

## Getting Started With TypeFocus

Self-assessments can be a useful tool in exploring or confirming our personality type, interests and values. It is important, however, to recognize that all assessments have their limitations. You are encouraged to discuss any questions or concerns you have regarding the results with a career counselor.

1. To access TypeFocus:

- Go to the CSUSM Career Center Resources Website:  
<http://www.csusm.edu/careers/resource/careerresources.html>
- Click on “TypeFocus” logo:



- Create an account by registering at the website provided. You should not need an access code, but if you require one, please enter this code: 5E6AB877

2. Complete the required information, which you will need to log in to the program each time:

**E-mail address:** \_\_\_\_\_

**Password:** \_\_\_\_\_

3. Click: “**Submit**” and you are registered. Now you are at your Homepage where directions will guide you through the program.
4. Complete **THREE** assessments: Personality, Interest and Values:
- Click: “**Self Assessments**” and then “**Personality Assessment**”. Click: “**Start**” and complete the questionnaire. When you are finished, you will see: “**Your personality assessment completed successfully**” followed by a “**Personality Results**” screen.
  - Click: “**Self Assessments**” and then “**Interests Assessment**”. Read the directions on the page and complete the card sort exercise. When you are finished, you will see: “**Your interests were submitted successfully**” followed by the “**Interests Results**” screen.
  - Click: “**Self Assessments**” and then “**Values Assessment**”. Read the directions on the page and complete the values preferences. When you are finished, you will see the “**Values Results**” screen.
5. To print your results for all three assessments, click on “**Portfolio**” and then click “**Assessment Results**”. Click: “**Print Report**” in the upper right corner. Bring this report page to class.
6. The TypeFocus program has lists of occupations relating to your personality type, interests and values. You can explore them in the tab: Explore Occupations > Assessment Results > Assessments. Then select one of these to explore and compare: Personality, Interests, or Values. You can also combine results of two or three assessments and get different lists of suggested occupations. Just choose which assessment results you want to combine to see the occupational results.
7. You may continue to access the TypeFocus site through the “**Returning Users, Login!**” tab. Use your email address and password from above.
8. If you want to change your password, this can be done by clicking on “**My Account**” in the top blue banner. Your email address cannot be changed.