

## Get started with My Career (Student Guide)

#### 1. Set up a new account



- 1. Go to the QR code or link below: https://www.civicsusa.mycareer.myjourney.com /customer-portal/login
- 2. Click "Create Account"

#### My Career

lob Seeker Sign In	
Email Address	Ð
Password	D
orgot Password?	Greate Account Sign In

3. Enter your First Name, Last Name, Birthdate, and Email Address and click "Create Account"

Create Account	
First Name	B)
Last Name	þ
Birthdate	b
Email Address	þ
	Sign in Create Account

- 4. Go to your email and open the "Welcome to the Job Seeker Portal!" email you received from My **Career Support**
- 5. Click "Create Password" or copy and paste the full password creation link from the email into vour browser
- 6. Enter your email address and desired password, confirm the password, and click "Save Password"

ome to the Job Seeker Portall	Man, Jan 22, 2024 at 8:55 AM	🛟 My Career	
🌔 My Ca	reer	Create Your New Password Your new password will need to meet the following restrictions: • A minimum of 8 characters	
When the Mr Convert Section S	the link below to set up your password.	Must Include at least one sugger and one lower case letter     Must Include at least one number     Must Include at least 1 work of a transfer     Must Include at least 1 work of one of your previous 4 passwords     Castrot be a report of one of your previous 4 passwords	
	0.25xx1058x28xx4024150022	Ernail Address	
This link can only be used once and will expire in one day to ensure the information. If your link expires before you are able to use it, then plea	e security and privacy of your account, so use the <b>logicl passwood</b> function.	Password	
Thank you for using My Career.		Confirm password	

7. Accept the Terms of Service agreement (check the box) and then click "Submit"



### 2. Fill out your About Me

Once you're logged in, you'll see an About Me page.

- 1. Fill out the information on this page
- (red asterisk (\*) questions are required)
- 2. Click "Save About Me" when you're done

Initial Data Collection Person	bet .
initial Data Callection Date	82919294
First Name*	Diles D
Middle Name	
Lest Name*	Johnee D
Proferred Name	D D
Date of Birth 1	07/27/1995
What is your gender?*	🔿 Malie 🖷 Prevale 🔿 I prefer rest biaseser
What is your home sign code?	D D
Hispanio/Latino?	🔿 Yes, Hispanis Latives 🐞 No., vol. Hispanis Latives 🔿 Eperformation around
	a person of Colum, Maxion, Pourta Ricen, South an Central American, or other Spanish-culture an origin, regardlese of our
Race (Chaose at loast arm)	Adam Adala (X person having onlyins in any alf the peoples of the Tar East, Southeast, Ada, or the indian Subcontinent, including, for mamping, Cambolita, China, India, Japan, Karva, Malaysia, Rabitan, Un Philippine Kamis, Tauland, and Veterana)
	Elack / Advise American Block or Advise American American American American project in any of the Block racial groups of Advisa.
	White White (Aperson-basing or gins is any of the original peoples of Europe, the Middle East, or North Alrica)
	<ul> <li>American Indian / Alaska Nather American Indian / Alaska Native / Apartamineing angles in say of the anglesia pospisor Piorth and South America, Including Central America, and alam analysis a Urbal at Milation or community attachment.)</li> </ul>
	Methys Henniker/ Pacific blander Methys Henniker/ Pacific blander Methys of pierson having ongoins in any all the surginal peoples of Hawait, disam, barnoa, or ather Facific blands)
	Choose not to answer
What school do you currently attend?"	Demoscheol
	Type lite name of your school
What is the highest grade is school you've considered?"	⊖ els fonde . O 78 Grade . ● Bill Scale . ○ 99 Grade . O 209 Scale . O 110 Scale . O 120 Scale
	○ Userse/Certification ○ Associates Degree
Are you currently working?	O Wei O Ne
If you are working, where are you	
empoyeer	Kone of Englister
	2 have blind ble

#### 3. Complete the "Find careers I will love" Outcome

After completing the About Me page, you're routed to My Dashboard. To complete your first Outcome:

1. Click "Start" next to the Outcome "Find careers I will love"



2. Read the first step, answer any questions, and then click "Complete Step." Do this for each step.



3. When you're done with all of the steps, follow the instructions on the next page in #4 "Find your My Career matches" to get to My Career and take the surveys, add your information, and start exploring your career matches



# Get started with My Career (Student Guide)

### 4. Find your My Career matches

To start finding your career matches, follow these steps:

1. Click "My Tools" in the left navigation bar



2. Click "Go $\rightarrow$ " in the My Career box

Tools

My Career	My Resume
My Career helps you discover and plan for your ideal next job and career ahead.	Tailor your resume and cover letter with a click using PAIRIN's My Resume tool.
Go→	Go→

3. Click "Start Survey" to take the **Career Cluster survey**. It asks you to select the activities you like, your personal qualities, and school subjects you like. It takes 5-10 minutes to complete.



4. Next, take the PAIRIN Skills Survey by clicking "Take Survey" in that box. It takes 15-20 minutes to complete.

ad your work, education, and interests to view customized career matches	MATCH PROGRESS
Crear Clusters Section Study Career Clusters Section Study Career Clusters and groups of careers and plots that Share comment/Factors. Insideling you to revolve and an array cluster and programments and adds. Studiet Answers	MININAIS Survey     Survey     Works area     Montain surve     Work and a survey of
Work Holdsay         Image: Control of the contro	Enclose History         Image: Control issue           22 mini-bits         Control issue         Control issue           Very control issue         Control issue         Control issue           Very control issue         Control issue         Control issue           Very control issue         Control issue         Control issue

5. Next, add your Education history and Work History. If you don't have anything to add right now, that's okay! You can add it when you do.

Notes: 1. The more surveys you take, the more refined your career matches will be.

2. At this time, the education history will not be included in the match algorithm. This is coming soon!

#### What is My Career?

**My Career** is an AI-powered career navigation tool that helps students and job seekers identify optimal careers, training, and jobs based on your skills, experience, and interests. It also provides an AI-powered resume and cover letter tool to help you showcase your experience and align your resume to desired jobs to land more interviews.

My Career combines **four powerful input surveys** to help you explore and personalize your career path. It uses a **Match Engine** that takes your survey responses to calculate and list your career matches (**My Career Matches**). The four surveys are:

- Career Cluster survey
- PAIRIN Skills survey
- Work History
- Education History

Matches are sorted in order of highest to lowest match. You can then learn more about those matches to find what interests you.

#### Need support?

If you need help with the platform or My Career (after the event), you can use the resources below:

- 1. Search for the information you need in the My Career Help Center
- 2. If you cannot find what you're looking for, submit a support ticket

⑦ Support

- At the bottom right of the page, click the "Support" button and fill out the form to submit a support request.
- After the form is submitted, a support ticket is created, and a PAIRIN team member will be in touch to help.
- PAIRIN's support hours are 8am to 5pm MT, Monday through Friday.