

# My Career Insights

## Instructional guide for students

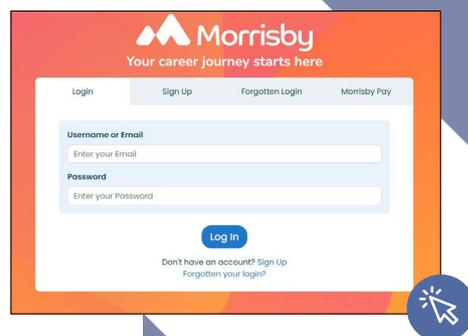
### Accessing your Morrisby Profile

## STEP 1. Log in

Go to [app.morrisby.com](http://app.morrisby.com) or click on the image to the right and log in using your email and password. This is likely to be your previous school email address.

If you have forgotten your password, you can reset this yourself. Click on the 'Forgotten Login' link and follow the instructions to reset your password.

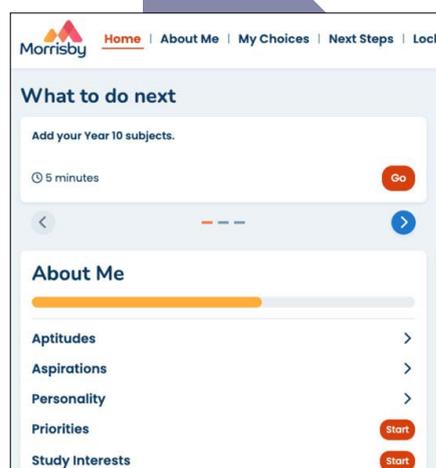
If you have forgotten your login details (email and password) you will need help from your career advisor. They can generate a recovery code for you to access your profile.



## STEP 2. Complete your profile

Check that you have completed all available quizzes. If you see a notification to retake one or more missing aptitudes, we recommend you do this to update your profile.

The orange GO button on your home screen will direct you to any additional steps or quizzes and the time needed to complete these. This will give you more up-to-date results.



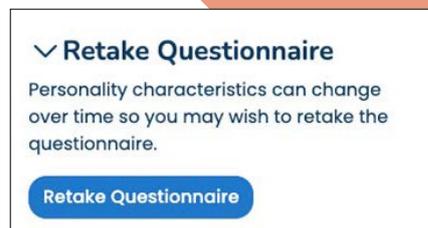
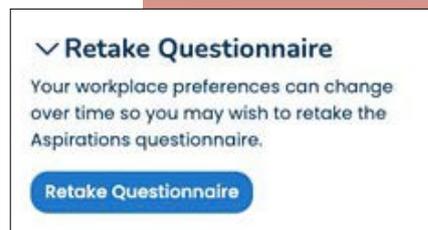
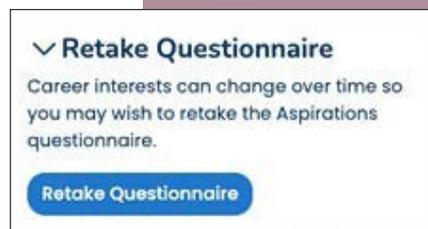
## STEP 3. Review your profile

Click on the 'About Me' tab in the top menu and select 'Interests' to see if your interests still reflect the things you most enjoy. You can retake the interests questionnaire by clicking on the blue button.

The answers from the aspirations questionnaire also determine your work style and workplace preferences. Review your 'Work style'. Your organisational role preferences can change over time. You can retake this questionnaire by clicking on the blue button.

Review your 'Workplace Preferences'. Does this still reflect the type of workplace you think you would prefer? You can retake this questionnaire by clicking on the blue button.

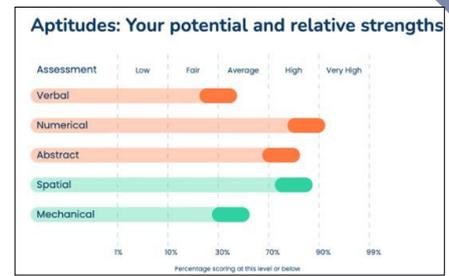
Review your 'Personality'. Do the characteristics described still represent you? You can retake this questionnaire by clicking on the blue button.



