



Myplan.com is a free online career planning resource that offers career guidance for exploring career options and majors, as well as detailed information about jobs and industries, top careers and an extensive video library. The program allows you to take 4 assessments designed to help you understand your personality, interests, values and skills, identify the degree to which they match with hundreds of different occupations, and popular careers by major.

Step 1: Registration
(You must enter the SHU License Code to take the assessments for free)

1. Using Mozilla Firefox (not Explorer!), go to www.myplan.com. Click on “**Account**” tab on top right.
2. Click “**Create Free Account**” under “**New User**”. *Remember the email address that you use!*
3. Create a username and password: (My Username _____ and My Password _____)
4. On “**Occupational Status**” prompt, choose “**Student**”.
5. Read and agree to the “**Terms of Use**” and “**Privacy Policy**”. Click “**Continue**”.
6. For License Code, enter **TYA7YTTZ** and make sure to click “**Share Your Results with a Career Adviser**”.
7. Click “**Submit Registration**”. You should now see a webpage stating “**Congratulations! Your account has been successfully activated. You may now use any of these services**”.

Step 2: Complete Assessments (set aside 15 minutes for each assessment)

▶ Career Interest Inventory	▶ Personality
▶ Career Values Assessment	▶ Career Skills Profiler

1. Before completing the assessments, **PRINT OUT** the attached worksheet (page 2) to fill in as you go.
2. Click the “**Assessments**” tab and you will see **four** assessments. Identify the appropriate assessments either listed on your syllabus or from your career advisor.
3. Click on each assessment and then “**Start Test**” to begin. *Note: You must answer the questions in order and can't skip questions. Incomplete tests cannot be saved, so make sure you finish each one! Remember, your honest self-appraisal will make the results more accurate and reliable.*
4. At the end of each assessment you will receive a short summary report with your results. **Print out each Summary Report** to bring to class or your career appointment.
5. Stay in the assessment and click on “**Career Match**” at top of page to view careers that best fit with your interests – most compatible careers are listed first. Be sure to check “**Level 4: Four Year Degree (College)**”.
6. **Print out the first two pages of careers in “Career Match”** to bring to class or your career appointment.
7. Click on a specific career for more detailed information about the occupation – review the related majors, description, requirements and **KNOWLEDGE AREAS** (this one is the most important to look at because it shows specific skills that you identified as your greatest strengths or interests).
7. Once you have completed the assessments, you can always revisit your results and summary report for any assessment by clicking on “**Account**” tab at the top of the page and select “**My Reports**” under “**My Portfolio**”.

Step 3: Review additional resources listed below about majors and industry clusters

1. “**What to Do with a Major in**”: Click on “**Majors**” tab at top and choose a major. Careers in “**Tier 1**” include careers that directly use the specific academic knowledge learned in that major. Careers in “**Tier 2**” include careers that utilize skills learned in that specific major (such as researching, writing, public speaking, analytical skills).
2. **Video Library**: Click on “**Career**” tab at top for videos on over 500 careers (by category)
3. **Browse Industries**: Click on “**Career**” tab at top for careers by industry clusters. Click on an industry and then a sub-cluster. In each sub-cluster, click on “**Industry Outlook**” for a detailed overview (nature) of the industry, salary, specific careers in the industry, and future job outlook.

Be sure to Log Out (at the top of the main page) to guarantee that all of your results have been saved!

***If you have questions or are not able to access the system,
Please contact The Career Center at 973-761-9355.***

Career Interest Assessment Results

What are your top 2 career interest areas?

(Realistic, Investigative, Artistic, Social, Enterprising, or Conventional)

Area #1:	Area #2:
Which words/phrases best describe you?	Which words/phrases best describe you?

What are 2 occupations of interest to you?

Click on “Career Match” tab at top of page. Under “Level of Education” select “Level 4”. Click on “Go”.

The list highlights those occupations that most closely match your interest profile. Choose 2 of most interest to you.

Occupation #1:	Occupation #2:
<u>Under Summary section:</u> What are 2 popular majors for this career? (scroll down to “Related Majors and Degrees”)	<u>Under Summary section,</u> What are 2 popular majors for this career? (scroll down to Related Majors and Degrees)
<u>Under Summary section:</u> What are 3 top industries that employ the most people in this career? (scroll down)	<u>Under Summary section:</u> What are 3 top industries that employ the most people in this career? (scroll down)?
<u>Under Description section,</u> what are the top 3 Job Tasks? (scroll down to section)	<u>Under Description section,</u> what are the top 3 Job Tasks? (scroll down to section)
<u>Under Description section,</u> What are the 3 most important Work Activities? (scroll down to section)	<u>Under Description section,</u> What are the 3 most important Work Activities? (scroll down to section)
<u>Under Requirements section,</u> what are the 4 most important Knowledge Areas needed? (scroll down)	<u>Under Requirements section,</u> what are the 4 most important Knowledge Areas needed? (scroll down)

Exploring Academic Majors and Career Options

Click on “Majors” tab at top of page and choose 2 majors of interest to you.

Major #1:	Major #2:
What are 2 careers that sound interesting to you?	What are 2 careers that sound interesting to you?