

### WHAT IS FOCUS 2?

Focus 2 is a self-paced, online career and education planning tool for college students.

### CREATING A FOCUS 2 ACCOUNT

- ⇒ Go to:  
<https://www.focus2career.com/Portal/Login.cfm?SID=1159>
- ⇒ Click **REGISTER** to create a Focus 2 account.
- ⇒ In the access code field, type **TITAN**.

- Complete the rest of the form. Keep in mind:
- ⇒ In the email field, type your email address.\*
  - ⇒ Enter a password.
  - ⇒ Type in a username.\*\*
  - ⇒ Select your GTCC status.
  - ⇒ Select your student status.
  - ⇒ Click the checkbox to verify you've read the policy statement.

- ⇒ Click **CONTINUE** twice to complete account creation.

- ⇒ Create two security questions that will allow you to reset your password in the event you forget it.
- ⇒ Click **SUBMIT**.

### COMPLETING PERSONALIZED PLANS

- ⇒ Use **My Career Planning Readiness** assessment to measure your involvement in activities that are part of the career planning process and prepare you to make informed career decisions.
- ⇒ Complete **My Academic Strengths** to move a step closer to pursuing a satisfying area of study and career path.

### COMPLETING ASSESSMENTS\*\*\*

- ⇒ Click the assessment you would like to take on the main menu. Assessments include work interests, personality, values and skills.
- ⇒ Click **CONTINUE** to begin the assessment.
- ⇒ After completing your assessment, Focus 2 will display your results, which will help you identify occupations and GTCC majors matching your personal attributes. You can save your favorites!

#### NOTES:

- \*-You may use your Titan email or your personal email.
- \*\*-For example, you may use your Titan User Name, which is everything before the '@' symbol in your Titan email address. If your email address is mesmith9@gtcc.edu then your user name is mesmith9.
- \*\*\*-Assessments take approximately 10 to 15 minutes to complete.