Myplan.com is a free online career resource that helps you explore careers and majors, learn about specific jobs and industry clusters, identify popular careers and view an extensive video library. Four (4) career assessments help you understand your personality, interests, values and skills, and the degree to which they “match” with hundreds of different occupations.

**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: [Record here: My Username____________, 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 **5A9CAXW2** 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
- Career Values Assessment
- Personality Inventory
- Career Skills Profiler

1. Note: Before completing the Career Interest Inventory, PRINT OUT the next page (scroll down) to use as a worksheet—bring completed worksheet to your class or career appointment.
2. Click the “Assessments” tab and you will see four assessments. Identify the appropriate assessments (either listed on your class syllabus or suggested from your career advisor).
3. Click on the 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. While in each assessment, click on “Career Match” at top of page. Be sure to check “Level 4: Four Year Degree (College)”. A long list of careers will show that “match up” with your career interests. The bar graphs show the extent to each occupation is compatible based on your results. [Example: 92% would mean that you answered 92 out of 100 questions the same way as someone in that career].
5. To get started on reducing the number of career options, print out the first two pages of careers in “Career Match”. Cross out and delete those careers that you know you would NOT be interested in. Then, look at the careers that are left and identify 2-3 that seem interesting to you.
6. Click on a specific career and you will find detailed information about related majors, job 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).

**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.
### MyPlan Worksheet (bring to your appointment)

#### Career Interest Assessment Results

**What are your top 2 career interest areas?**
(Realistic, Investigative, Artistic, Social, Enterprising, or Conventional)

<table>
<thead>
<tr>
<th>Area #1:</th>
<th>Area #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which words/phrases best describe you?</td>
<td>Which words/phrases best describe you?</td>
</tr>
</tbody>
</table>

**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.

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

**Exploring Academic Majors and Career Options**

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

<table>
<thead>
<tr>
<th>Major #1:</th>
<th>Major #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are 2 careers that sound interesting to you?</td>
<td>What are 2 careers that sound interesting to you?</td>
</tr>
</tbody>
</table>