



How to Complete the FOCUS Program

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CADETS ENROLLED IN CIT 101
 Look for these red boxes throughout this guide for information about how to complete the required FOCUS elements for CIT 101.

**Questions About Completing the
FOCUS Program?**

Please contact

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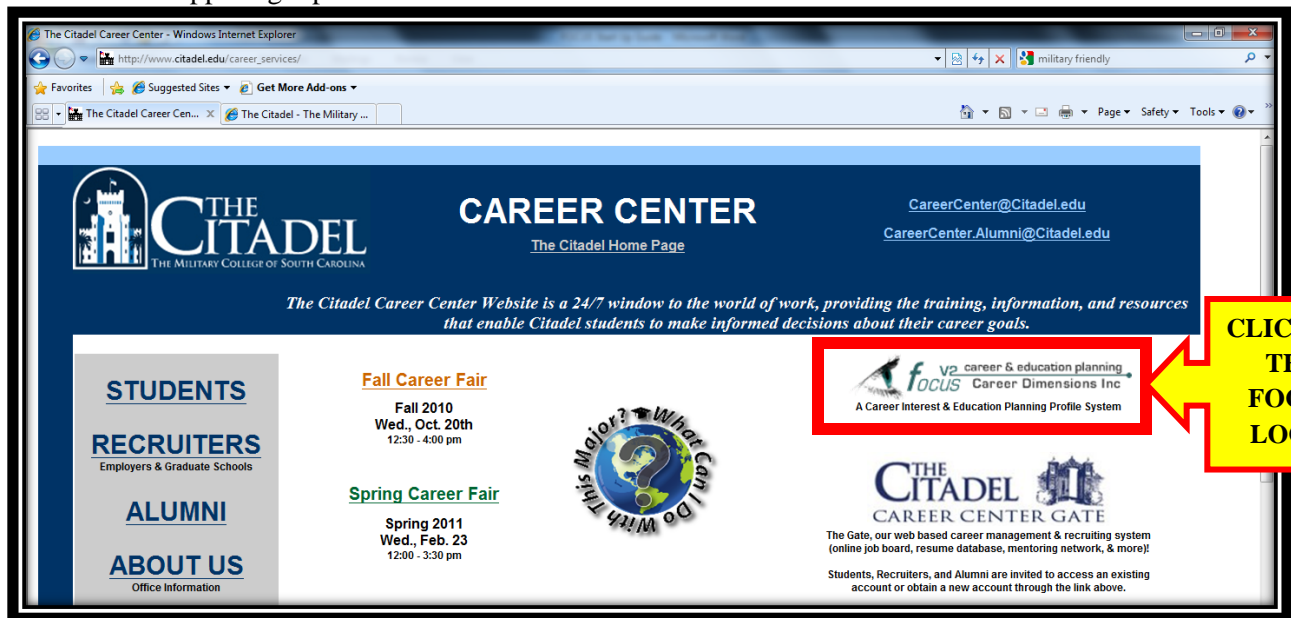
How to Complete the FOCUS Program

WHAT IS THE FOCUS PROGRAM?

