



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, and 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, and 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 2: Use the following:
Username: **mesacc** and Password: **4azcis02**. Click "Sign In."

Step 3: First time users, click on **Create Education Career Action Plan** located on the upper right hand side of the screen. Create your own username and password. Use that in the future to log into AZCIS.

Step 4: Go to the **Assessments** tab and take the assessments.
There are four assessments to complete:

Interest Profiler – The Interest Profiler can help you identify your interests and match them with a wide variety of careers. It doesn't tell you what you should be but organizes your interests in six broad categories of work. View the occupations that match your interests.

Skills - helps you explore occupations that match your self-assessed skills. It also helps you recognize how you can transfer your skills between occupations.

(continued on back)

Work Importance Locator –can help you learn more about your work values and help you decide what kinds of jobs and careers you might want to explore.

Reality Check – Don't know how much money you will need to earn in the future? Don't know which occupation to choose? No problem. Get a Reality Check!

- Step 5:** Click on the **Occupations** tab at top of page. You completed some assessments and learned about some new occupation possibilities. Now, you will explore occupations that interest you by comparing them on several important factors. Evaluate your options and set goals later. Complete the Occupations Sort and Occupations Filter. Explore Career Clusters and continue on to Compare Occupations.
- Step 6:** Click on the **Education** tab to identify programs of study that interest you and schools that offer them. Explore your options for paying for school, and find scholarships and grants as well!
- Step 7:** Click on the **Employment** tab to create a résumé. Learn how to apply and interview for jobs. Find ways to succeed on your job.
- Step 8:** After you are finished with these steps and would like to review your results with an Advisor, you can contact Career Services to set up an appointment.