REGISTRATION

- Go to the Maricopa Career Planning System at: http://my.maricopa.edu/mycareer.
- Select New Users from the Login Area to begin the registration process.
- Select Student and choose your grade level from the drop down menu.
- Or, select Adult and choose your user type from the drop down menu.
- Click Continue to create your account.
- At the bottom of registration, select Phoenix College from the drop down menu.
- During the process you will need to create a unique user name and password. Write down your user name and password in the space at the bottom of the page provided for future reference.
- Be sure to check the box next to "I have read and agree to the terms and conditions of use" after reading this information.
- Click Register to complete the process.

YOUR HOME PAGE ON MARICOPA CAREER PLANNING SYSTEM

Once you have created your account, you will be directed to your home page. To access the system's tools and resources select a tab from the top navigation menu. Your home page also provides a link to your messages, to do list, recommended links, and account information where you can update your profile, upload a photo, and change your grade level each year or your user type/background information.

ASSESSMENTS

The first step in the educational and career planning process is learning about yourself.

- Click on Assessments from the top navigation menu.
  - Choose Take an Assessment and click on one of the assessment titles. To get started, you will select the desired education level/degree that you plan to attain.
- Once you complete the assessments, use your results and the other available tools from the top navigation menu to support your ongoing education and career exploration and planning.

After you have completed your assessments, click on Assessments from the top navigation menu. Look at View Assessment Results. Print out the One-Page Summary report.

NEXT STEPS

1. Click on My Personal To-Do list and Find Occupations That Might Suit You. Select all education levels. Star your favorites.
2. Click on My Personal To-Do list and Find Majors That Would Prepare You. Select all education levels. Star your favorites.
3. Once complete, click on the Majors button from the top navigation menu. Then click on the Advisor Summary Report. Print out the Advisor Summary report.
4. Bring your Assessment Summary Report and your Advisor Summary Report to your meeting with your career advisor.

To get back on the Maricopa Career Planning System, go to http://my.maricopa.edu/mycareer enter your Username_____________________ and Password__________________ and select Log In.