**Mass CIS Account Set Up and Login Procedures**:

Massachusetts Career Information System

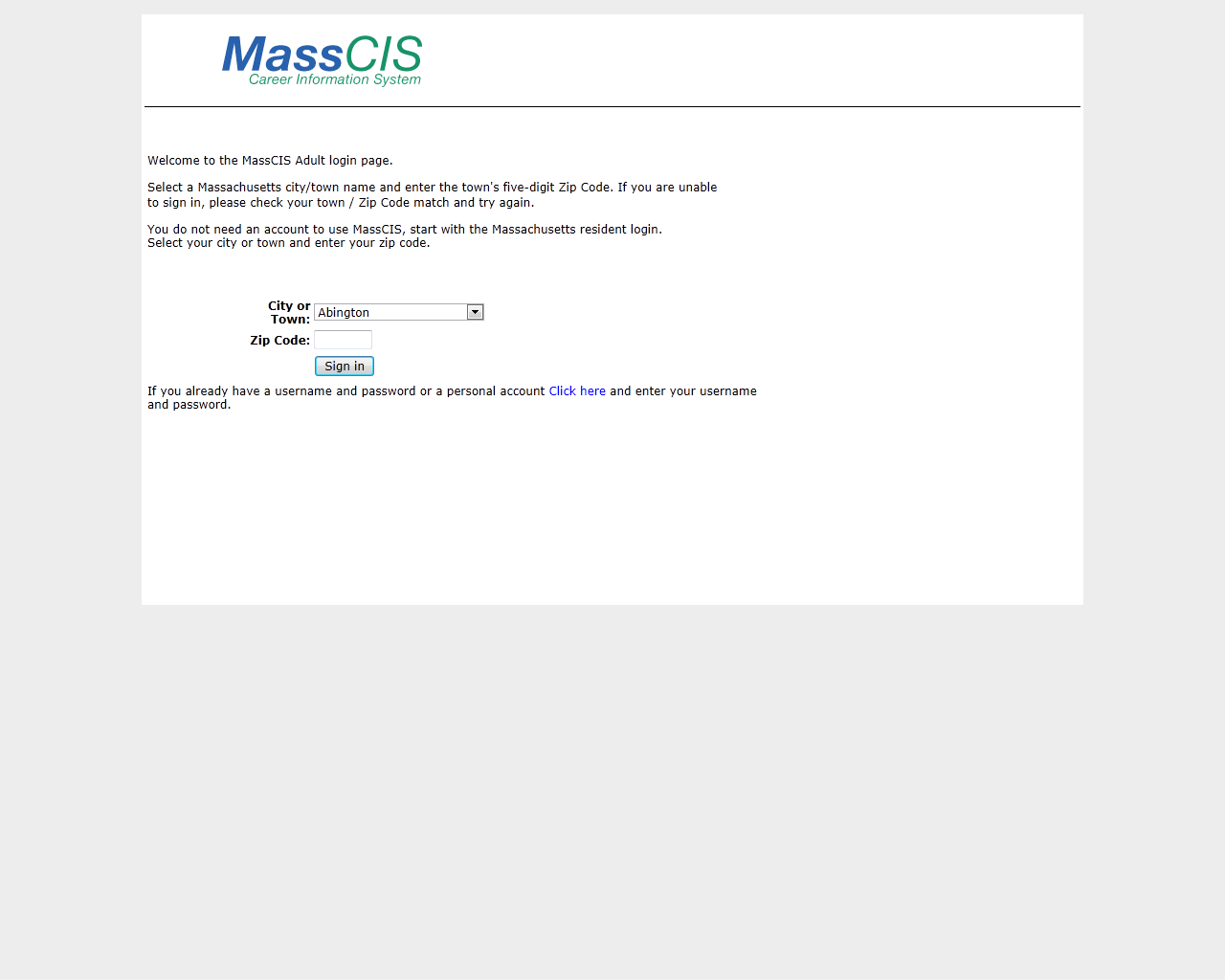
[www.Masscis.intocareers.org](http://www.Masscis.intocareers.org)



Click MassCIS Adult 2nd.

