



## HOW TO CREATE AN ACCOUNT ON FOCUS2: *FOR STUDENTS*

STEP ONE: Go to <https://www.focus2career.com/Portal/Login.cfm?SID=1513>

A screenshot of the Thiel College login page. At the top, the Thiel College logo is displayed with the text 'THIEL COLLEGE' and 'Thiel College Contact Information' below it. The page title is 'FOCUS 2 CAREER - A Career, Major and Education Planning System'. There are two input fields: 'USER NAME' and 'PASSWORD'. Below the password field is a link for 'Forgot password?' and a blue 'LOGIN' button. At the bottom, there is a link for 'Don't have an account? Create your own personal account now' and a blue 'REGISTER' button.

STEP TWO: Scroll down and click “Register”

A screenshot of the Thiel College register page. It shows a 'PASSWORD' input field, a 'Forgot password?' link, and a blue 'LOGIN' button. Below these is a link for 'Don't have an account? Create your own personal account now' and a blue 'REGISTER' button. The 'REGISTER' button is circled in red, and a red arrow points to it from the right. At the bottom, there is a link for 'Terms and Conditions'.

STEP THREE: Fill in personal information to create account and submit

ACCESS CODE: TOMCATS

A screenshot of the Thiel College registration form. The Thiel College logo is at the top. The form is titled 'PERSONAL DETAILS'. It includes a section for '\* Required' with a link for 'YOUR ACCESS CODE (NEED HELP?) \*'. Below this are input fields for 'FIRST NAME \*' and 'LAST NAME \*'. At the bottom, there are input fields for 'EMAIL' and 'CONFIRM EMAIL'.