



## Instructions for Faculty & Staff Administrators

TypeFocus is a new online resource provided by the Academic Resource Center and Career Development. It was acquired primarily for use in Freshman Focus classes and other first-year courses, groups and advising sessions, but it is available to all Bellarmine students, alumni, faculty and staff at no charge. ARC and Career Development staff members are set up as Administrators and have access to data, assessments and reports for all students. Freshman Focus instructors, Student Affairs personnel and other faculty and staff may be set up as sub-administrators with access only to a select group of students (e.g., students in a Freshman Focus section, Residence Life staff members, SGA leadership team, etc.). Please contact the ARC or Career Development for more details.

### Creating & Accessing Your Account

1. Go to [careers.typefocus.com](http://careers.typefocus.com). Choose "Click to register" to set up your account or "Click to login" to access existing account.
2. New and returning users will always enter "**bell45**" as Bellarmine's exclusive Site Password.
3. If an account has not been set up in advance, faculty and staff should enter their email alias (everything that comes before the "@" symbol in your Bellarmine email address) in the Username field.
4. Enter required information, including the email address you use most frequently, whether it is a Bellarmine account or not.
5. Review the TypeFocus "Privacy Policy" and "User Agreement" before clicking "Agree and continue." Print the account confirmation page for your records and select "Click here to start."
6. When prompted for Student ID, enter "faculty" or "staff" depending on your affiliation with Bellarmine. Students will enter their Bellarmine ID number to replace individual names, email addresses and other personally identifiable information for the analysis of group statistics by TypeFocus.
7. Faculty and staff who would like Administrator or Sub-Administrator privileges should contact Todd Reale at 502-452-8242 or [treale@bellarmine.edu](mailto:treale@bellarmine.edu) if they plan to use TypeFocus with a specific group of students. Once set up, you will be assigned a unique variable for your class or group and an "Admin" link will appear on your home page.

### Sort, Select & Communicate

1. After logging in, click on the "Admin" link on your home page, and then on the "Sort, Select & Communicate" link or tab.
2. First, choose the date range and type of user OR choose the first letter of the user's last name. Optionally, you may also use the drop-down menu to choose a variable linked to the class or group of students you oversee. (Course names follow the naming convention TTY-DDDCCC-SS, where TT is FALL, Spring or Summer term, YY is the two-digit year, DDD is the department name, CCC is the course number and SS is the section number. For example, the variable FA09-IDC100-01 would be assigned to the Fall 2009, IDC 100, Section 1 instructor and students.)
3. Click the "Submit" button next to Step 3 to complete your basic search. For a more advanced search, follow Steps 1 and 2 above, then specify additional criteria in Step 4 before clicking the "Submit" button next to Step 5.
4. From the list of users created in a new window, you may send an email to students or post a personal announcement to their individual TypeFocus home page. Check the boxes next to one or more students, then on the appropriate link at the top of the page to send one of these messages.
5. From this same list of users, you can view individual personality types, dates of registration and progress through TypeFocus (one star for each of the five report areas completed). A green check mark will indicate that a student has completed the Personality Questionnaire and/or Success Factor Questionnaire. To view the results, click on the appropriate check mark.

## Descriptive Statistics

1. After logging in, click on the "Admin" link on your home page, and then on the "Descriptive Statistics" link or tab.
2. Choose the type of data you wish to view: "Users," "Success Factors," "Self-Awareness Areas" or " Program Evaluation."
3. Choose appropriate criteria in Steps 1 through 3, and then click on the "Create web report" link in Step 4.

## Other Features

- [Tutorials](#) – From the Admin home page, click on the "Tutorials" link and then on the "Admin Overview" link to view an audio/video presentation about TypeFocus.
- [Manuals](#) – From the Admin home page, click on the "Manuals" link to access the TypeFocus "Administration Manual," "Handout Resources" and/or "Lesson Plans and Workshop Ideas" link to download helpful PDF files for administrators, instructors and group leaders.
- [Resources](#) – From the Admin home page, click on the "Resources" link to access the TypeFocus "Personality Intro," "Overview – Employability" and "Overview – Retention" PowerPoint presentations, as well as TypeFocus posters and logos.
- [Papers](#) – From the Admin home page, click on the "Papers" link to view the TypeFocus "Success Factors and Retention Programs" and "Integration of Careers and Retention Programs" papers in PDF format.

## Other Career Development Resources

- [CareerPortal](#) – New and improved Bellarmine University Career Development website arriving in Fall 2009. Go to [www.bellarmino.edu/careerdev](http://www.bellarmino.edu/careerdev) for all your career assessment, exploration and planning needs.
- [CollegeCentral](#) – New career services management system for students, alumni, employers and other community members; primary resource for job, internship and volunteer opportunities, on-campus recruiting and interviewing, career development events and a new mentoring network.
- [OptimalResume](#) – Online suite of tools to create resumes, cover letters, electronic portfolios, video resumes, skills profiles and professional websites; also includes an interactive interview preparation module.
- [MyPlan](#) – New career assessment and information system for students and alumni; includes assessments of personality, interests, skills and values, as well as extensive information about careers, majors and educational opportunities.
- [NACElink](#) – Free new resource for local, regional and national jobs and internships sponsored by the National Association of Colleges and Employers and the Direct Employers Association.