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INTRODUCTION

What is MyMajorMatch via KuderJourney?

“Based largely upon the vision of Dr. Frederic Kuder, a pioneer in the career development industry, the history of Kuder includes many significant milestones which have created a foundation rich in experience, leadership, and innovation – a foundation that continues to guide our work. Today, the Kuder Assessments remain the widely accepted “standard” for students and adults to use when building their research-based educational and career plans.” - Kuder Website

GSI Suite Technological Tools

- my.fiu.edu
- mymajor.fiu.edu
- MyMajorMatch

Why MyMajorMatch (KuderJourney)?

The goal of this program is to decrease dropout rates as well as increase retention and graduation rates. MyMajorMatch will introduce students to the different majors available at Florida International University.

When will MyMajorMatch be available?

MyMajorMatch will be available for all incoming Freshman/Transfer students Fall 2012, including Summer B. New student applicants through correspondence with Admissions will be informed of MyMajorMatch. Current, active degree seeking students will receive access to the feature by the end of February 2012. Although it is not required, students will be highly encouraged to take the assessment. It will be placed under new students’ To-Do list on my.fiu.edu.

What are the benefits?

- The multiple assessments will give insight to your interest, skills, and other important priorities that will help guide you to the most desired occupation.
- Tabs and features give you information regarding financial aid, occupations, required education for employment, and other necessities to excel while attending college and after graduation.
- You will continue to have access to your assessments after graduation. MyMajorMatch is a lifelong membership.

This Training Manual will guide you on how to navigate and use the MyMajorMatch website.
HOW TO ACCESS AND USE MYMAJORMATCH

1. Log into MyFIU at my.fiu.edu with your Panther ID and Password.

2. Go to your Student Center in Self Service and click the “MyMajorMatch” link under the “Admissions” section for new applicants or under the “Academics” for current, degree seeking undergraduates.

New Applicants will view “MyMajorMatch” under “Admissions”:

Current Degree Seeking Students will view “MyMajorMatch” under “Academics”:

- Search
- Plan
- Enroll
- My Academics
- My Major Match
- Repeat Charge Appeal
- Repeat Eligible Courses

Weekly Schedule

<table>
<thead>
<tr>
<th>Class</th>
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<tr>
<td>BUL 4310-RVD C [11091]</td>
<td>Online Course FIU On-line</td>
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<tr>
<td>MAN 4720-U01 C [10773]</td>
<td>TuTh 11:00AM - 12:15PM 211F Education Bldg 150 Modesto A. Maidique Campus</td>
</tr>
<tr>
<td>MAR 4400-U01 C [18746]</td>
<td>We 9:30AM - 12:15PM Green Library 100B Modesto A. Maidique Campus</td>
</tr>
<tr>
<td>MAR 4804-U02 C [10799]</td>
<td>Th 5:00PM - 7:40PM College of Business Complex 254 Modesto A. Maidique Campus</td>
</tr>
</tbody>
</table>

Weekly Schedule

enrollment shopping cart
3. Click “Take MyMajorMatch.”

MyMajorMatch

As a part of your application process, you have the opportunity to see for yourself which FIU majors are right for you! MyMajorMatch is the perfect tool to help you select the right major and launch your successful path to graduation at FIU. Using the 20 minute Kuder Career Search with Person Match assessment, you will discover your priority career interests and how they match with FIU majors.

Your session in MyFIU will expire in 20 minutes. To return to MyMajorMatch, you will need to log in again to MyFIU and click on the MyMajorMatch link.

Take MyMajorMatch

4. MyMajorMatch has seven tabs that are arranged from left to right with multiple features.

5. There are three different assessments available:
   - MyMajorMatch
   - Kuder Skills
   - Super’s Work Values Inventory-Revised

We will be focusing on MyMajorMatch and Kuder Skills Assessment.
HOW TO TAKE A MYMAJORMATCH ASSESSMENT

1. Click ✧Finish✧ to begin a new “MyMajorMatch” Assessment.

   Please Note: Assessments could take about 15-25 minutes to complete.

   Assessments can be saved and resumed at a later time.

   Assessments can be retaken.

2. To take the assessment, follow the steps provided in the example.

   Below, a number of different activities are listed in groups of three. Read over the activities in a group. Decide which of the three you would prefer to do most, and select the number 1 in front of it. Then decide which you would like next most and select the number 2. Finally, select the number 3 in front of the activity that you would least prefer.

   Some of the activities involve a certain amount of skill or training. In those cases imagine that you have the necessary training or experience. There are no answers that are right or wrong for everyone, an answer is right if it is true for you.

