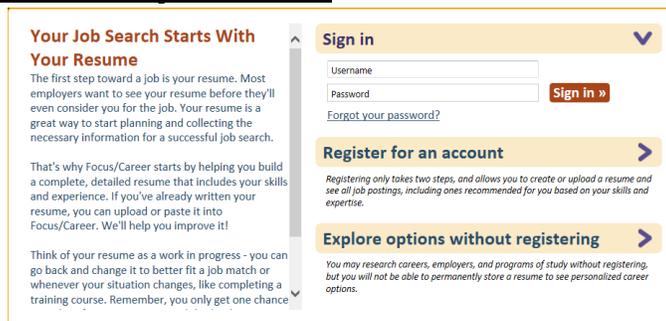


## Getting Started with Focus|Career

- Go to <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.)
- 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.
- Enter/re-enter a password (must contain six alphanumeric characters).
- Enter/re-enter your SSN (if not populated).
- Continue filling in required fields, click **Register**.
- 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: \_\_\_\_\_



**Your Job Search Starts With Your Resume**  
 The first step toward a job is your resume. Most employers want to see your resume before they'll even consider you for the job. Your resume is a great way to start planning and collecting the necessary information for a successful job search.

That's why Focus|Career starts by helping you build a complete, detailed resume that includes your skills and experience. If you've already written your resume, you can upload or paste it into Focus|Career. We'll help you improve it!

Think of your resume as a work in progress - you can go back and change it to better fit a job match or whenever your situation changes, like completing a training course. Remember, you only get one chance!

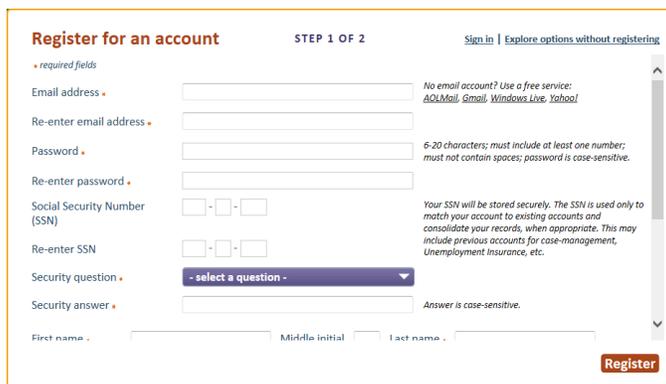
**Sign in**  
 Username \_\_\_\_\_  
 Password \_\_\_\_\_ **Sign in »**  
[Forgot your password?](#)

**Register for an account** >

**Explore options without registering** >

*Registering only takes two steps, and allows you to create or upload a resume and see all job postings, including ones recommended for you based on your skills and expertise.*

*You may research careers, employers, and programs of study without registering, but you will not be able to permanently store a resume to see personalized career options.*



**Register for an account** STEP 1 OF 2 [Sign in](#) | [Explore options without registering](#)

*required fields*

Email address • \_\_\_\_\_ *No email account? Use a free service: AOL/Hotmail/ Gmail/ Windows Live/ Yahoo!*

Re-enter email address • \_\_\_\_\_

Password • \_\_\_\_\_ *6-20 characters; must include at least one number; must not contain spaces; password is case-sensitive.*

Re-enter password • \_\_\_\_\_

Social Security Number (SSN) [ ] - [ ] - [ ] *Your SSN will be stored securely. The SSN is used only to match your account to existing accounts and consolidate your records, when appropriate. This may include previous accounts for case-management, Unemployment Insurance, etc.*

