

how **2** guide:

Using MyPlan.com

MyPlan.com is a free web-based career planning resource that allows you to take assessments of your skills, interests, personality, and work values, and then see how those patterns of characteristics match with hundreds of different occupations. This resource is available ONLY to FGCU students and alumni.

Step 1 – Registration

1. Go to www.myplan.com
2. Click on “Account” tab on top right.
3. Click “Create Free Account”
4. Fill out Account Information.
5. Read and agree to the “Terms of Use” and “Privacy Policy”
6. Click “Continue”
7. Where it asks for License Code, enter “N38ZQNH7”*
8. To make results viewable to Reid Lennertz, the FGCU site administrator, click “Share your results with a career advisor”
9. Click “Submit Registration”

You must register and enter License Code to take free assessments.

*** After June 1st, 2011, contact FGCU Career Center for the new Code**



Step 2 – Assessments

Click on the “Assessment” tab at the top of the page. Each assessment varies in length, but most can be completed within 15 minutes. Each one must be completed once you start it and incomplete tests cannot be saved. Each question must be answered in order – do not skip questions. Once you have completed an assessment it will appear in the “My Reports” folder under “My Portfolio” for you to review. **Be sure to take all four assessments!**

Step 3 – Compare your pattern of personal characteristics to the world of work

In the “My Portfolio” page, you should see your four reports, followed by “Composite Score.” Click “Composite Score” to see the list of corresponding occupations.

1. Where it states “What Level of Education?” select “Level 4: Four Year Degree (College)” and click “Go!” A list of possible occupations will be generated. Near the bottom of the page, next to “Display” select “All.”
2. Review the list. Click on the hyperlinked title of any occupation that seems interesting. This will bring you to a detailed multi-page profile that includes: job descriptions, job requirements, salary and employment data, and related majors or degrees to enter that field.
3. Now, under “What Level of Education?” select “Level 5: Graduate Degree or Higher.” (Near the bottom of the page, next to “Display” select “All.”) Even if your current plan doesn’t involve going to graduate school, it may in the future, so let’s include those occupations for exploratory purposes. Review the list.
4. The goal is for you to identify 4-5 occupations of interest for you to further investigate and assess.

Please keep in mind that MyPlan.com is not intended to tell you what you “should do” as a career. It is a starting point to help you generate options. Ultimately, it is YOUR decision to determine the best career path to pursue.

Step 4 – Supplemental Information

If you are using MyPlan.com because you are an undecided major, review the handout “**Selecting a Major.**” If you already have a major and are using it for career exploration, review the “**Career Exploration**” handout. Both handouts are available on the Career Development Services website under “Students and Alumni” then “Career Center Handouts.”