

HCC Upward Bound- FOCUS 2 Instructions



HOW TO CREATE AN ACCOUNT: (10 minutes)

1. Go to www.hagerstowncc.edu
2. Click on “current students” at the top
3. Click on “academic advising”
4. Click on “career advising”
5. Click on “FOCUS 2” link
6. Click on the link with the website under “How to get started”
7. Click on the blue “register” tab
8. Access Code: “Hawks”
9. Fill out the information to create an account & register
 - a. Access Code: Hawks
 - b. Username: first initial, middle initial, full last name (ie. dmgrossnickle)
 - c. Password: upwardbound (type twice to confirm)
 - d. Type of student: “Prospective student”
 - e. Declared major? “No, I am still deciding”
 - f. Reason for using FOCUS 2: “Exploring career options”
10. Click “continue” – Note: You will have to create two security questions. Keep this information in your UB folder for future reference

Welcome!

Hagerstown Community College

Let's get started developing your personalized career and education plans!



My Career Planning Readiness

START



My Academic Strengths

START

Self Assessment

Discover majors and occupations that match your personal attributes



Work Interest Assessment

0%

START



Values Assessment

0%

START



Personality Assessment

0%

START



Skills Assessment

0%

START

USING FOCUS 2 & EXPLORING THE MAIN MENU: (50 minutes)

1. Complete the following self-assessments:
 - a. Work Interest
 - b. Personality
 - c. Values
 - d. Skills
 - e. Leisure
2. Complete the questions and explore possible careers and majors
3. Explore career possibilities by looking up “occupation name” on the main menu
4. Explore “occupations associated with any major area of study” from the main menu screen

Make notes of what you learn