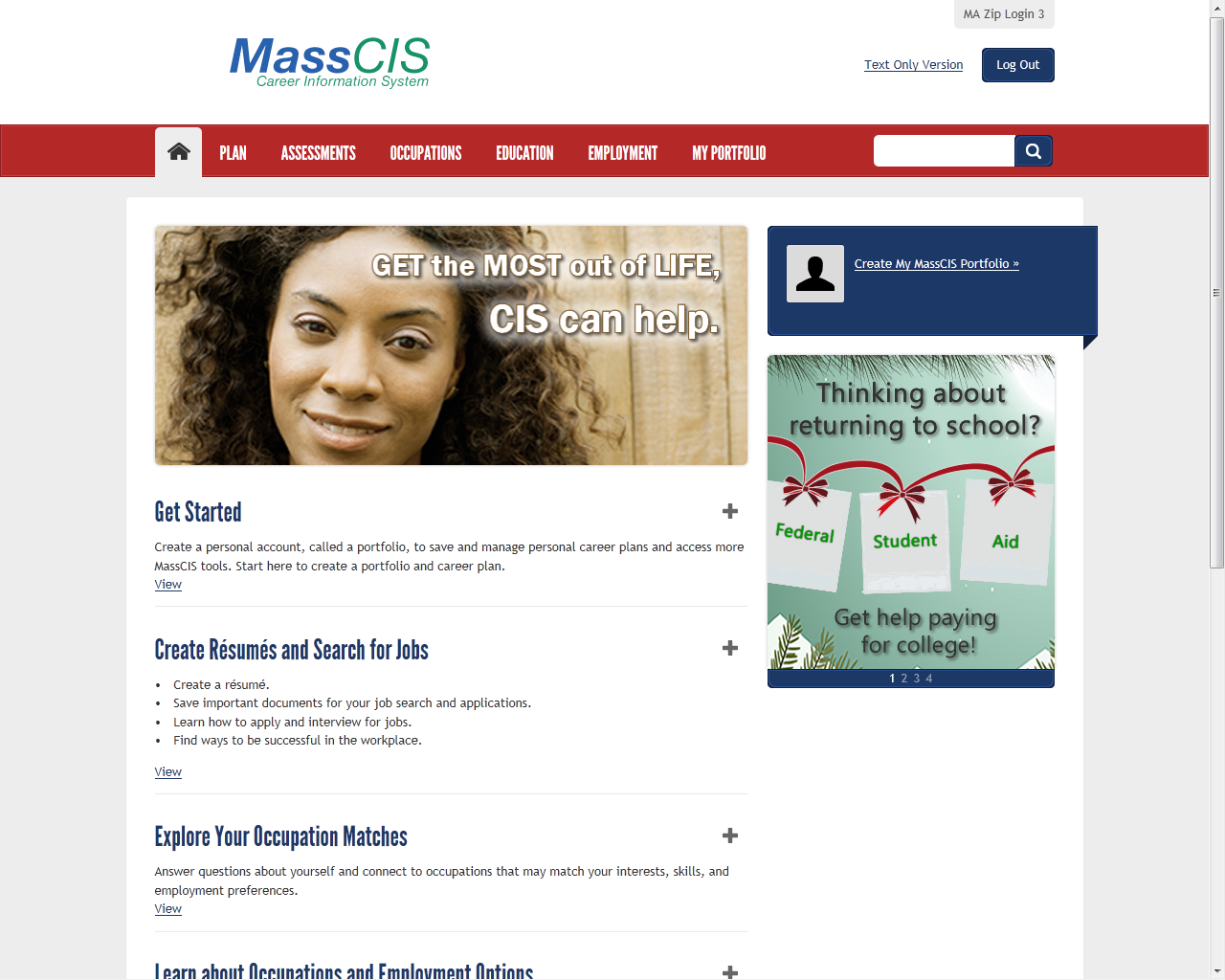
Click Massachusetts resident tab 1st

* Log into MassCIS using the site address above.
* Click on Massachusetts resident, then MassCIS adult.
* Enter your town and zip code. This will ensure that the data you will see will be correct for the area in which you live.