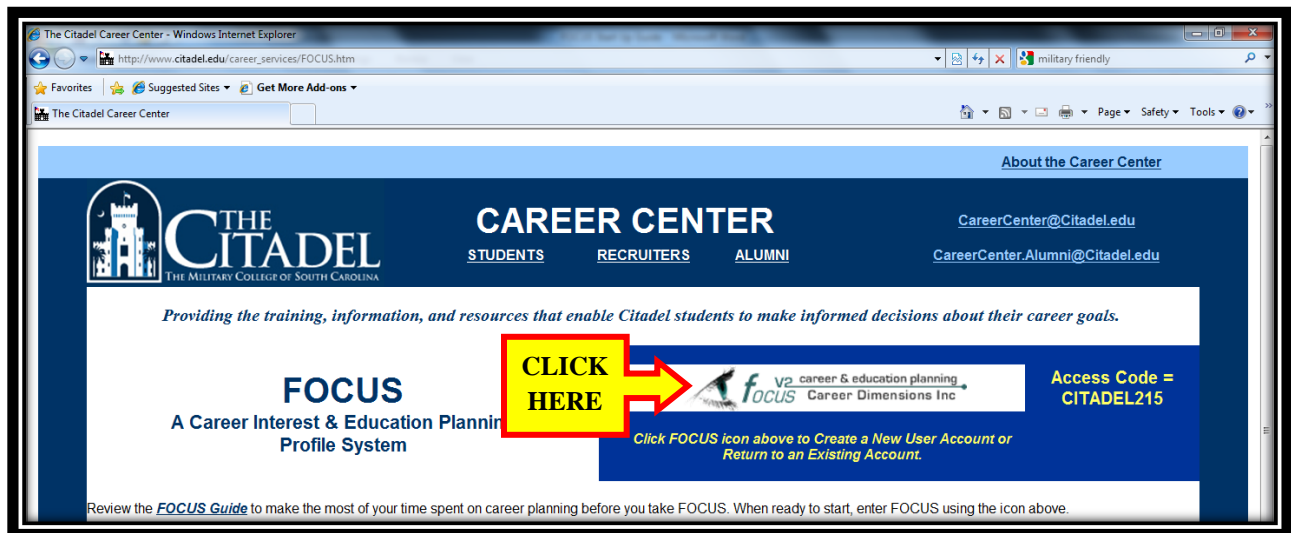
The FOCUS program is designed to help students determine **professions** that are appropriate to their interests and values. It also helps them identify what **academic majors** can help them prepare for these professions.

REGISTERING TO USE THE FOCUS PROGRAM

1. Visit http://www.citadel.edu/career_services/ and **CLICK ON THE FOCUS LOGO** (see below) in the upper right portion of the website.



2. On the next screen, **CLICK ON THE FOCUS LOGO AGAIN** to go to the program's login screen.





3. Students who are using the program for the first time need to register to use the FOCUS program. **CLICK ON THE “Click Here” LINK.** When returning to FOCUS in the future, you will be able to log in from this screen by entering your Username and Password and then clicking on **CONTINUE.**

IF YOU HAVE ALREADY REGISTERED, FILL IN THIS INFORMATION AND CLICK ON CONTINUE.

IF REGISTERING FOR THE FIRST TIME, CLICK HERE.

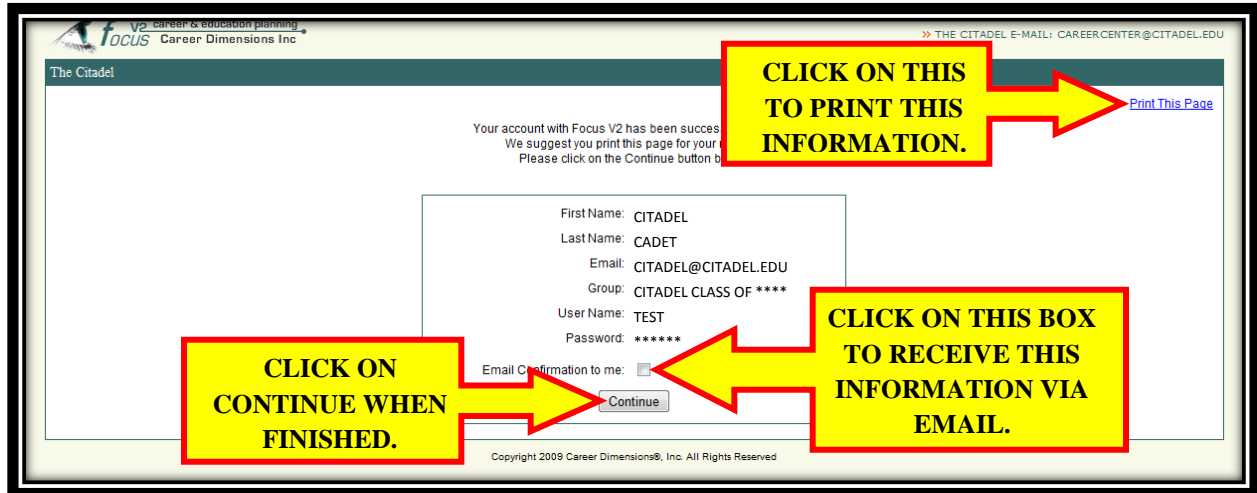
4. On the next screen, **FILL IN ALL OF THE REQUIRED INFORMATION.** In the first block, use the following Access Code: CITADEL215.

