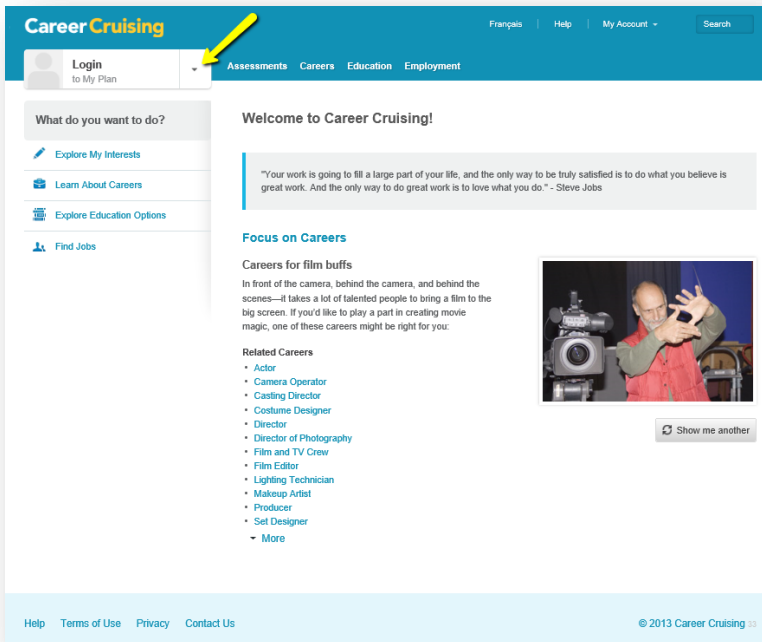


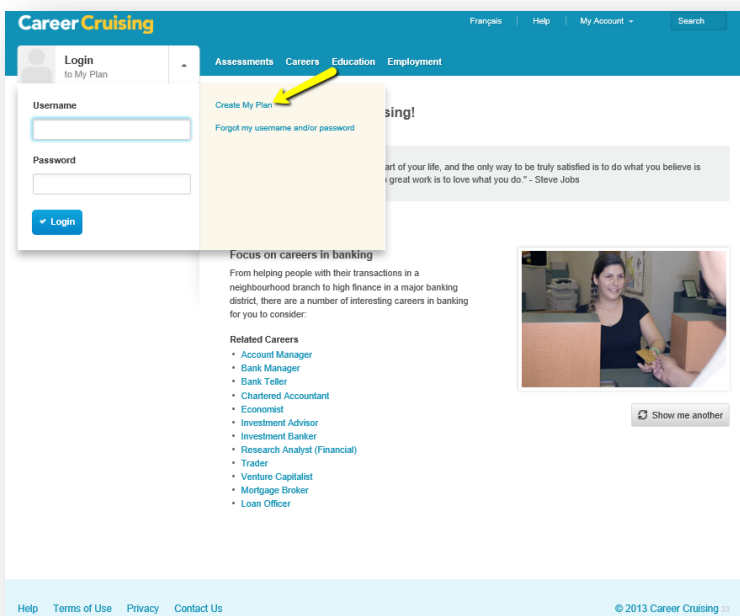
HOW TO SET-UP A MY PLAN ACCOUNT

In order to create a My Plan account, please follow the steps below:

- 1) Login with the generic site username and password
- 2) From the homepage, click on the triangle next to “Login to My Plan”



- 3) Click on “Create My Plan”



***NOTE:** If you do not see the link to “Create My Plan” please contact your career advisor for assistance.

4) Fill in the required information and click, "Create My Plan"

The screenshot shows the 'Create My Plan Account' page on the Career Cruising website. The page has a blue header with the Career Cruising logo and navigation links for 'Assessments', 'Careers', 'Education', and 'Employment'. Below the header, there is a 'Login to My Plan' button and a search bar. The main content area is titled 'Create My Plan Account' and is divided into two columns. The left column contains a 'What is My Plan?' section with a list of benefits and a 'Yes! Create your account to find out!' link. The right column contains the 'My Information' and 'Choose Your Login' sections. The 'My Information' section includes fields for 'First Name', 'Last Name', 'Grade/Level of Education', 'Gender', 'Email Address', and 'Confirm Email Address'. The 'Choose Your Login' section includes fields for 'Username', 'Password', and 'Confirm Password'. A yellow arrow points to the 'Create My Plan' button at the bottom of the form.

5) **Note:** An email address is not required, but will allow you to retrieve your login, should it be forgotten.

6) Once your My Plan account is set-up, you can use the username and password you selected to login directly from the Career Cruising homepage, so you will only need to remember one login.