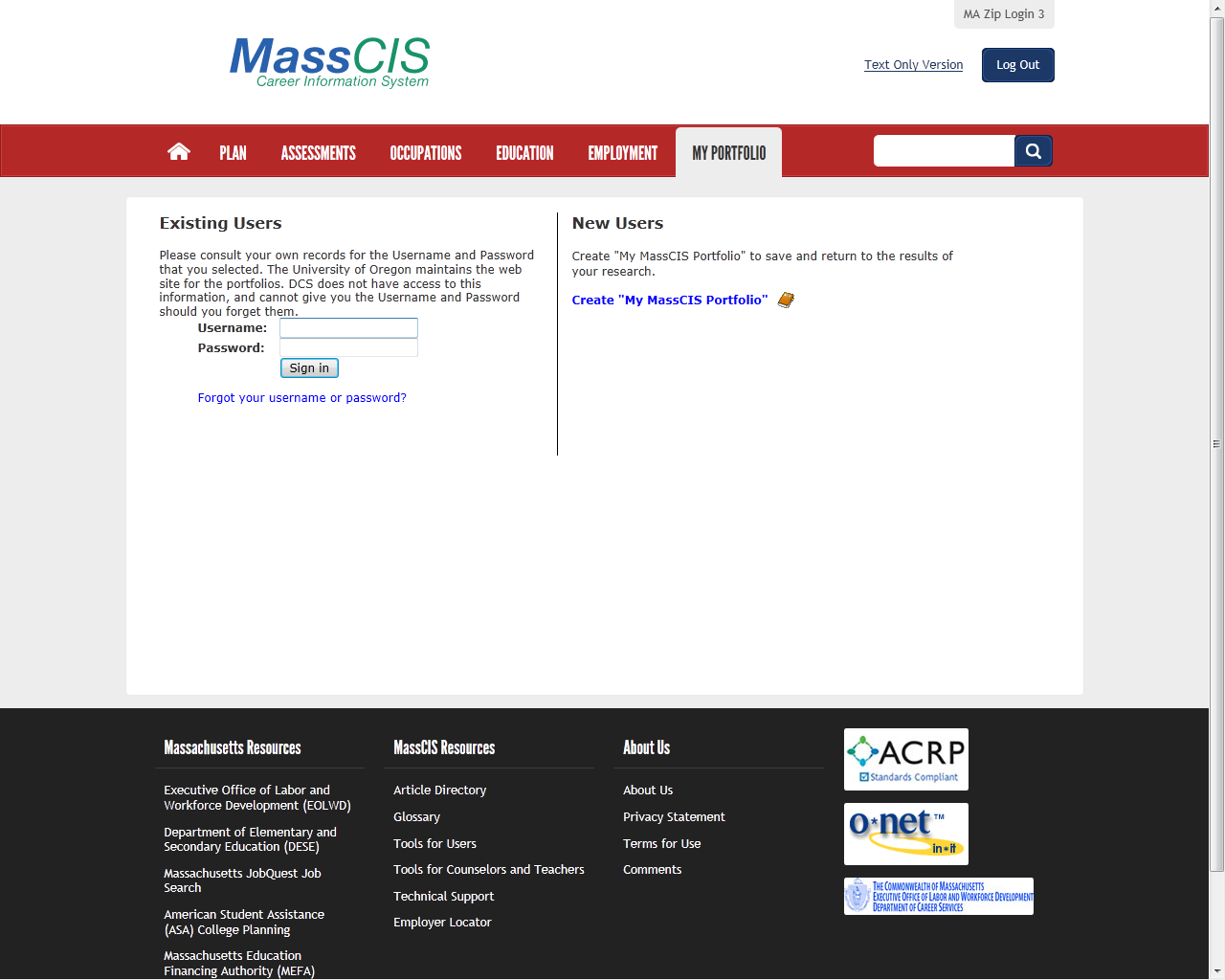


Enter your town and zip code. Then click “sign in”

* You will then see the MassCIS website!

