Getting Started with Focus|Career

1. Go to [https://focuscareer.ky.gov](https://focuscareer.ky.gov)
   - If you are a new user and haven’t filed for unemployment, click “Register for an account” and skip to step 2.
   - If you previously filed for unemployment insurance, try signing in using your SSN as your username and your SSN backwards as your password. (If this doesn’t work, please contact your local office for this information.)

2. Enter/re-enter your email address (this will be your username). If you don’t have an email address, create one using the links listed.

3. Enter/re-enter a password (must contain six alpha-numeric characters).

4. Enter/re-enter your SSN (if not populated).

5. Continue filling in required fields, click **Register**.

6. Read through the “Terms and Conditions” page and then click **I agree to these terms** to continue.

   The next page will give you a choice to start or upload a resume. Once you begin, make sure to enter thorough information about your work history to get the best job matches in Focus|Career. When it is completed, you will also be able to search for work, download your resume and more. Good luck!

   Username: __________________________
   Password: __________________________

Job Searching in Focus|Career

While logged into your Focus|Career account, navigate to the Job Search Tab. There are a number of filters to broaden or narrow your search. Try a variation of filters to see what results are produced. (Consider keyword search, resume matching options, and when the job posting was placed.)

Once a list is displayed, select from job titles and review details. If interested and qualified, select **How to apply for this job >**. You can search job titles without an account, but you will not have access to details and application instructions.

Calendar of Events

Check out the Calendar of Events to keep up-to-date with Hiring Events posted by our Kentucky Career Centers in Northern Kentucky. [http://www.nkcareercenter.org/calendar](http://www.nkcareercenter.org/calendar)