REGISTRATION FOR NEW ACCOUNT

- Go to the Maricopa Career Planning System at: http://my.maricopa.edu/mycareer.
- Select New Users from the Login Area to begin the registration process.
- Select Student and choose your grade level from the drop down menu.
- Or, select Adult and choose your user type from the drop down menu.
- Click Continue to create your account.
- At the bottom of registration, select Mesa Community College from drop down menu.
- During the process you will need to create a unique user name and password. Write down your user name and password in the space provided for future reference and put this handout in a safe place.

Username: ___________________________ Password: ___________________________

- Be sure to check the box next to "I have read and agree to the terms and conditions of use" after reading this information.
- Click Register to complete the process.

YOUR HOME PAGE ON MARICOPA CAREER PLANNING SYSTEM

Once you have created your account, you will be directed to your home page. To access the system’s tools and resources select a tab from the top navigation menu. Your home page also provides a link your messages, to do list, recommended links, and account information where you can update your profile, upload a photo, and change your grade level each year or your user type/background information.

TAKING AN ASSESSMENT

The first step in the educational and career planning process is learning about yourself.

- Click on Assessments from the top navigation menu.
  - Choose Take an Assessment and click on one of the assessment titles. To get started, you will select the desired education level/degree that you plan to attain.
- Once you complete the assessments, use your results and the other available tools from the top navigation menu to support your ongoing education and career exploration and planning.

LOGGING IN

To re-enter your account, go to http://my.maricopa.edu/mycareer enter your username and password and select Log In.
OTHER ASSESSMENT SCORES

If you have assessment scores from other assessments you have completed, including the Interest, Skills and Work Values assessments on AZCIS, you have the option to enter them into your MCPS account.

Under the Assessments tab, click on Enter Assessment Scores in the left menu. From the list of Assessments that comes up, click on Self-Directed Search. This is an interest assessment that utilizes the same RIASEC scores as the assessment in MCPS. To enter your scores from the Interest Assessment in MCPS, click on the symbol. Enter your score for each area, then click on Save and View Occupations.