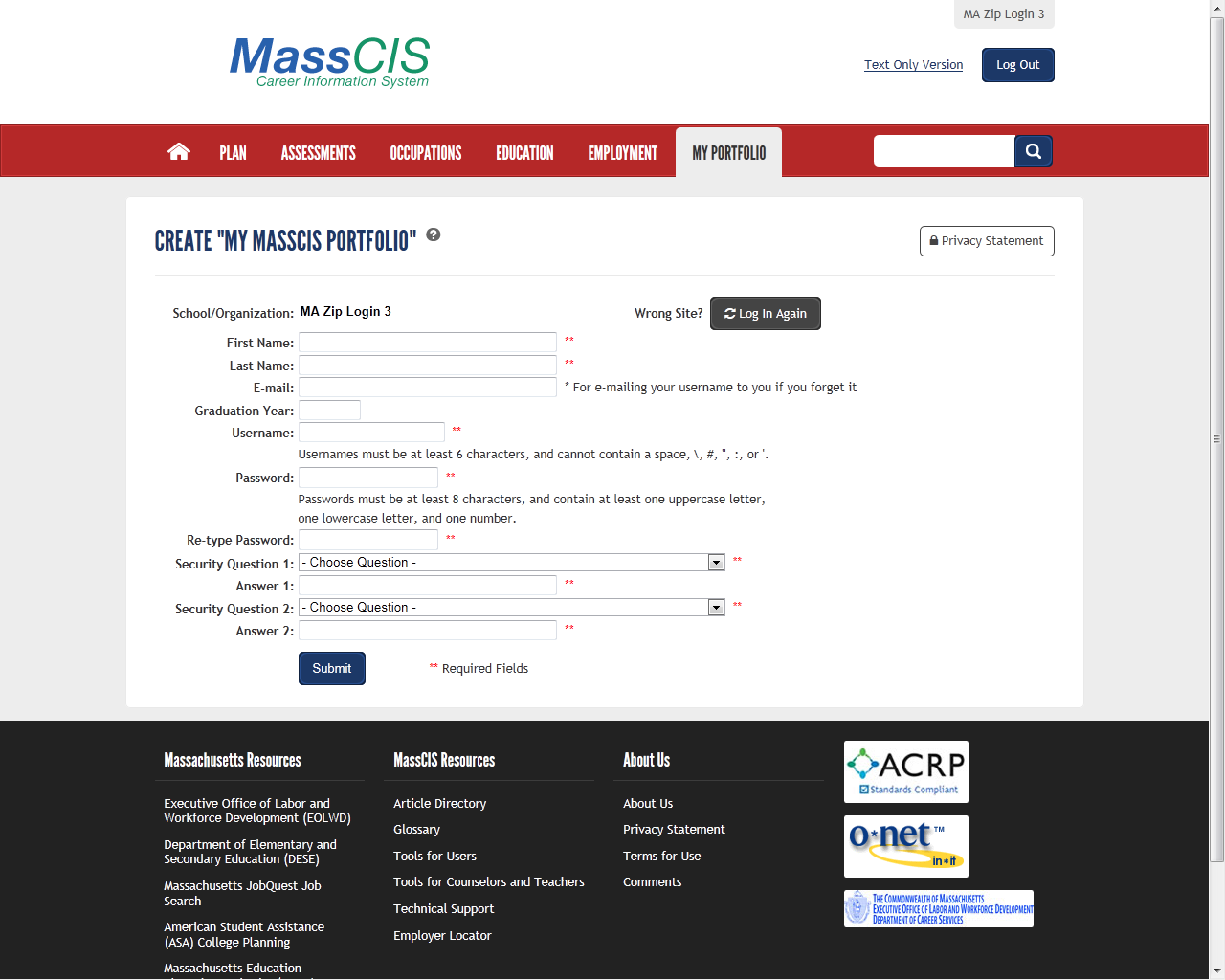


* To get the full benefit of the site, click on “Create my MassCIS Portfolio”.

