



Login, Assessment & Reporting Instructions for Students

Creating & Accessing Your Account

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.

1. Go to 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. In setting up a new account, students, faculty and staff should enter their email alias (everything that comes before the "@" symbol in your Bellarmine email address) in the Username field. Alumni may choose any available username.
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 your Student ID, current students should enter their Bellarmine student ID number. All others should enter "faculty," "staff" or "alumni" depending on their affiliation with Bellarmine. The ID number will only be used to replace individual names, email addresses and other personally identifiable information in the analysis of group statistics.

Completing the Personality Questionnaire & Self-Awareness Report

Based on Carl Jung's theory of personality type, the Personality Questionnaire is similar to the Myers-Briggs Type Indicator and provides your four-letter personality code (e.g., ESTJ, INFP, etc.). The Self-Awareness Report summarizes your personality strengths, careers that fit those strengths, values, interests and skills. It will take **20-40 minutes** to complete both.

1. After logging in, click on the "Personality Questionnaire" link on your home page.
2. Answer all 66 questions and click the "Submit Your Questionnaire" button.
3. From the "Self-Awareness Report Area" screen, click on the "Step 1: Your Personality Strengths Results" link.
4. Review each element of your personality, and then click the "Next" button to continue.
5. When you get to the "Preference Strengths" tab, click on "Next Step: USA" or "Next Step: Canada" to explore careers in the US and/or Canada that fit your strengths.
6. Review the career clusters and jobs recommended for your personality type, checking the boxes next to careers that are of particular interest to you. Follow the "Click Here to Examine ALL THE CAREERS" link at the bottom of the list to explore, understand and select other careers of interest. When finished choosing careers, click the "Next Step" button.
7. On the "Values" screen, follow the "START HERE: Click to assess/edit your values" link. Answer all 33 questions and click the "Save my Responses" button and then the "Next Step" button.
8. On the "Interests" screen, follow the "START HERE: Click to assess/edit your interests" link. List some of your main interests, choose one of the six careers and click on the "Save Interests" and "Next Step" buttons.
9. On the "Skills" screen, follow the "START HERE: Click to assess/edit your skills" link. Select and/or enter all the skills you enjoy using and with which you have some experience, then click the "Save Skills" button. You can review your responses in each category by clicking the "Next" button. Click the "Next Step" button when you are ready to create your report. In the "Program Evaluation Feedback" pop-up window, you may rate the Self-Awareness Report and provide comments.
10. From the "Self-Awareness Report Area" screen, click on the boxes you want to include in a formatted summary report. Click the "Print Report" link to open it in a new window. Print your personalized report and/or save it electronically.

Completing the Success Factor Questionnaire & Report

The [Success Factor Questionnaire](#) evaluates ten groups of behaviors and attitudes critical to your success in college. This is particularly helpful for first-time, full-time students enrolled in Freshman Focus. The [Success Factor Report](#) summarizes your academic background, responsibility, competitive attitude, self-esteem, general health, time management, social integration, social support, campus life events, external commitments and goal persistence. It will take **15-30 minutes** to complete both.

1. After logging in, click on the "Success Factor Questionnaire" link on your home page.
2. Answer all 15 questions for Part I and click the "Continue to Part II" button.
3. Answer all 30 questions for Part II and click the "Submit" button.
4. From your home page, click the "Success Factor Results" link. If prompted, you may rate the Success Factor Report and provide comments in the "Program Evaluation Feedback" pop-up window.
5. Click on the "Your Background" link to review the feedback to your responses, and then click the "Next" button.
6. Review your responses, comments and recommendations for each of the ten sections related to college success, clicking the "Next" button after each one. After reviewing the "Results for Goal Persistence" screen, click the "Next Step" button.
7. From the "Success Factor Results Report Area" screen, click on the boxes you want to include in a formatted summary report. Click the "Print Report" link to open it in a new window. Print your personalized report and/or save it electronically.

Optional Reports & Journal Entries

Whether required by a course instructor or pursued for extra credit or personal interest, you may want to complete two other reports and/or use some of the other tools available in TypeFocus.

- The [Setting Goals Report](#) helps you link your focus and passion to your educational goals; create an education plan that is based on the requirements of one or more careers of interest to you; and identify important life goals.
- The [Getting the Job Report](#) describes ways to demonstrate your personality strengths through resumes, networking and interviewing. It will also help you prepare personalized interview guides for different jobs so that you can provide concrete examples of your personality strengths.
- The [Success at Work Report](#) helps you understand potential personality clashes and ways to communicate better with people whose personality is different from your own. It allows you to examine strengths, stresses and remedies in two-person relationships (roommates, teammates, significant others, etc.). It also identifies strengths and blind spots related to your learning style.
- As you work through TypeFocus, you may want to record notes about job ideas, contact information, training opportunities, websites, etc. Click on the "Journal" tab to create or review your notes and the entry title and date.

Other Career Development Resources

- [CareerPortal](#) – New and improved Bellarmine University Career Development website arriving in Fall 2009. Go to 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.