   Here is an example:
   
   Have ice cream for dessert ☐ 1 ☐ 2 ☐ 3
   Have cake for dessert ☐ 1 ☐ 2 ☐ 3
   Have pie for dessert ☐ 1 ☐ 2 ☐ 3

   *For optimal results, Internet Explorer 4.0 or higher is recommended.
HOW TO VIEW ASSESSMENT RESULTS

1. Once you complete an assessment, your results will appear under the “Assessments” tab.

2. Click “View Assessment Results.”

3. Click to view your results for a specific assessment.

4. Your top five clusters will appear on the result page by default.

5. Your results are based on the Federal 16 Clusters. To view all 16 clusters based on your assessment results, click “See All Results.”

6. If you wish to add a specific cluster to favorites, click .

   - Your favorites are added to “My Portfolio” under “Career Goals.”

7. Scrolling down the page allows you to view “Academic and Career Exploration at Florida International University.”
8. “Academic and Career Exploration” allows you to view different majors associated with the cluster that are offered at FIU.

In the example, the student’s highest cluster was “Agriculture, Food, and Natural Resources.”

9. Click + to expand the tab. Once expanded, the corresponding FIU majors will appear.

Please Note: You may click any cluster to view more information and explore different majors.

10. Click on a cluster for a description.

- When you click on a cluster, you will be directed to a new page that gives further information to better understand the Federal Clusters through Career Pathways, Occupations, and Features.
11. Clicking on the available links will direct you to a new page, containing the major’s description and a link to mymajor.fiu.edu.

12. Mymajor.fiu.edu provides a detailed report about the major through:
   - Program Description
   - Admission Requirements
   - Career Opportunities
   - Contact Information
# HOW TO TAKE OTHER ASSESSMENTS

<p>| | |</p>
<table>
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</table>
| 1. Click on “Assessment,” then “Take an Assessment.” | ![Kuder® Skills Assessment](image)

- **Kuder® Skills Assessment**
  - Time to complete: about 20-25 minutes, but you can save and finish later.
  - *What do you believe you’re good at doing?*
  - In this assessment, you will rate your ability to do or learn to do 175 different work skills. When you are done, you will see a list of occupations in which you might use the higher rated skills.

<table>
<thead>
<tr>
<th>2. Click “Kuder Skills Assessment.”</th>
<th></th>
</tr>
</thead>
</table>
| 3. Click “Super’s Work Values Inventory-revised” | ![Super's Work Values Inventory-revised](image)

- **Super’s Work Values Inventory-revised**
  - Time to complete: about 10-15 minutes, but you can save and finish later.
  - *Learn what's most important to you.*
  - In this assessment, you will rate how important each of 72 work-related values are to you. When you are done, you will see a list of occupations that may use those values most important to you.

| 4. Once you have completed the “MyMajorMatch” and “Kuder Skills” Assessments, you will have access to the “Kuder Interest and Skill Composite Report.” | ![Online Assessment Results](image)

- **Online Assessment Results**
  - Click on the View Results icon to see the scores from assessments you have taken online. You can also take or retake the three Kuder® Assessments.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>COMPLETED</th>
<th>ACTIONS</th>
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<td>Kuder Career Search with Person Match</td>
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<tr>
<td>Kuder Interests and Skills Composite Report</td>
<td></td>
<td><img src="image" alt="Icon" /></td>
</tr>
<tr>
<td>One-Page Summary Report</td>
<td></td>
<td><img src="image" alt="Icon" /></td>
</tr>
</tbody>
</table>

| Please Note: | It is highly recommended to complete all three assessments for a better understanding how each contributes to your overall goals. |

| 5. Click ![Icon](image) to view “Kuder Interests and Skills Composite Report.” |   |

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Last Edited February 15, 2012

Academic Advising Technology
6. The green bar indicates your interests, while the blue bar specifies your skills.

7. On the sidebar you can view your:
   - High Interest & Skill
   - High Interest & Less Skill
   - High Skill & Less interest
   - Low Interest & Skill
## FEATURES OF MYMAJORMATCH

### 1. OCCUPATIONS

- “Occupations” utilizes O*NET, a government occupational database, to filter through your high interest and high skill sets to suggest possible occupations that may interest you.

### 2. EDUCATION & FINANCIAL AID

- “Education & Financial Aid” allows you to apply to FAFSA throughout the MyMajorMatch site.
- You can search for scholarships and internships.
- This sectional also includes information about graduate school.
3. JOB SEARCH TOOLS

- You can prepare important documents you will need while in college and after graduation.

- “Job Search Tools” provides the capability to build your own custom-made E-Portfolio, so that it can be viewed by potential employers.

- Different tabs include:
  - Review Interview Skills
  - Write Résumés
  - Write a Cover Letters
  - Collect References, etc.

4. JOBS

- You can search occupations in different states with information pulled from the government database O*NET.
5. MY PORTFOLIO

- You can create a personalized E-Portfolio, uploading documents and videos to your page.
- Under “Your Favorites,” you can click on “Career Goals” and study side-by-side comparisons of saved occupations and clusters.

If you have questions after reviewing this tutorial, please contact your advisor.