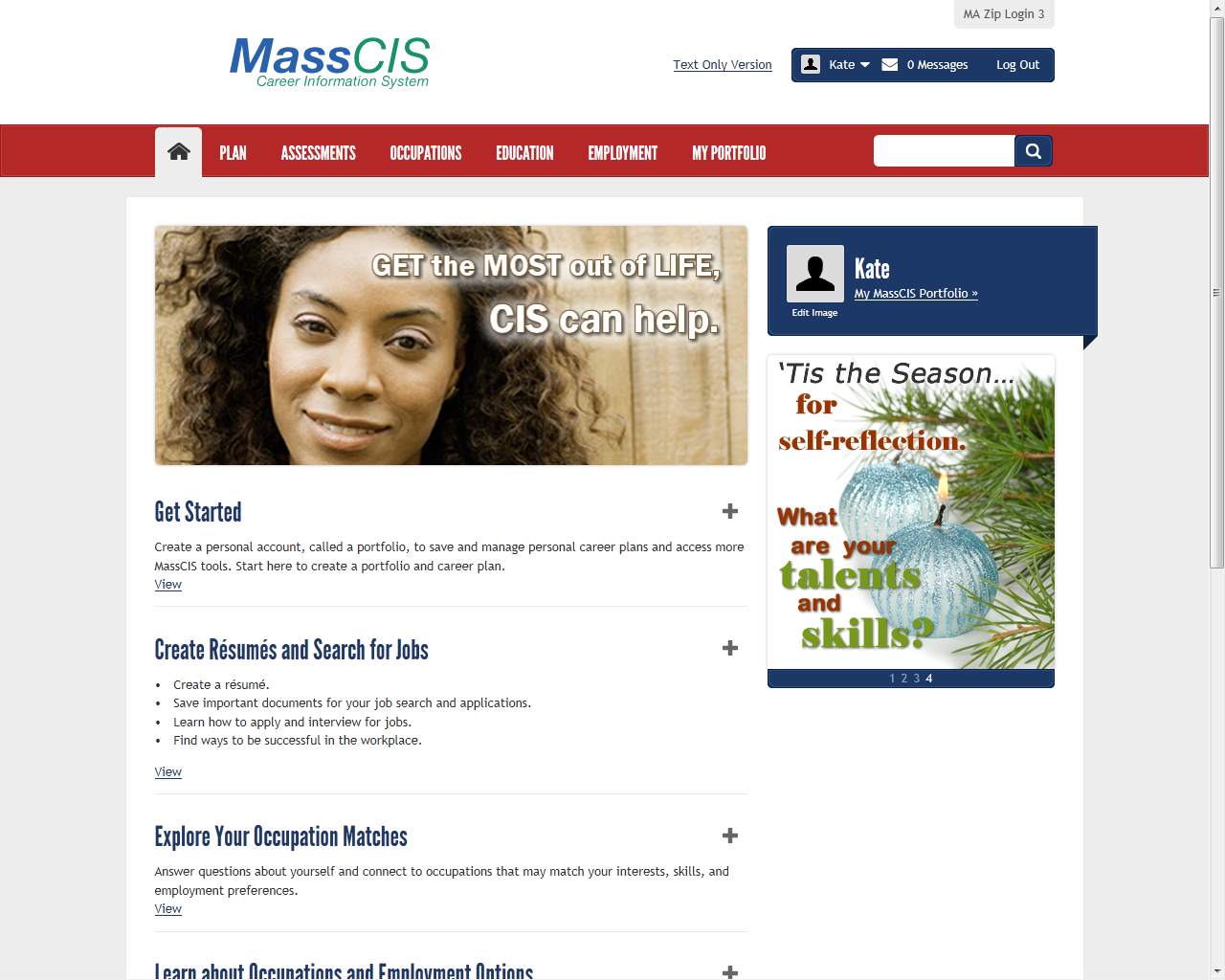


Click one more time.

* You are then asked for registration information and to create your user name and password. Follow the instructions carefully.

