My Plan Career Assessments Instructions

My Plan helps students make well-informed decisions about their education and careers. You will do four assessments designed to help you understand your personality, values, interests and skills to choose your best-fit career.

To begin, go to the Career Development Center site at: www.uc.edu/career

Look for the My Plan Assessment link under Students>Career Exploration>Career Assessments and click on it.

After setting up your account, you may also go directly to My Plan.com via http://www.uc.myplan.com

1. To create your account,
2. Click on the “Account” tab in the upper right hand area of your browser.
   a. Click on “Create Free Account” under New User.
   b. Create a user name (suggestion: use your UC 6 + 2 username here)
   c. Create and confirm a password of your choosing _________________. (Write it here since you will return to this assessment multiple times.)
   d. On the occupational status prompt select “Student”
   e. After filling in registration info, click “Continue.”
   f. Enter 5G3J85QH in the license code field and click “Register.” Make sure you click “Share results with Career Advisor.” This will allow your Career Coach to view your results.
3. You will come to a webpage that says “Congratulations! Your account has been successfully activated. You may now use any of these services.”
4. Click the “Assessments” tab and you will see the four assessments. Click on each individually and click “Start Test” to begin each individual assessment.
   a. Personality
   b. Career Interest Inventory
   c. Career Skills Profiler
   d. Career Values Assessment
5. Remember, there is no right or wrong answers. Your honest self-appraisal will make the results more reliable.
6. After completing each assessment you will receive a report, based on your responses. Review the report to gain insight into your personality, interests, skills and values. Click “Career Match” to see careers that match your profile. You can then click the different careers for a description of each career.
7. You may also click the “Account” tab at any time, and select “My Reports” under “My Portfolio” to view all of your reports. You may wish to print your results and bring to your meeting with your Career Coach.
8. My Plan offers a number of other helpful resources, such as info on majors, under the “Majors” tab, and career info and videos under the “Careers” tab.

Career Development Center
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www.uc.edu/career
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