

Get started with My Career (Student Guide)

1. Set up a new account

- Go to the QR code or link below:
<https://www.civicsusa.mycareer.myjourney.com/customer-portal/login>
- Click “Create Account”



- Enter your First Name, Last Name, Birthdate, and Email Address and click “Create Account”

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

- 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.

- Fill out the information on this page (*red asterisk (*) questions are required*)
- Click “Save About Me” when you’re done

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:

- Click “Start” next to the Outcome “Find careers I will love”

- Read the first step, answer any questions, and then click “Complete Step.” Do this for each step.

Complete Step

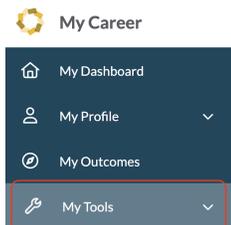
- When you’re done with all of the steps, follow the instructions on the next page in #4 “Find your My Career matches” to get to [My Career](#) and take the surveys, add your information, and start exploring your career matches

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4. Find your My Career matches

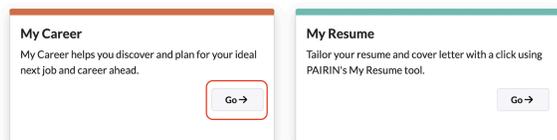
To start finding your career matches, follow these steps:

1. Click “My Tools” in the left navigation bar

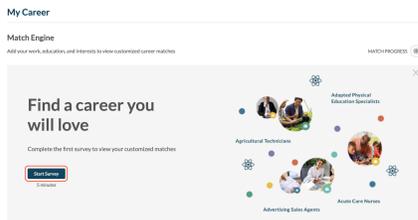


2. Click “Go→” in the My Career box

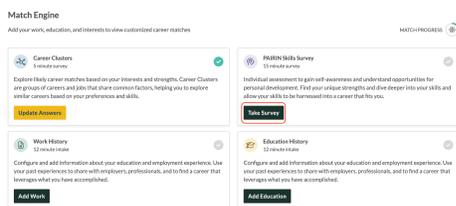
Tools



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.



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



- 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.