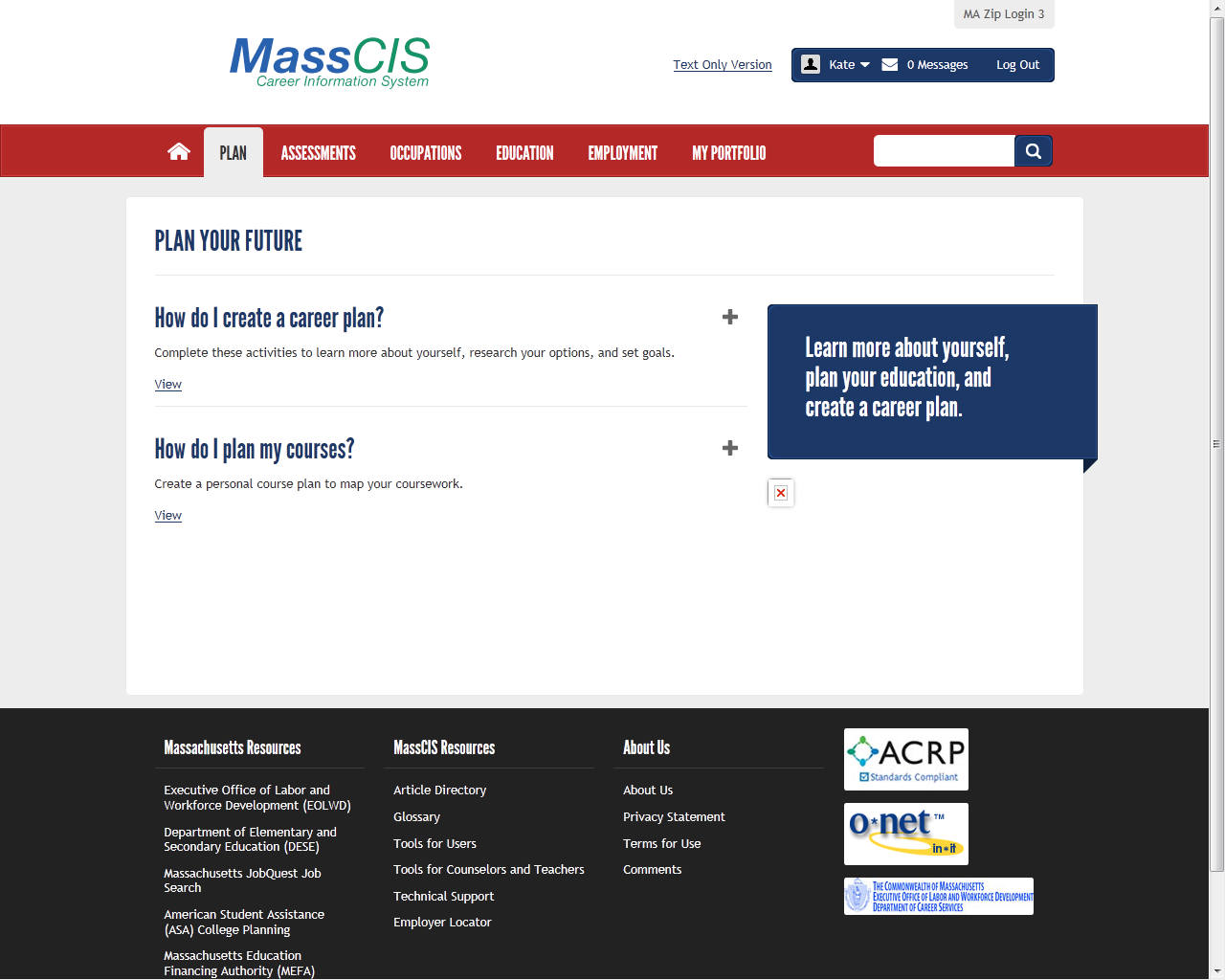


* Once you submit, you will be brought to your personalized MassCIS website!



These tabs allow you to move about the site. Plan, Assessment, Occupation lists, Education, Employment and My Portfolio .

“Home” -Always brings you back to this page.

* Click on any of the tabs to see what is included. Do not be shy about clicking around and exploring!
* Click the little “home” icon on the left to return to this page at any time.
* This site is for you, so look around and use the tools that are of greatest interest.
* Start with PLAN – Click on Plan to begin your work within MassCIS.

Start here!

