



**FOCUS** is a self-paced, online career and education planning tool for use by college students. It will enable you to self-assess your career relevant personal qualities and explore career fields and major areas of study that are most compatible with your assessment results. Students who use FOCUS make better decisions about their goals and plans and learn how to self-manage their careers.

**Why use FOCUS? Career planning with FOCUS leads to the following advantages for students:**

***While in college:***

- More goal focused and motivated
- Higher academic achievement
- Fewer transfers and switching of majors
- Graduate on time

***After Graduation:***

- Better entry job with higher income
- More satisfied, more productive in their career
- Less career change, faster advancement

**How to Create Your Student User Account in FOCUS**

**To create your personal account in FOCUS:**

Visit the Career Center (Ground Floor, Alumni Hall) to set up an account.

**To log on to your personal FOCUS account**

Go to the Career Center's website at <http://career.mansfield.edu/>

Click on the "FOCUS" icon

Enter your user name and password (do not create a new account) **The system is cAsE SeNsITivE! So if you capitalized your password when you registered, you will need to always capitalize your password when you are logging on as well.**

**On the FOCUS main menu, FOCUS will guide you through the career planning process and save all of your results.** You may use FOCUS as often as you wish anywhere, anytime (24/7) on any computer. You can use the FOCUS Main Menu tools in any order and repeat any assessment. Once you have completed an assessment, a check mark will appear next to that assessment on the Main Menu.

Special instructions:

- You must complete an entire assessment for FOCUS to save your results
- Use the buttons within the FOCUS program;-do not use the back browser button.

