

## Creating Your Account

1. Go to [bellarmine.myplan.com](http://bellarmine.myplan.com) and click on the "Create Free Account" button in the middle of the page.
2. Fill in your account information and check the box indicating you have reviewed and agreed to the "Terms of Use" and "Privacy Policy" before clicking "Continue."
3. On the second page, specify your current level of education and the highest level you plan to complete. Enter Bellarmine's exclusive license code "**JJPWXJ64**" and check the box labeled "Share results with career advisor?" so that the Career Development staff can better assist you. (NOTE: This license code is to be used only by members of the Bellarmine community. Abuse will be reported to MyPlan.com and non-Bellarmino accounts will be removed.)
4. Click the "Submit Registration" button to get to the "Welcome" screen, then click on "Community Profile" to edit your public profile, community preferences and personal image.

## Career Assessments

Bellarmino has paid for an annual license that allows students, faculty, staff and alumni free lifetime access to MyPlan. Go to [bellarmine.myplan.com](http://bellarmine.myplan.com), click the "Log Into Existing Account" button, then go to the "Assessment" tab to take or retake any of the following assessments at no charge. With the above license code, you will not have to pay for any assessments.

- Career Personality Test – Similar to the Myers-Briggs Type Indicator, identifies your four-letter personality type consisting of Extravert or Introvert, Sensing or Intuition, Thinking or Feeling, and Judging or Perceiving.
- Career Interest Inventory – Based on Dr. John Holland's career theory, identifies your preferences for work in six different career clusters: Realistic, Investigative, Artistic, Social, Enterprising and/or Conventional.
- Career Skills Profiler – Whether you are looking to change careers or just getting started, helps you take a personal inventory of your skills and uses that information to help construct a career path.
- Career Values Assessment – Helps ensure that your career path aligns with your personal values by clarifying underlying personal and professional needs, desires and motivations.
- Career Match – After completing one more of the above assessments, click on CareerMatch to view a list of careers that are most likely to be a good match for your personality, interests, skills, values and/or educational goals.

## Career, Major and College Information

You may access very detailed information from a variety of government and private sources by clicking on the "Careers," "Majors" and "Colleges" tabs. You can save information of interest to "My Portfolio" under the "Account" tab.

- Careers – Career and industry databases, video library, salary calculator, top ten lists, career community and more.
- Majors – College majors database, What Can I Do With a Major In...?, top ten lists, major community and more.
- Colleges – Graduate and professional schools, financial aid, college media library, college community and more.
- Community – Interact with MyPlan users around the world through community groups, forums and private messages.

## Other Career Development Resources

- CareerPortal – New and improved Bellarmine University Career Development website. Go to [www.bellarmino.edu/careerdev](http://www.bellarmino.edu/careerdev) for all your career assessment, exploration and planning needs.
- CollegeCentral – Career services management system for students, alumni, employers and other community members; primary resource for job, internship and volunteer opportunities, on-campus recruiting and interviewing, career development events and a new mentoring network.
- OptimalResume – Online suite of tools to create resumes, cover letters, electronic portfolios, video resumes, skills profiles and professional websites; also includes an interactive interview preparation module.
- TypeFocus – Used primarily in Freshman Focus and other first-year activities, includes assessments of personality type and college success factors, as well as four detailed reports to help prepare you for achievement in college, career and life.
- NACElink – Free resource for local, regional and national jobs and internships sponsored by the National Association of Colleges and Employers and the Direct Employers Association.
- LinkedIn, Facebook, Twitter and Tumblr – Follow BUCareerDev for more networking, information, opportunities and advice.