


GETTING STARTED WITH:



1. Click  to lead you to <http://careers.typefocus.com> –
2. Click on the “**New Users - Click to Register**” link.
3. Complete the required information (note the links in red for further help).
4. After clicking on **I Accept**, record the information to enter the program each time:
Site Password: **Utt75** (no spaces in password; NOT case sensitive)
Username:
Password:
5. You are now registered: **Click here to start**.
6. Now you are at your Homepage where there are directions to guide you through the program. You may come back in through the “**Returning Users - click to login**” button to continue the Reports.
7. When you leave the program, make sure to use the Logout button at the top right.
8. If you want to change your Username, Password or Email address, this can be done by clicking on the ‘Site Map’ in the top blue banner and selecting ‘Editing Personal Information’.

Navigation Aids:

When you are in the Reports Area you can use the right blue navigation bar to click on a specific Report as you move through the program. ‘Mouse-Overs’ will appear to show what topics are in each Report.

Throughout the program there are ‘**Breadcrumbs**’ at the top and bottom of each page. This shows you what area you are in and they can be clicked on and used as a Back button.

Example: [Homepage](#) > [Getting the Job](#) > Career Portfolio