TYPE IN: CITADEL215

CLICK ON CONTINUE WHEN FINISHED FILLING IN ALL INFORMATION.

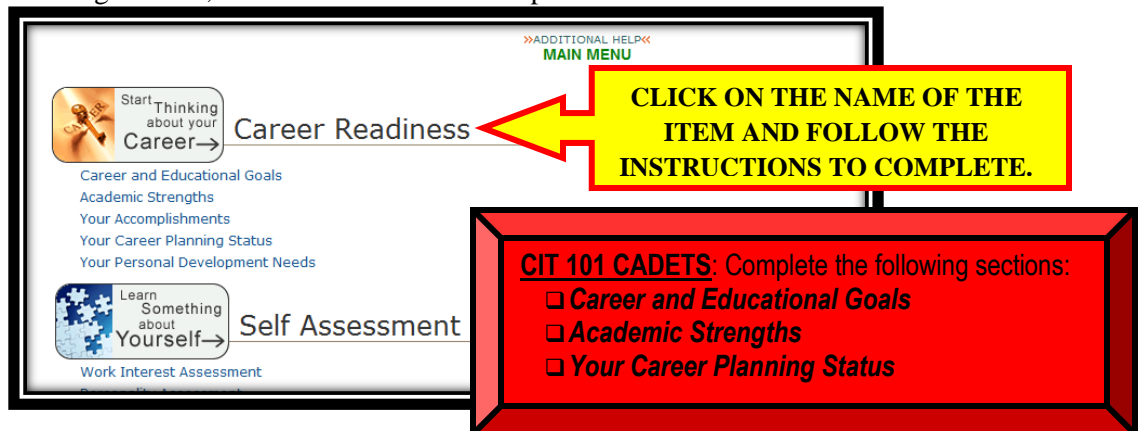


- On the next screen, you will see a summary of the data you just created. **CLICK ON “PRINT THIS PAGE”** if you wish to print this information. **CLICK ON THE BOX NEXT TO “EMAIL CONFIRMATION TO ME”** to receive this information in an email. When finished, **CLICK ON CONTINUE.**

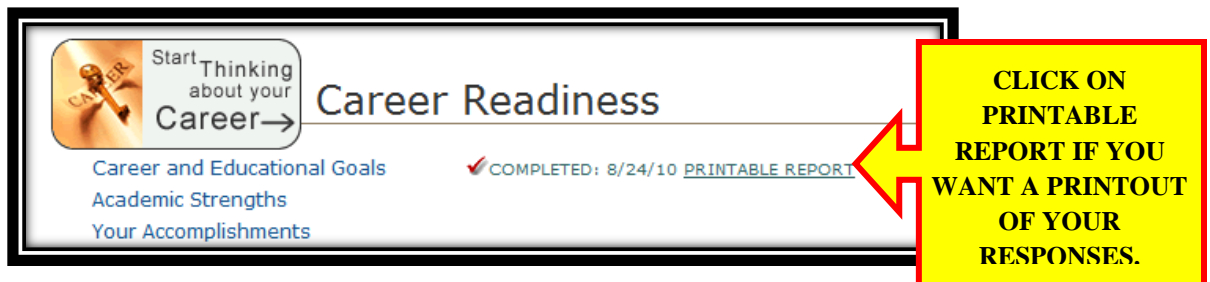


COMPLETING THE FOCUS PROGRAM

- You will now see the Main Menu for your FOCUS profile. The **CAREER READINESS** section is designed to help you assess your career readiness at this stage of your life. There are five items in this section: Career and Educational Goals, Academic Strengths, Your Accomplishments, Your Career Planning Process, and Your Personal Development Needs.



- After you have completed an item, you will receive confirmation that you have completed this portion of the FOCUS program when you return to the Main Menu. The confirmation looks like this:





- The next section of FOCUS is the **SELF ASSESSMENT** section. This section is designed to help you learn about yourself and different aspects of your identity that are important to consider when choosing a career. You can begin the **SELF ASSESSMENT** section either before or after you have completed all five sections in the **CAREER READINESS** section.
- CLICK ON THE NAME OF THE ASSESSMENT** that you wish to complete. After you have completed each assessment, **CLICK ON RETURN TO MAIN MENU** in the upper right corner to return to the Main Menu.

