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My Guide Quick Start for Students

Working through the *myfuture* website will assist you with your future planning and help you discover potential career directions. This **My Guide Quick Start for Students** is an introduction to your first visit to the website and aims to show you how the activities build a career profile and contribute to a career plan.

Go to the **My Guide** section.
Click on **Sign up to My Guide** and create an account. (If you have already registered, log in.)

For first time users; at **life stage** click on **Younger Secondary Student** (Years 7-10).

Note: You can revisit your **My Guide** account at anytime to update and review your information. Keep a record of your username and password somewhere safe.

Step 1: My Profile

Go to **My Profile** (on the My Guide Home Page or the left menu bar).
In this section, you will start to build a career profile and discover your interests, skills and knowledge.

- Click on **Go** in the **Interests** box. Complete the **Interests** activity in picture or text mode selecting interests you prefer and click **Save**.

Review your results and summarise your three highest scoring interest areas.

1. _____
   _____
2. _____
   _____
3. _____
   _____

- Click on **Go** in the **Education and Training** box: Enter your highest planned Education and Training and click **Save**.

Step 2: Explore Career Ideas

Go to **Explore Career Ideas** (on the My Guide Home Page or the left menu bar).
In this section, you can use results from activities in My Profile to explore career ideas.

You will also be able to view career field and occupation fact sheets from *myfuture*, that provide information about tasks, duties, qualification requirements and more.

- Click on **Career Fields** in the left menu bar and then select the **Interests** and **Education and Training** boxes.
- Click **Next** to view your results. These suggestions are based on your Interest results and highest planned Education and Training.
- Review **Career Fields** by clicking on ones that interest you. You can then explore **Related Occupations** at the bottom of the screen.

List some occupations in a **Career Field** that you would consider investigating further. Write them down below.

My Career Field:

My Occupations:

- To keep track of the Career Fields and Occupations of interest to you, you will need to **Bookmark** them by clicking on the green + icon. It's important to do this before starting Step 3.

Step 3: Help Me Decide

Go to **Help Me Decide** (on the My Guide Home Page or the left menu bar).
In this section, you can rank and compare your favourite career ideas to help you make career related decisions.

You may want to talk to your career adviser, teacher, parent, friend or other trusted person when considering different options. This might help you understand why you prefer some options more than others.

- Select **Career Fields**.
- Select **Rank** and you will be able to drop and drag your bookmarks into your order of preference.
- Select **Occupations** and repeat the ranking process.

From the ranking activity completed in the **Help Me Decide** section, complete the statements below:

My Top Career Field:

Why I like this Career Field:

My Top Occupation:

Why I like this Occupation:

Step 3: My Profile Summary

- Go to **My Profile** (on the My Guide Home Page or the left menu bar).
- Select **View My Profile Summary**. Here you can view a snapshot of information summarising your responses from **My Profile** activities.
- View, print or email your summary results!

Tip!
The more activities you complete in **My Profile** the more **My Guide** will refine your career suggestions in **Explore Career Ideas.**

This is the first step in exploring your potential career directions and planning your future options.