

# HOW **2** guide: *Using MyPlan.com*

FGCU students and alumni have free access to MyPlan.com, a web-based career planning resource providing: personality, skills, interests, and work values assessments. The assessments provide the user results that relate to different occupations. **This service is available ONLY to FGCU students and alumni!**

**Important:** Self-assessment tools DO NOT tell you what you "should do" as a career. It is a starting point to help you learn more about your personal characteristics and how those characteristics may relate to different occupational fields. Ultimately, it is YOUR decision to determine the best career path to pursue.

We strongly encourage you to schedule a follow-up appointment with a career counselor to discuss your results and learn about additional steps you can take to make effective career decisions. To schedule an appointment, contact Counseling and Psychological Services at 590-7950 or [caps@fgcu.edu](mailto:caps@fgcu.edu).

## To get started:

1. Go to [www.myplan.com](http://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 "EE556WQK" \*
8. To make results viewable to Reid Lennertz, the FGCU site administrator, make sure the box next to "Share your results with a career advisor" is checked.
9. Click "Submit Registration"

\* After June 14, 2010, contact FGCU Career Center for new Code



**To begin 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 test must be completed once you start it. Incomplete tests cannot be saved. Each question must be answered in order – do not skip questions. Once you have completed a test it will appear in the "My Reports" folder under "My Portfolio". **You must register and enter License Code to take free assessments.**

**Career Exploration:** For any assessment you take, click on "CareerMatch" to see the list of occupations that correspond to the assessment results for that personal characteristic (personality, skills, interest, or values.) We recommend that you take all four assessments, and then click "Composite Score" to see the list of corresponding occupations. The database consists of over 900 occupations that have a detailed multi-page profile that includes: job descriptions, job requirements, salary data, employment data, articles and forums.

**"What can I do with a Major in...?"** With this reference tool you can find out which careers are most closely related to your major and research them further using the Career Exploration tool. Located under the "Majors" tab.