Return To Main Menu

- Once you have completed more than one assessment, **CLICK ON “SEE YOUR TOP CAREER CHOICES.”** This will allow you to see the career fields which are a good fit for you based on the results of the assessments you have completed so far.

Career Readiness

- Career and Educational Goals ✓ COMPLETED: 8/18/10 [PRINTABLE REPORT](#)
- Academic Strengths ✓ COMPLETED: 8/18/10 [PRINTABLE REPORT](#)
- Your Accomplishments ✓ COMPLETED: 8/18/10 [PRINTABLE REPORT](#)
- Your Career Planning Status ✓ COMPLETED: 8/18/10 [PRINTABLE REPORT](#)
- Your Personal Development Needs ✓ COMPLETED: 8/18/10 [PRINTABLE REPORT](#)

Self Assessment

- Work Interest Assessment ✓ COMPLETED: 8/19/10 [PRINTABLE REPORT](#)
- Personality Assessment ✓ COMPLETED: 8/19/10 [PRINTABLE REPORT](#)
- Skills Assessment ✓ COMPLETED: 8/19/10 [PRINTABLE REPORT](#)
- Values Assessment ✓ COMPLETED: 8/19/10 [PRINTABLE REPORT](#)
- Interest Assessment ✓ COMPLETED: 8/19/10 [PRINTABLE REPORT](#)

[See Your Top Career Choices](#)

CLICK ON THIS AFTER YOU HAVE COMPLETED MORE THAN ONE ASSESSMENT.

CIT 101 CADETS: Complete **ALL FIVE ASSESSMENTS** in the SELF ASSESSMENT section.

- On the next screen, **CLICK CONTINUE:**



7. On the screen labeled “Combining the Results from Multiple Assessments,” **UNDER STEP 1, SELECT ALL ASSESSMENTS** that you have completed. Students may fill in Step 2 as they wish. **CLICK CONTINUE.**

CLICK ON ALL 5 BOXES TO SELECT ALL 5 ASSESSMENTS.

SELECT OR UNSELECT BOXES IN THIS SECTION BASED ON YOUR EDUCATIONAL ASPIRATIONS.

CLICK ON CONTINUE WHEN FINISHED.

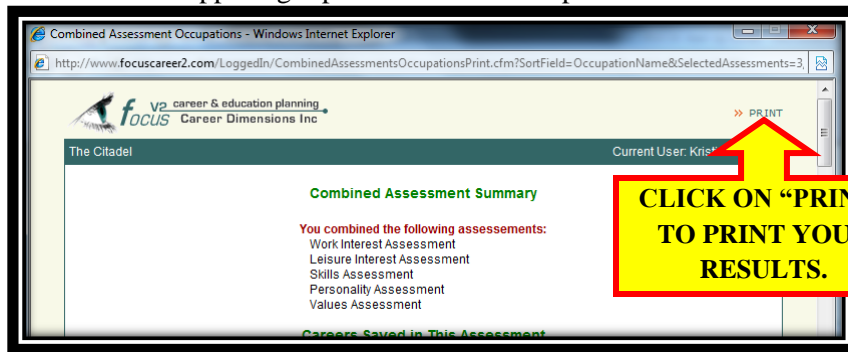
8. On the next screen, **SCROLL DOWN UNTIL YOU SEE “Your List of Occupations to Explore.”** **CLICK ON THE “PRINTER FRIENDLY” ICON** to print your results.

BE SURE TO SCROLL DOWN TO SEE YOUR RESULTS.

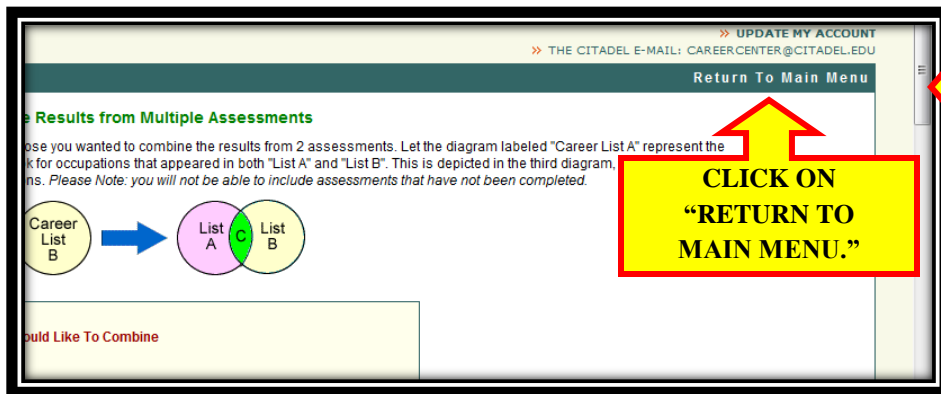
CLICK ON THIS ICON TO PRINT YOUR RESULTS.



