



Career Services & Cooperative Education Center ■ 328 Southwick Hall ■ (978) 934-2355 ■ career.uml.edu



What is FOCUS? FOCUS is a self-paced, online career and education planning tool that will enable you to assess your skills, interests and values 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 learn how to self-manage their careers.

How to Create Your Student User Account in FOCUS:

1. Start at the Career & Co-op Center homepage: <http://career.uml.edu>
2. Click on "FOCUS"
3. Select "***If you need to create new account, click here.***"
4. Enter the following Access Code: **uml123**
5. Enter your personal information (user name and password are case-sensitive).

Keep in Mind:

- You must complete an entire assessment for FOCUS to save your results.
- Be sure to save your preferred majors and occupations with your comments.
- You may use FOCUS as often as you wish anywhere, anytime (24/7) on any PC or MAC.
- 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 it in the Main Menu.

Use FOCUS to Help You:

Choose Your Major Area of Study

The FOCUS system enables you to identify occupations that best match your personal attributes and the major / education requirements for those occupations. You should review the occupations that most appeal to you as potential career goals paying particular attention to the education programs, degrees required, courses, skills, requirements and certifications needed to prepare you to work in those occupations.

Narrow Down Your Options

Select ***Combine the Results of Multiple Assessments***. This allows you to combine the results from the assessments you have completed to help you narrow down your occupation results.

Further Explore a Major Offered at UMass Lowell

Select "***What can I do with a major in...?***" (found in the Main Menu) to review the occupations that a specific major will typically prepare you for.

Verify Your Preferences or Early Choice of a Career Field

It's best to verify or validate your early decisions about your career goals and study programs so that you do not overlook career options that are compatible with your personal attributes. You are a multi-potential person and undoubtedly have talents, interests, values and skills that qualify you for a wide range of occupations.

Be sure of your choice by completing all of the following FOCUS assessments in the Main Menu so you can discover the occupations and career fields that match your assessment profiles. Once you have broadened your career horizons you can narrow your options by comparing the critical features of the occupations that appeal to you. This process will assure that you have made the best possible choice.



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FOCUS MAIN MENU FEATURES

Career Readiness

Career and Educational Goals: Enter your career and educational goals

Academic Strengths: Specify your academic strengths and weaknesses

Career Planning Status: Determine where you are in your career planning

Personal Development Needs: Identify your personal development needs

Self Assessment

Work Interest Assessment: Assess your work interests and explore matching occupations

Personality Assessment: Assess aspects of your personality and explore matching occupations

Skills Assessment: Assess your skills and explore matching occupations

Values Assessment: Assess your values and explore matching occupations

Leisure Interest Assessment: Assess your leisure interests and explore matching occupations

Narrow and Refine Your Results: Combine the results from the assessments you have completed to help you narrow down your occupation results.

Explore the Possibilities

Search by Name: Allows you to search for occupations by name

Search by Industry: Allows you to search for occupations by industry

What can I do with a major in...? Allows you to explore majors

Compare Two Occupations Side by Side: Allows you to compare 2 occupations of your choice

Your Personal Portfolio

Review & Update Your Saved Careers

Review & Update Your Saved Majors

Review and Print Your Portfolio

Recommended Tools & Websites: Link to helpful information, including a calendar of upcoming events!

ADDITIONAL FEATURES

Select ***“UPDATE MY ACCOUNT”*** in the upper right-hand corner of the Main Menu to change your user name or password or add details to your portfolio including uploading a photo.

If you forget your logon information, go to the logon screen and select ***“If you have forgotten your username or password, click here”***. Your logon information will be emailed to you shortly.

Contact the Career & Co-op Center by email while logged onto FOCUS, by clicking on the email address in the upper right-hand corner of the Main Menu.