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”
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.

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**.

7. Create two security questions for future password retrieval.

8. Get started with FOCUS 2!