- CLICK ON **PRINT** in the upper right part of the screen to print these results.



- From the page listing “Your List of Occupations to Explore,” **SCROLL TO THE TOP OF THE PAGE**. Select **RETURN TO MAIN MENU**.



USING THE FOCUS PROGRAM TO SEARCH FOR CAREERS

- Under the **EXPLORE THE POSSIBILITIES** section, search by the name of the occupation or industry to explore career fields of interest to you. You can also click on **WHAT CAN I DO WITH A MAJOR IN...?** and select your major to see a list of career fields that you can enter with a particular major.





- If using the “Search by Occupation Name” topic, **TYPE IN THE OCCUPATION NAME** about which you want to research, and **CLICK ON SEARCH.**

Return To Main Menu

Research A Career

You can search for Occupations by Name or Browse the Alphabet.

Review Saved Occupations

Search by Name:

Browse the Alphabet:
A|B|C|D|E|F|G|H|I|J|K|L|M|N|O|P|Q|R|S|T|U|V|W|Z

A

- Academic Advisor
- Accountant
- Accounting Clerk
- Actor/Actress
- Actuary
- Adjudicator
- Administrative Law Judge
- Administrative Service Manager
- Admiralty Lawyer
- Admissions Counselor
- Advertising Account Manager

- FOCUS allows you to research a variety of topics about each career. These topics are listed in the MENU on the left side of the screen. **CLICK ON AN ITEM IN THE MENU** to view more information.

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Back to Occupation List

Overview

MENU

- >> **Overview**
- Job Duties
- Values
- Outlook
- Earnings
- Interest Profile
- Contact Info
- Areas of Study

Save This Occupation

Printer Friendly

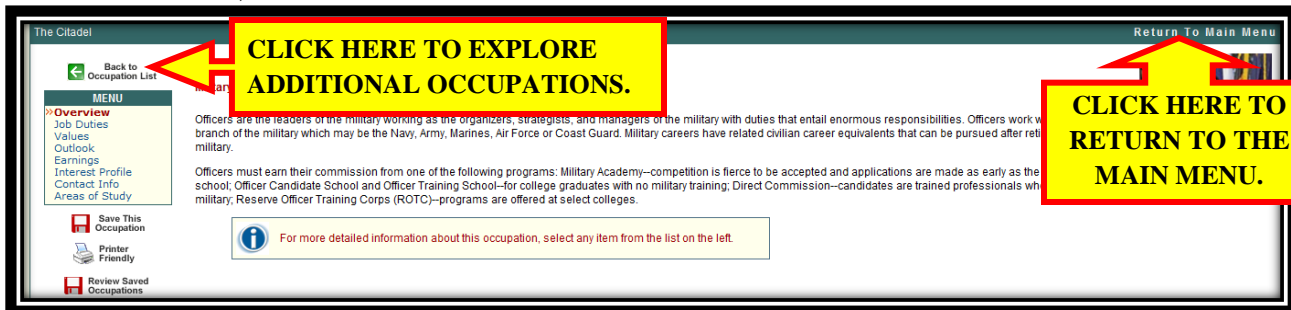
For more detailed information about this occupation, select any item from the list on the left.

- To create a list of occupations that particularly interest you based on your research in the FOCUS program, click on **SAVE THIS OCCUPATION:**





- To explore additional occupations, click on **BACK TO OCCUPATION LIST**. To return to the Main Menu, click on **RETURN TO THE MAIN MENU**.