## STEP 4. Revise your Aptitudes

You might like to revisit the lesson on 'Understanding your Morrisby Profile' to gain a better understanding of each aptitude and the career areas that your 'profile shape' suggests you might like to consider. It is important to remember, the shape of the graph should be your main focus rather than the length of the bars. This will give you a good idea of what you do best.

You also have the opportunity to redo the aptitudes assessments. If you feel like you should complete these again, you can discuss this with your career's advisor.

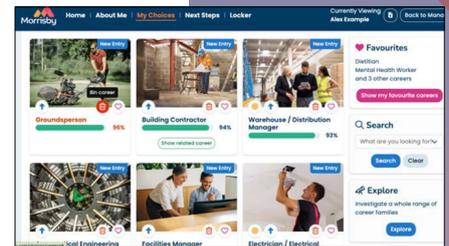


## STEP 5. Explore

There are a number of things you can explore using your Morrisby profile. Continue exploring the Careers generated for you or try using the search function to find something more specific.

Investigate careers of interest by clicking on them, watch videos and read about them. Use the external links in the resource section and explore related careers.

See how your career suggestions change when you focus on a different aspect of your profile or qualification level.



## STEP 6. Explore your study options

Learn about the different study options for years 11 and 12 by clicking on the links.

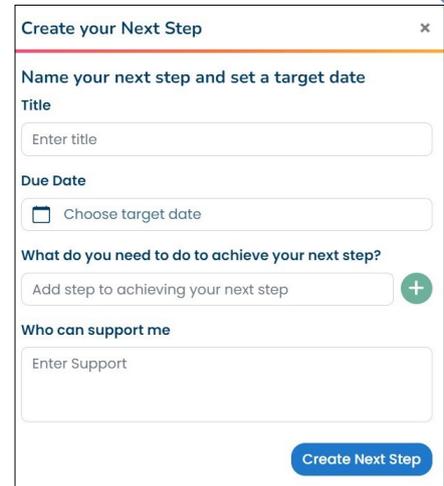
You can also click on each of the subjects listed for a description. Remember, your school may not offer all of the subjects listed but it provides a good starting point for a conversation with your teachers.

Subject	Rating	Considering
Biology (VCE)	5/5	Yes ? X
Physical Education (VCE)	5/5	Yes ? X
Visual Communication Design (VCE)	5/5	Yes ? X
General Mathematics (VCE)	5/5	Yes ? X
VCE (VET) Health (VCE)	5/5	Yes ? X
English/EAL (VCE)	5/5	Yes ? X
Health and Human Development (VCE)	5/5	Yes ? X



## STEP 7. Plan next steps

You can create a 'Next Step' to help you stay on track of any tasks that will help you on your journey. You can identify where to go for help and tick off the tasks as you complete them.



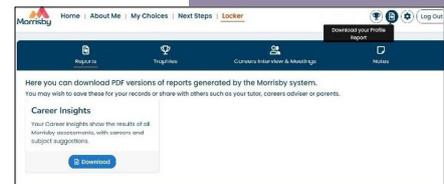
The screenshot shows a form titled "Create your Next Step" with a close button in the top right corner. The form contains the following sections:

- Name your next step and set a target date:**
  - Title:** A text input field with the placeholder "Enter title".
  - Due Date:** A date picker with the label "Choose target date".
- What do you need to do to achieve your next step?:** A text input field with the placeholder "Add step to achieving your next step" and a green plus icon to the right.
- Who can support me:** A text input field with the placeholder "Enter Support".

A blue button labeled "Create Next Step" is located at the bottom right of the form.

## STEP 8. Access your report

Download your report by clicking on the middle icon top right, or via the 'Locker' tab. Remember, the report isn't designed to tell you what to do, but to help you make informed decisions and to support you on your career journey.



## STEP 9. Parental access

You can invite a parent or responsible adult to access your account if you would like to. They will have access to the same features as you but cannot take any questionnaires or assessments. You can invite them from your home page by adding their name and email (bottom of your home page).

