



## SYSTEM REGISTRATION

Follow these instructions to get your students started using [MyCareerShines](https://www.mycareershines.org).

- Go to [www.mycareershines.org](https://www.mycareershines.org) and select your user type or category from the drop down menu.
- Under **MAKE A PLAN**, choose either **College & Adult Students** or **Job Seekers** and click on **Register or Log In**.
- Select **I need to create an account**, then choose one of the three choices that best suits you.
- Complete the four-step registration process and click on **Sign Me Up** to access the homepage.
- You will create a **username** and **password** and set a security question and answer. Write your username and password here for future reference:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

## USING THE SYSTEM

Once you have created your account, you will be directed to your home page. **Take an Assessment** – the first step in the education and career planning process.

You can also use the navigation menu to access the options under **Things to Do** and **My Portfolio Items**.

Don't forget to check out your messages, **My Next Steps** list, recommended links, and account settings.

## SIGNING IN

To re-enter your account, go to [www.mycareershines.org](https://www.mycareershines.org) and enter your username and password.