



Quick Start Guide:

Creating and using
your online
individual career
plan, or MyICP

MyICP is an interactive and printable individual career plan containing customized tools, resources and activities to help you plan and meet your career and education goals.

How can MyICP help me meet my career and education goals?

The MyICP provides you with the following advantages:

- ▶ Guides you throughout your career and education lifecycle
- ▶ Tracks your progress in an easy-to-use format
- ▶ Stores information you can use if you are seeking My Career Advancement Account Scholarship benefits

Getting started is easy! This guide will help you understand how to create and manage your MyICP.

Steps in this guide

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Manage MyICP

Step 1 Access

Access the MyICP Wizard

Creating an individual career plan is fast and easy. To access the wizard, click 'Manage My Individual Career Plan' from the quick action links located throughout MySECO. Then, click 'Create a MyICP' to get started!

The image illustrates the steps to access the MyICP Wizard on the MySECO website. It consists of three screenshots:

- First Screenshot:** Shows the MySECO homepage with a navigation menu (CAREER EXPLORATION, EDUCATION, TRAINING AND LICENSING, EMPLOYMENT READINESS, CAREER CONNECTIONS) and a sidebar of quick action links. The link "Manage My Individual Career Plan" is highlighted with a red box.
- Second Screenshot:** A zoomed-in view of the "Manage My Individual Career Plan" link, showing its icon and text.
- Third Screenshot:** Shows the user's MyICP dashboard for Becky Garcia. The dashboard includes a profile summary, a list of MyICP plans, and a "Create a MyICP" button highlighted with a red box.

Complete the MyICP Wizard



Create your individual career plan by answering the questions on each wizard screen. Once you've completed the wizard, click 'View MyICP!' to access MyICP Home.

View MyICP!

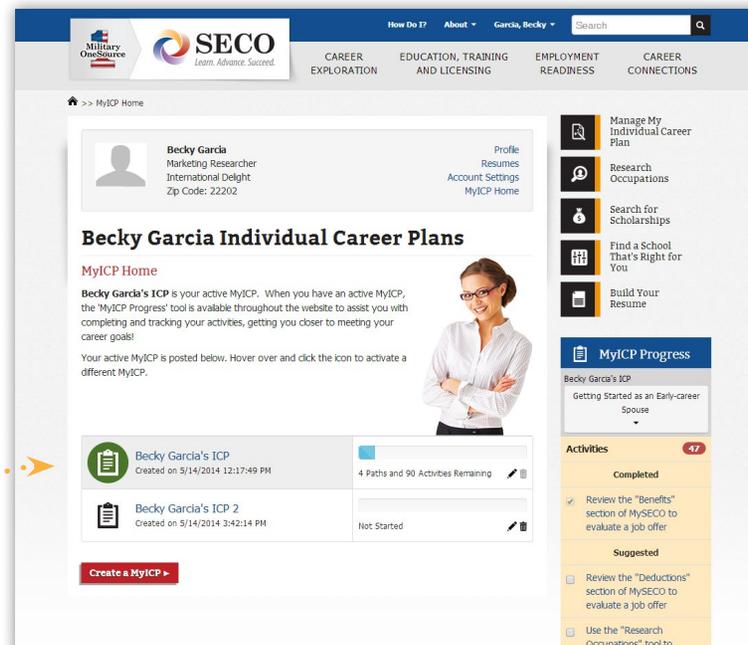
** You can create multiple individual career plans using the MyICP Wizard.*

Manage your Individual Career Plan: MyICP Home

MyICP Home is your first stop when managing your individual career plan.



Access MyICP Home from your spouse profile or by completing the MyICP Wizard.



From MyICP Home, you can do the following:

- ▶ Select a plan to work on
- ▶ Delete a plan from your master list (if you haven't started it yet)

What if I don't see any plans?

That's okay! It just means you need to use the MyICP Wizard to create one. Use the 'Create an Individual Career Plan' quick action link to get started.

* You can only work on one MyICP at a time. To activate a different MyICP, click the clipboard icon next to the MyICP you'd like to activate.

