

**Updating Your Job Search Account
Office of Employment and Training
All information will be needed to have a functioning Focus Career account!**

1. Go to <https://focuscareer.ky.gov>

2. If you were registered in the past, try to sign in with this information:

Username: Your Social Security Number (no dashes)

Password: SNN Backwards

If it will not allow you to sign in, try this next:

Username: Your Social Security Number (no dashes)

Password: SNN Backwards MINUS the last digit.

For example, if your SSN was 123456789, this version would be typed: 98765432 (No one)

3. Click Sign In

If the system will NOT allow you to login with this information, scroll down and Click, Create a New Account. If after completing the Create New Account page the system will not allow you to login, contact your Career Center, your non-SSN Username was probably retained in our system, a staff person will need to correct it.

4. If you successfully signed in, enter your email address.

If you do not have an email address, Click one of the email services buttons, AOLMail, Gmail, Hotmail, or Yahoo! Set up an email account then return to the Focus Career page and continue the registration process by entering your new email address.

5. Create a new password, minimum of six (6) characters.

6. Reenter your password.

7. Choose a security questions from the list, then enter the answer in the box below.

This will allow you to reset your password in case you forget it.

8. Click Create My Account.

9. On the next screen, read the notice, then Click, Consent to use System.

10. If you have a resume on your computer or on a flash drive, you make upload it to the system, saving you some typing, but you will still need to ensure that the information is correct and in the correct boxes. It's also possible to copy & paste and you make return at anytime to upload a resume.

If you do not have a resume to upload, **Click Build Resume.**

11. At next tab, provide Work History; continue through the skills identification process for each position listed. Add your education, any certifications you may hold. The more thorough your entries the more likely we will be able to match you to jobs, more is better in this case. **IF YOU ARE ON UNEMPLOYMENT INSURANCE YOU ARE REQUIRED TO LIST 3 JOBS OR 10 YEARS OF WORK HISTORY WITH JOB DESCRIPTIONS. YOU COULD END UP BEING DISQUALIFIED FOR FAILING TO DO SO.**

12. Continue the process until you have completed all the necessary tabs. A complete functioning Focus Career Account will allow you to use any of the clickable words at the very top of the screen, for example Search under the Job Market topic. If it is not Clickable go back through the tabs looking for errors and pressing Save or Save and Continue until the words at the top work.

RETURNING USER:

1. Type in the email address that you used to create the account, this is your Username.
2. Type in your Password.
3. Click, Sign In

**Updating Your Job Search Account
Office of Employment and Training**

All information will be needed to have a functioning Focus Career account!

4. Click on any tab to update information
5. Remember to click Save and Continue each time.

To complete a Job Search

1. Leads – To see jobs available
2. Search – To search for jobs with various parameters or look up a job order
3. Match – To see how-to-apply for positions

Once you have completed your Focus Career registration you can view and apply for jobs.

Step 1. Login to your Focus Career account at: <https://focuscareer.ky.gov>

Step 2. Click on Search at the top left-hand corner.

Step 3. To view this week's job orders only, Select how many miles you're willing to look for work from your Zip Code. Then Select Find jobs added: "Most recent 7 days"

Step 4. To view all the jobs Select: "All jobs, without matching your resume" in the middle of the page.

Step 5. Hit Search

Step 6. Double click on the Date to put the most recent jobs on the top.

If you would like to narrow down your search and get the jobs that you match to, you can choose "Jobs matching your resume with **at least** a: 3 star match or higher." You can select from 1 to 5 stars.

There are several ways to narrow down your search. When you find one that your interested in applying for, Click "Show me how to apply" towards the top of the job description.