Thank you for contacting the Career Center; we look forward to helping you reach your career goals! Prior to your appointment with one of our Career Advisors, we ask that you complete the following few steps in preparation for your appointment with our staff:

1. For current students, please sign into [Warrior Jobs](https://www.myinterfase.com/indianatech/Account/LogOn?ReturnUrl=%2findianatech%2fstudent%2f).
2. For Alumni, please sign into Warrior Jobs with this [link](https://www.myinterfase.com/indianatech/alumni/).
3. To craft your resume according to employers’ needs, use the Resume Creator. After review of the available templates, employers encourage you to use the Classic template and to move your education to the top.
4. Create an account and take self-assessment at [Indiana Career Explorer](https://app.kuder.com/masterweb/public/PreRegister.aspx):
* Go to the *Indiana Career Explorer* at <http://www.indianacareerexplorer.org/>.
* Select **New Users** from the Login Area to begin the registration process.
	+ Select **Student** and choose your grade level from the drop down menu.
	Or, select **Adult** and choose your user type from the drop down menu.
* Click **Continue** to create your account.
* During the process you will need to create a unique user name and password. Write down your user name and password in the space provided for future reference.

User Name: Password:

You will be asked to select your Organization, School, or Center from the dropdown menu. If you do not see your site listed, choose other. You can update your account at any time by selecting Edit under Account Information on your home page.

* Be sure to check the box next to "I have read and agree to the terms and conditions of use after reading this information."
* Click **Register** to complete the process.

**Taking an Assessment**

The first step in the educational and career planning process is learning about yourself.

* Click on **Assessments** from the top navigation menu.
* Choose **Take an Assessment** and click on one of the assessment titles. To get started, you will select the desired education level/degree that you plan to attain.
* Once you complete the assessments, use your results and the other available tools from the top navigation menu to support your ongoing education and career exploration and planning.

Again, we look forward to helping you! If you have any questions, please feel free to contact me. Hope to see you soon!

**REMINDER: Your resume needs to be completed and emailed to me before we schedule an appointment. Please indicate what day and time works best for you in the email.**

All the best,