

Accessing your FOCUS 2 Account

Ready to get started with FOCUS 2? The first thing you will need to do is register for an account. The registration information is available in the Career Center and can be completed in a few easy steps. The registration process is only necessary for the first time you log-in. If you already have an Excelsior College FOCUS 2 account, skip to the [Log-In instructions](#).

Create an Account

1. Navigate to career.excelsior.edu/focus2 to begin the registration process.
2. Select “New User? Register for FOCUS 2”

Resources

- Best Career Fit For You
- Self-Assessment
- Career Exploration Tools
- Resumes and Cover Letters
- Job Search Tools & Techniques
- Graduate School
- Degree Specific Career Resources
- Military & Veteran Transition Resources
- Diverse Population Job Search Tools
- Career Articles

Need Help?

- ➔ Contact Career Services
- ➔ Career Counseling
- ➔ EC JobLinks

Focus 2

An Online Career, & Education Planning Tool

What is Focus 2?

- ➔ Excelsior College's online career and education planning tool.
- ➔ A self-paced career guidance tool.
- ➔ Helps students and alumni to select the right degree program, clarify your career goals, and provide valuable occupation information.
- ➔ Includes the Excelsior College Action Plan so goals can be in motion.
- ➔ Learn More – [Focus 2: Your Education & Career Plan](#)

Did you know?

Students Who Use Focus 2 Are More Likely To...

- ➔ Pursue the degree that best matches their interests, skills and values.
- ➔ Be more goal focused and motivated.
- ➔ Pursue the degree that fits them best.
- ➔ Be more satisfied and productive in their careers.



Need Help?
Getting Started with Focus 2



[New User? Register for Focus 2](#)

[Returning User? Log in Here](#)

[How to Create a Focus 2 Account \[PDF\]](#)

[How to Access Your Focus 2 Account \[PDF\]](#)

3. If you are not already logged in, you will be prompted to log in to your MyExcelsior Account.
4. Take note of (or copy) the **Access Code**.
5. Select “Register for FOCUS 2”

Register for Focus 2

Your Access Code is: **upward**

Use the access code above to register and create your account.

[Register for Focus 2](#)

Please note: This account is NOT linked to your MyExcelsior account, so please make note of your new Focus 2 username and password.

Questions?

Contact Career Services at careerinfo@excelsior.edu or toll free at 888-533-9267.

6. Using the **Access Code** from the previous page, fill out the registration form and **click Continue**.
 - a. Be sure to choose a username and password that you will remember!
 - b. Usernames and passwords are cAsE sEnSiTive.



Excelsior College Contact Information

PERSONAL DETAILS

* Required

YOUR ACCESS CODE *

FIRST *

LAST NAME *

EMAIL *

CONFIRM EMAIL *

ACCOUNT INFORMATION

USER NAME *

PASSWORD *

CONFIRM PASSWORD *

CURRENT EXCELSIOR STATUS *

SCHOOL *

MILITARY AFFILIATION *

CURRENT OR MOST RECENT DEGREE PROGRAM *

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Please read the following terms and conditions carefully before registering for Focus 2: After completing the career assessments and tools in Focus 2, your results may be viewed by Career Services Staff members, Academic Advisors, Faculty, and other pertinent employees of Excelsior College during the course of providing you with advising and counseling services.

CANCEL

CONTINUE



7. Create two security questions for future password retrieval.
8. Get started with FOCUS 2!