a reflection of the kinds of work related activities and tasks you most enjoy doing.

**Values** are a description of what is most important to you in your life. (For example: earning money, secure job, helping others, etc.)

**Personality Type** is a description of how you react to certain situations/people and how you make decisions, organize information and go about solving problems.

**Skills** are a reflection of your talents and the types of things you easily learn and perform well.

**Combine Assessments** to identify and explore occupations that occur in multiple assessment.

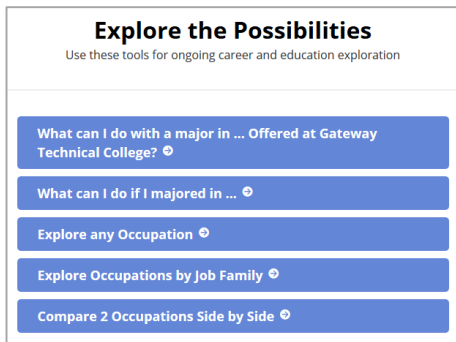


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## EXPLORE OCCUPATIONS | PROGRAMS OF STUDY

There are a variety of tools to help you explore occupations and supporting majors/programs:

**Assessment Results** – Sample matching occupations are displayed with the results of each assessment. Click on the title to view occupation details and supporting Gateway programs.



**What Can I Do with a Major In...** – Use to learn about the programs offered at Gateway, or any major, and the occupations associated with those programs/majors.

**Explore Any Occupation** – Explore over 1000 occupations.

**Explore Occupations by Job Family** – Explore occupations associated with any industry area.

**Compare Any Two Occupations** – Use to compare and contrast occupations of interest.

**My Saved Occupations / Majors** – Be sure to save any occupation or major that sparks your interest so you can compare it with others and find it quickly for future reference.

### CAREER PLANNING FOUNDATIONS

**My Career Planning Involvement** – This tool will help you to gauge your level of involvement in activities that support career planning: self assessment, career exploration, and career planning satisfaction.

**Am I Career Ready** – The National Association for Colleges and Employers (NACE) has identified 8 competencies that will give you a professional edge. This tool will help you assess and strengthen your career readiness.

### RETURNING USERS

1. Go to [www.gtc.edu/focus2](http://www.gtc.edu/focus2)
2. Click on “Focus 2” link
3. From the **Login** box, enter the email address and password that you used to create the account; click “Login”



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