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

* On the next screen, click on “Go to the Career Plan” – you will be brought to the page below:

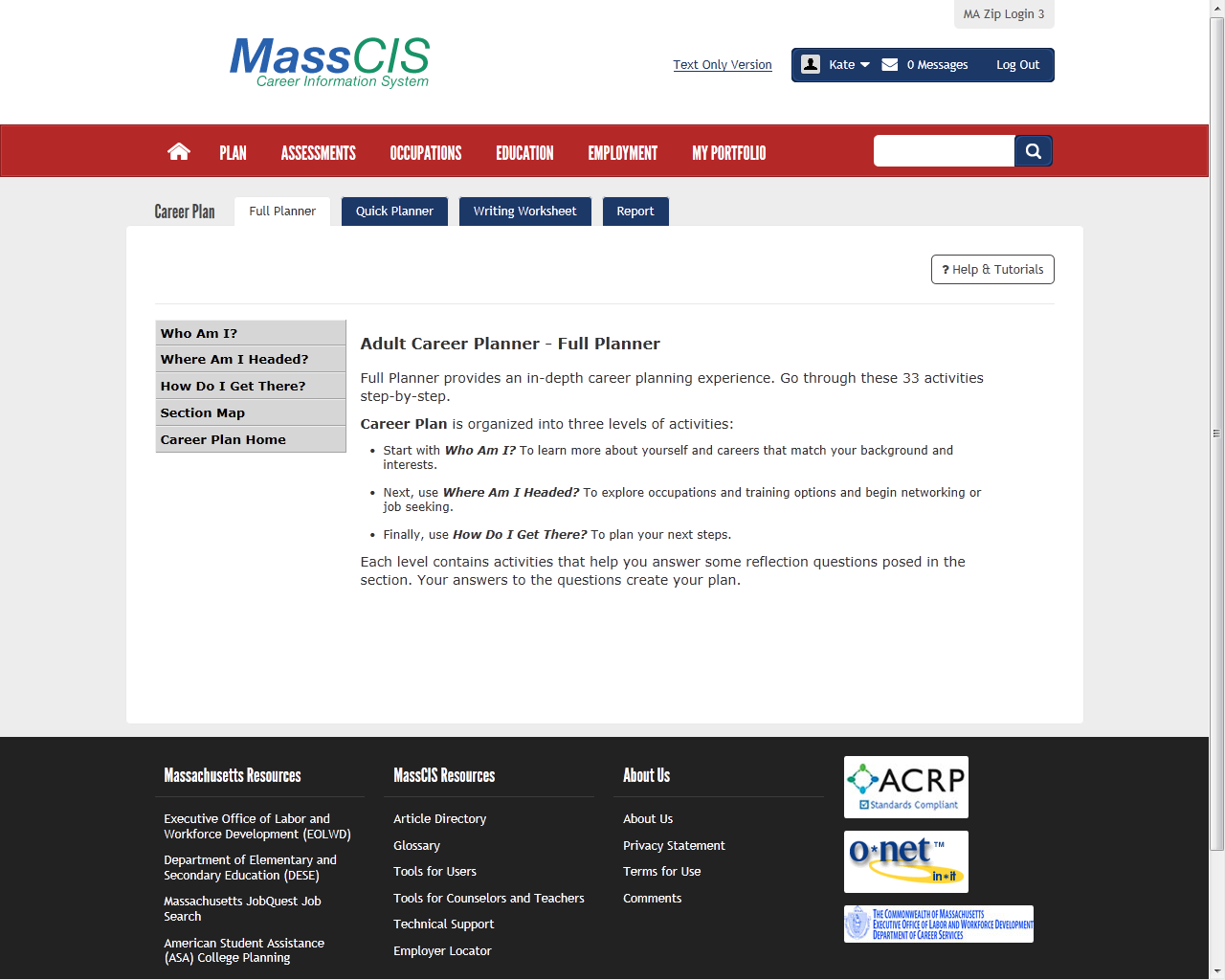


This video provides a quick

tutorial on which plan to choose.

Choose Full Planner

* Choose “Full Planner” – which will provide you with many more opportunities for self and career exploration. It allows you to take full advantage of all the site has to offer.
* Start with “Who Am I?” and work your way through the options on the left hand side!



Start here!

From here, it is up to you! Check out the site, review what is important to you when choosing a job, and investigate careers and what they really require.

Do they require more education? How much?

Do you have to travel?

How is the pay?

Will there be a job when you finish preparation?

What will you be doing on a daily basis?

There are over 4000 jobs on this site. There will be at least 1 that will be the perfect fit for you! Spend the time to look around and have fun getting to know yourself better.