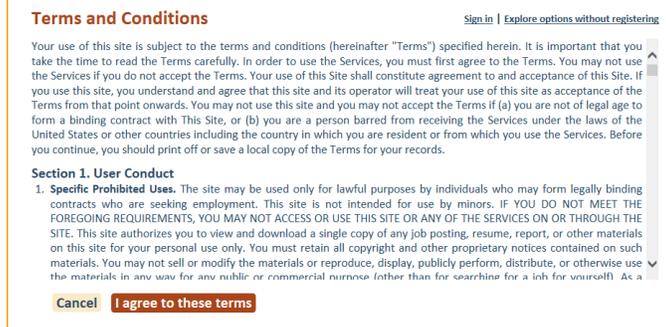
Re-enter SSN [ ] - [ ] - [ ]

Security question • **- select a question -**

Security answer • \_\_\_\_\_ *Answer is case-sensitive.*

First name • \_\_\_\_\_ Middle initial [ ] Last name • \_\_\_\_\_

**Register**



**Terms and Conditions** [Sign in](#) | [Explore options without registering](#)

Your use of this site is subject to the terms and conditions (hereinafter "Terms") specified herein. It is important that you take the time to read the Terms carefully. In order to use the Services, you must first agree to the Terms. You may not use the Services if you do not accept the Terms. Your use of this Site shall constitute agreement to and acceptance of this Site. If you use this site, you understand and agree that this site and its operator will treat your use of this site as acceptance of the Terms from that point onwards. You may not use this site and you may not accept the Terms if (a) you are not of legal age to form a binding contract with This Site, or (b) you are a person barred from receiving the Services under the laws of the United States or other countries including the country in which you are resident or from which you use the Services. Before you continue, you should print off or save a local copy of the Terms for your records.

**Section 1. User Conduct**

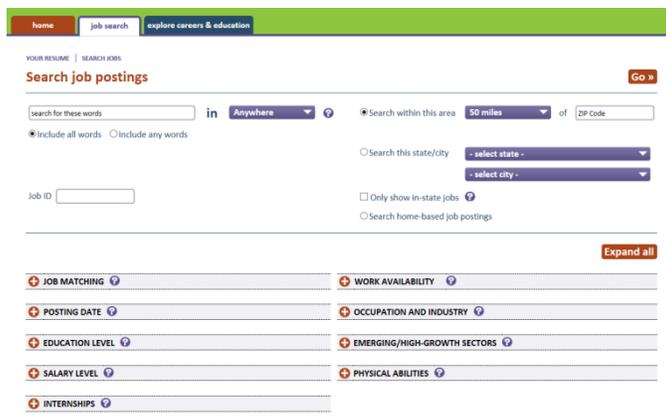
1. **Specific Prohibited Uses.** The site may be used only for lawful purposes by individuals who may form legally binding contracts who are seeking employment. This site is not intended for use by minors. IF YOU DO NOT MEET THE FOREGOING REQUIREMENTS, YOU MAY NOT ACCESS OR USE THIS SITE OR ANY OF THE SERVICES ON OR THROUGH THE SITE. This site authorizes you to view and download a single copy of any job posting, resume, report, or other materials on this site for your personal use only. You must retain all copyright and other proprietary notices contained on such materials. You may not sell or modify the materials or reproduce, display, publicly perform, distribute, or otherwise use the materials in any way for any public or commercial purpose (other than for searching for a job for yourself). As a

**Cancel** **I agree to these terms**

## 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.



[home](#) | [job search](#) | [explore careers & education](#)

YOUR RESUME | SEARCH JOBS **GO »**

**Search job postings**

Search for these words \_\_\_\_\_ in **Anywhere** Search within this area **50 miles** of \_\_\_\_\_ ZIP Code \_\_\_\_\_

Include all words  Include any words

Search this state/city **- select state -** **- select city -**

Job ID \_\_\_\_\_  Only show in-state jobs  Search home-based job postings

**Expand all**

**JOB MATCHING** **WORK AVAILABILITY**

**POSTING DATE** **OCCUPATION AND INDUSTRY**

**EDUCATION LEVEL** **EMERGING/HIGH-GROWTH SECTORS**

**SALARY LEVEL** **PHYSICAL ABILITIES**

**INTERNSHIPS**

## 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>