INSTRUCTIONS AND TIPS

MyPlan is a tool designed to help you think about your career interests & occupational options. Use the following instructions to access MyPlan and help you make the best use of this tool.

Step 1: Set up Your Free Account
- Log on to buffalo.myplan.com and click on the “Create Free Account” button.
- Complete the account information and click “Continue”.
- Input your information and enter the license code F5RN7MA4 when requested.
- Be sure to check the box to “Share Results” and then click “Submit Registration”.

Step 2: Take the 3 MyPlan Assessments
- Click on the “Take an Assessment” button.
- Take all 3 of the following assessments: 1) Career Interest Inventory, 2) Career Skills Profiler, and 3) Career Values Assessment.

Step 3: Record your Results
- Upon completing each assessment, click the “Printable View” button and print all 3.
- After completing all 3 assessments click “Composite Score” on the left-hand toolbar to review related careers.
- Use the following response sheet to record your results.

Step 4: Make an Appointment or Attend a Group Debrief
- Review your results with a career counselor in one of two ways:
  - Make a 1-on-1 appointment by calling Career Services at 645-2231 or stop by 259 Capen
  - Attend a group debrief session led by a career counselor. For a complete list of in-person and virtual sessions visit: buffalo.edu/career/Students/Major/Finish_in_4.
- Results will be saved in MyPlan, but you may wish to print pages of interest and bring those with you to your career counseling appointment.

Bring your printed results from all 3 assessments when meeting with a career counselor or attending the group debrief.

Additional Resources:
- Search the Career Database and Video Library for more information on occupations of interest.
- Click on Browse Industries to learn about occupations you can find within particular industry areas.
- Click the Majors tab to research over 1,200 majors and find out what you can do with each degree.
- For a complete list of majors available at UB, review the UB Undergraduate Catalog at: undergrad-catalog.buffalo.edu.
- Gather additional occupation information at O*NET Online and the Occupational Outlook Handbook.
**MYPLAN SUMMARY RESPONSE WORKSHEET**

**EXPLORING PERSONAL INTEREST AREAS**
Use the boxes below to identify your top two interest areas (Realistic, Investigative, Artistic, Social, Enterprising, & Conventional). Identify what words in the descriptions of those interest areas best describe you.

**Interest Area #1**

**Interest Area #2**

As you read the description of this interest area what words resonate most with you?

As you read the description of this interest area what words resonate most with you?

**IDENTIFYING YOUR SKILLS**
Complete the following table using your “Skills Test” report. Identify your top 5 Career Categories (found at the top of the test report), the top 5 skills you rated the highest, and the bottom 5 you rated the lowest.

<table>
<thead>
<tr>
<th>Top 5 Career Categories</th>
<th>Top 5 Rated Skills</th>
<th>Bottom 5 Rated Skills</th>
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<tbody>
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</tbody>
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**UNDERSTANDING YOUR WORK VALUES**
When reviewing your Work Values Cluster on the “Values Test” what was your top value? Write about a time when your actions were influenced by this value. Was it easy or difficult to come up with an example?

Value:

**YOUR NEXT STEPS**
What is at least one action step you could take as a result of your MyPlan debrief?