Manage your Individual Career Plan: Understanding Paths

The screenshot shows the MyICP Home page for Becky Garcia. At the top, there's a navigation bar with 'Military OneSource' and 'SECO' logos, and menu items for 'CAREER EXPLORATION', 'EDUCATION, TRAINING AND LICENSING', 'EMPLOYMENT READINESS', and 'CAREER CONNECTIONS'. Below the navigation bar, the user's profile is displayed, including 'Becky Garcia', 'Marketing Researcher', 'International Delight', and 'Zip Code: 22202'. There are links for 'Profile', 'Resumes', 'Account Settings', and 'MyICP Home'. A 'Help | Print MyICP' link and a phone number '800-342-9647' are also visible. The main content area is titled 'Becky Garcia's ICP' and features a 'Plan Overview' section with '4 Paths' and '100 Activities'. Below this, there are 'MyICP Choices' for 'Spouse Type(s)' (Early-Career, Entrepreneurial), 'Occupation' (Not Selected), 'Growth Opportunities' (Time Management/Prioritization), and 'Challenges' (Professional Experience). At the bottom, there's a table of 'Paths' with activity counts:

Path	Activities to Complete
Getting Started as an Early-career Spouse	47
Getting Started as an Entrepreneurial Spouse	26
Growth Opportunities	5
Challenges	12

When you select a plan from MyICP Home, you'll start here, your MyICP path page. From this page, you can perform the following actions:

- 1 Rename the selected MyICP
- 2 Make changes to your MyICP choices
- 3 Select a MyICP path to work on
- 4 View the number of remaining activities on each path in your selected plan

Click on a path from your list to work on your customized activities!

Note: You can contact a certified SECO Career Counselor to help you develop a custom path to meet your unique career and education goals.

** Think of paths as different streets you can take on your career road map, all leading to your destination: meeting career and education goals.*

Manage your Individual Career Plan: Understanding Activity Lists

Select your MyICP path page to access the customized activities you can complete to help you meet your goals.

The screenshot shows the MyICP interface for Becky Garcia. The user is on the 'Getting Started as an Early-career Spouse' path. The interface includes a navigation bar with 'Military OneSource' and 'SECO' logos, and a search bar. Below the navigation, there's a user profile section for Becky Garcia, a 'Becky Garcia's ICP' section with a phone number (800-342-9647), and a 'Path: Getting Started as an Early-career Spouse' section with 'Path Goals and Objectives'. A filter bar shows 'All' (47), 'Remaining' (47), 'Skipped' (0), and 'Completed' (5). Below this is a table of activities:

Activity	Lifecycle Stage	Est. time to complete	Status
<input type="checkbox"/> Take the "Myers-Briggs" personality assessment Determine your personality type, which may help with career planning, relationships, ...	Career Exploration	20-30 minutes	Skip
<input type="checkbox"/> Take the "Strong Interest Explorer, Self-Scorable" assessment Career exploration tool guides students and adults toward more satisfying career and ...	Career Exploration	30-45 Minutes	Skip
<input type="checkbox"/> Take the "CareerScope" assessment A comprehensive career assessment tool providing career recommendations aligned with ...	Career Exploration	50 minutes	Skip
<input type="checkbox"/> Take the "Kuder Journey" assessment Plan for the right career based on your specific needs by assessing your interests, suggesting ...	Education, Training and Licensing	30 Minutes	Skip
<input type="checkbox"/> Take the "Self-Directed Search" assessment Make the best career choices by matching your interests and skills with career options that make ...	Career Exploration	20-30 Minutes	Skip
<input type="checkbox"/> Take the "Career Key" assessment Learn more about yourself and your skills; identify college majors and occupations that best ...	Career Exploration	10-15 Minutes	Skip

Functions list

Each activity list contains the following functions:

- ▶ Filter activities by complete, remaining or skipped status
- ▶ Skip activities
- ▶ Complete activities

Activities list

The types of activities you might find on your customized list include the following:

- ▶ Recommended assessments
- ▶ Featured articles
- ▶ Links to MSEP partners who may be hiring in your field

Manage your Individual Career Plan: MyICP Progress Widget

If you have created a MyICP, the MyICP Progress Widget will appear on the side of your pages throughout MySECO.



From the widget, you can perform the following tasks on your active career plan:

- ▶ Display the different paths in your plan
- ▶ Directly access activities from the displayed plan, as well as MyICP Home
- ▶ View the latest completed tasks from your plan

***** *The MyICP Progress Widget will only display your active MyICP. If you have more than one plan in MySECO, you will have to activate the plan if you want it to appear in the widget.*

Summary

Career planning can seem overwhelming, but having a plan in place helps. MyICP is an excellent self-service resource to get started on your own!

Tips on MyICP



You can contact a certified SECO Career Counselor to discuss any of your MyICPs or to answer any of your career and education questions. They can help you customize your plan even more by adding paths based on your specialty consultation!



Establishing a MyICP is a requirement in the process for applying for MyCAA benefits. You are highly encouraged to complete the tasks in your plan to help meet your career and education goals.



Visit the [MyICP page](#) on [MySECO](#) for additional information on building your individual career plan.



Need Help?

We can help you determine a career path that meets your needs.

 Call **800-342-9647** to speak to a certified SECO Career Counselor.