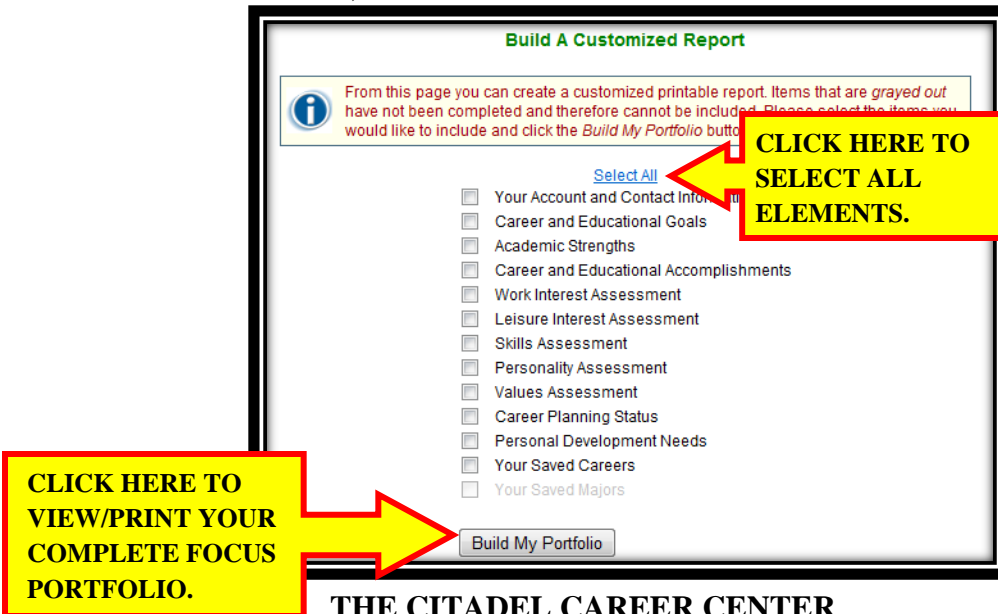


SAVING AND PRINTING YOUR FOCUS PORTFOLIO

- In the **CAREER PORTFOLIO** section, select **REVIEW AND PRINT YOUR PORTFOLIO**.

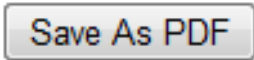


- SELECT ALL** elements, and **CLICK ON BUILD MY PORTFOLIO**.





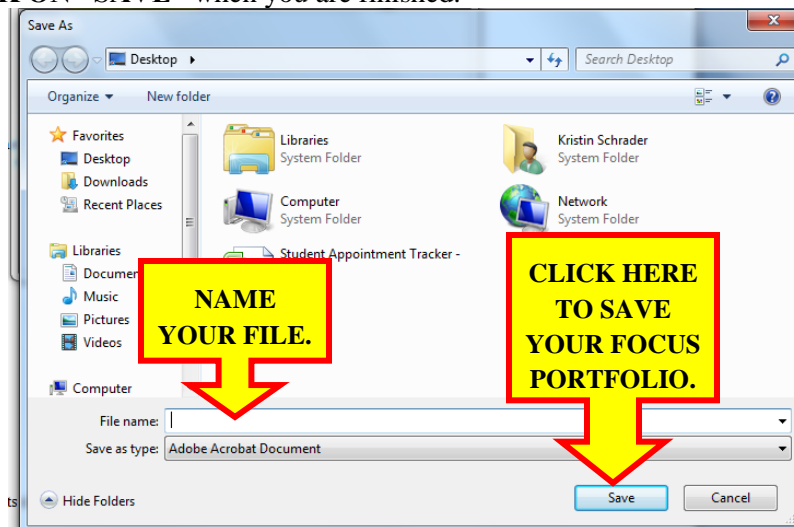
3. To save your results, **CLICK ON “SAVE AS PDF.”**



4. **CLICK ON “SAVE”** to save your results.

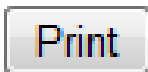


5. In the next window, **NAME YOUR FILE** and determine where you would like this file to be placed. **CLICK ON “SAVE”** when you are finished.

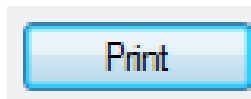


CIT 101 CADETS: Be sure to remember where you saved your FOCUS Portfolio. You will be uploading it into your eLeadership Portfolio during CIT 101.

6. Students should also **PRINT** their results. **CLICK ON PRINT.**



7. Choose the appropriate printer, number of copies, etc. and **CLICK ON PRINT** when you are ready.



8. **KEEP YOUR PRINTOUT IN A SAFE PLACE** as it will be discussed during CIT 101 and in other future sessions about career planning.