**Creating a MassCIS Portfolio (Account)**

MassCIS (Massachusetts Career Information System) is designed to provide occupational and educational information to help people make better-informed career and school choices.

To create a profie (account):

* Go to www.masscis.intocareers.org
* Click on “Massachusetts Resident”
* Under the Log In tab click on “Mass CIS Adult”
* Use the drop down menu to find your town, enter your zip code
* Click on “sign in”
* In the blue square click on “Create my MassCIS Portofolio”
* Under ‘new users’ click on “Create my MassCIS Portofolio”
* Enter the information requested. You do NOT have to include your email address or graduation year.
* Your user name must be at least 6 characters and cannot contain a space or any symbols.
* Passwords must be at least 8 characters, contain at least one uppercase letter, one lowercase letter, and one number.
* Click on the blue “submit” button.
* Once the system accepts your user name and password **WRITE IT DOWN, SAVE IT IN A PASSWORD APP LIKE DASHLANE OR TAKE A PICTURE OF WITH YOUR PHONE.**
* On the ‘Portofolio Access’ page, click “No, I do not want anybody to view my portfolio”.
* Click “submit”

To log into your profile:

* Go to www.masscis.intocareers.org
* Under the ‘log in’ tab enter your user name and password.
* Click “sign in”

I have an account and I logged in, now what?

* Complete the assessments first. Click on “assessments”
* Under ‘What are my interests’ click “view” and then “interest profiler”
* Read the directions to complete the assessment.
* When completed, click “get results” button
* Click “save” button
* Print a copy for Patty (if you have access to a printer)

I suggest you complete the following 4 assessments:

* 1. Career Cluster Inventory
  2. Interest Profiler
  3. Skills
  4. Work Importance Locater

Be sure to **SAVE** each of the assessments as you complete them.

You should have a pretty good idea of fields you are interested in after you complete all 4 assessments.

Click around the site, there is a lot of information here about careers, schools, salaries, job outlooks, etc.