



Your Guided Tour – 8th Grade

This document provides a brief walkthrough of Career Cruising.

STEP 1: START CAREER CRUISING

After you click this link, <http://www2.careercruising.com/default/cplogin/mvca>, use the username and **if it is your first time logging-in** temporary password below.

- Your Username: **mvca-studentID**
- Your **Temporary Password** is Birthdate: **mmddyyyy**

After your first log on, you will be required to select a new password.

- Recommended new password is: **mvca17**

On the Career Cruising homepage, enter your *username* and *password*, and click **Log In**.

Once you have logged in, you will see the Career Cruising **main page**. From here you can access all the tools and features in the program.

To return to this page at any time, click on the **Career Cruising logo** at the top of the page.

(If you have forgotten your password from last year please email your counselor)

STEP 2: COMPLETE CAREER MATCHMAKER

The **Explore Assessments** section offers several assessment tools to help you discover your skills, abilities and learning preferences and to use that information to identify suitable career options. Career Cruising's interest assessment, **Career Matchmaker**, helps you understand how interests and career choices are related by matching your likes and interests to occupations in the program.

Let's begin by completing **Career Matchmaker**:

- Click on the **Assessments** link in the menu bar at the top of the page.
- If you are not already logged into your EDP, select **Login** under **Matchmaker & My Skills**.
 - Enter your EDP *username* and *password*.
 - Then click on **Login**.
 - If you have not yet created an EDP, click on **Register** to create one.
- Choose **Start Matchmaker**.
 - Read through the instructions.
 - Enter a name for your session.
 - Click **Start Now** to begin.

Answer the first **39 questions**. If you are unsure of the meaning of a question, read the **More Info** section for a brief explanation.

After you finish the first round of questions and get your initial list of suggested careers, we strongly recommend going through the second round of questions.

- Click on the **Answer More Questions** link in the **Improve My Results** section on the left side of the page.
- Answer as many of the additional questions as possible, then click the **View My Career Suggestions** button.

The **Matchmaker results** page lists the top 40 career matches ranked in order of suitability. Click on a career to learn more about it and to see how it matches up with your answers.

STEP 3: AFTER YOU HAVE COMPLETED YOUR CAREER MATCHMAKER

From the **Matchmaker results** page, you can browse through Matchmaker's other features and functions:

- View your recommended **Michigan Career Pathways**.
- Review and change your answers.
- Limit your suggestions to a level of education.
- See how careers **not** included in your list of suggestions match up with your answers.

Click on **Assessments** in the top menu bar to access the other assessment tools available. You can take the **My Skills** assessment to see how your skills match up with the skills required for careers that match your interests; the **Ability Profiler** is a scheduled series of timed tests that help you identify your level of ability in six key areas (MVCA will not be doing the *Ability Profiler* this year); and the **Learning Styles Inventory** is designed to help you understand how you learn and retain information.

STEP 4: EXPLORE AN OCCUPATION PROFILE

There are hundreds of **Occupation Profiles** in Career Cruising and several ways to search for them, including by keyword, index, school subject, Michigan Career Pathways, or industry, or by using the **Career Selector**. You can also find information on career options in the military.

For now, try the **Search by School Subject** option.

- Click on the **Careers** link in the menu bar at the top of the page.
- Click on **School Subjects**.
- Select a subject.
- Select an occupation title.

Browse through the occupation profile using the links on the left to find information about various aspects of the career, including *job description*, *working conditions*, *earnings*, a *sample career path*, and *related resources*. The **Education** section of each profile includes links to related college programs.

Each **Career Profile** also has a printer-friendly version, which you can access by clicking on the **Printer Friendly** icon near the top of the page on the right.

STEP 5: MULTIMEDIA INTERVIEWS

Each **Career Profile** contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, describes a typical day in the occupation, explains what they like and don't like about the job, and offers advice for those interested in pursuing the career.

- Click on one of the names in the **Interviews** section on the left side of the **Occupation Profile** screen.

Use the links to navigate through the various sections of the interview. The *Likes*, *Dislikes*, and *Advice* sections include sound and video clips.

STEP 6: MY EDP TOOL AND RESUME BUILDER

The **EDP Tool** helps you store and organize information about your career development activities and experiences.

- Open the **Login to My EDP** menu on the left side of the menu bar at the top of the page.
- Click on **Create My EDP**.
- Read the information under the **What Is My EDP?** section to learn more about this tool.
- Fill out the personal information and select an **EDP username** and **password** to protect your privacy (**Hint:** make it something YOU will easily remember).
- Click **Create My EDP**.

It will take some time to fill out the different sections of the **EDP** and use all its helpful features. For the time being, simply explore the different areas where you can store and organize information by clicking on the links on the left side of the **EDP Homepage**.

The **EDP** tool also includes a **Resume Builder** that helps you create personalized, professional-looking resumes. Some information, such as work experiences and extracurricular activities, is shared between the **EDP** and the **Resume Builder**.

- Click on **Build My Resume** in the menu near the top of the **EDP Homepage**.
- Use the links to explore the various sections you can include in your resume.
- Click on the **Format & Print** button to see the different resume styles and options.

Complete your MVCA Activities – required

- ✓ Update **Profile** under **My Account**
- ✓ Complete/review **Matchmaker Assessment (questions 1-39)**
Optional: Go to **Improve my Results to complete more questions to refine search*
- ✓ Save/update 3 **Careers of Interest** to EDP
- ✓ Save/update 2 **Career Pathways** of interest to EDP