

Name _____

Directions for Using "Career Cruising"

2 3 4 5

1. Login normally.
2. Open Internet Explorer (or another browser)
3. Enter www.careercruising.com/ as the URL
4. At the top of the Career Cruising intro page login-
username= mhms900
password= vikings
5. You should be at the "Welcome to Career Cruising..." main page.
6. Login in to My Plan Login box (upper left).
Username: MHASD – LastNameFirstName
Password: Birthdate (mm/dd/yyyy)
7. Change password if it asks as well as your email address.
8. Check the "I have read the....", click on Submit box
9. Complete 38 additional questions in **Career Matchmaker** (for a total of 166 answered questions) and save results.
10. If it asks for a Matchmaker Label put your grade (ie. 8th Grade)
11. Use the **Career Selector** tool to research careers based on a variety of criteria. Explore career profiles: **Job Description, Working Conditions, Earning, Education and Sample Career Path** sections.
12. Review **My Saved Clusters** and add new clusters of interest if applicable.
13. Save at least one additional career of interest to **My Plan**.
14. Complete **one** career learning activity and record in **My Plan** (e.g. attend a career or college fair, complete community service, create a resume, etc.)
15. Take the **Learning Styles Inventory** for a second time and save results; review tips and learning strategies.
16. Complete the **My Skills** assessment and save results. Add at least **one** skill/ability in **My Plan**.
17. Explore the **Suggested School Subject** in a career profile of interest. Under **Education**, search for schools and save at least one school and major of interest in **My Saved Schools**.
18. Add at least **one** short-term and **one** long-term career/life goal in **My Plan**. Write a **My Journal** entry that outlines a plan to meet one goal.
19. Add at least **one** new hobby/interest and **one** extracurricular activity to **My Plan**.