



Arizona Career Information System

User's Guide

The AZCIS is a tool you can use to move through the process of career planning. This includes gathering information about yourself (assessing your interests, values, abilities); exploring your options (research occupations, labor market, and industries); match careers (identify possible occupations, explore alternatives, choose options); and finally; develop the steps you need to take to reach a goal (investigate sources of education/training, develop a job search strategy, write your resume, gather company information, prepare for the interview).

Get started on the AZCIS:

Step 1: Open your Internet browser. Type www.azcis.intocareers.org into your address bar.

Step 1: Then use **mesacc** as the Username and **4azcis02** as the Password. Click "Sign In."

User name:

Password:

Step 3: First time users, Click on the Welcome message, "Create Education Career Action Plan" located in the upper right hand portion of your screen.

Read and follow the instructions carefully. Click "Submit."

Mesa Community College Welcome



Create "Education
Career Action
Plan"

Step 4: Explore You. Click on and complete the Interest Profiler, SKILLS Assessment, and Work Importance Locator. Read and follow the instructions carefully.

Explore You

- ♦ Interest Profiler
- ♦ SKILLS Assessment
- ♦ Work Importance Locator

Step 5: Explore Careers. Click on and complete "Look up Occupations" and "Identify your preference with Occupation Match."

Explore Careers

- ♦ Look up Occupation
- ♦ Identify your preferences with Occupation Match

Step 6: Explore Schools and Explore Programs and Majors

Explore Schools

- ♦ Ohio Schools
- ♦ U.S. Colleges and Universities
- ♦ Undergraduate School Sort
- ♦ Graduate School Sort

Explore Programs and Majors

- ♦ Programs of Study and training

Step 7: Manage Your Plans with "My Portfolio." Save your favorites, reflect on your exploration, and create your education and work history.

Manage Your Plans

with "My Portfolio"

- ▶ Save your favorites
- ▶ Reflect on your exploration
- ▶ Create your education and work history