

## **INSTRUCTIONS FOR TAKING VOCATIONAL ASSESSMENTS ONLINE: CAREER**

1. Access <http://online.cpp-db.com>
2. Under Login, enter **anewcareer**. Under Password, enter **2acareer**. Leave the User ID blank. Click on “Log In”.
3. Read the instructions on the next page. Locate the assessment you would like to take first. Please take 2 assessments, **the MBTI<sup>®</sup> STEP I (FORM M)** and the Strong Interest Inventory<sup>®</sup>. There are 2 MBTI assessments listed on the site – click on the first MBTI assessment listed on the site, STEP I. The MBTI takes 15 – 25 minutes to complete. The Strong Interest Inventory (Strong) takes approximately 45 - 55 minutes to complete. You may take the assessments in any order you choose.
4. Click “Begin”
5. Fill out the identifying data. You may leave the personal ID field blank.
6. Click “Continue” until you reach the “Instructions” page.
7. Read the instructions. When you have completed the assessment, click on “Done” to submit your responses.
8. The system will assign you a User ID code. Write this code down if you plan on returning later to complete the assessment or if you plan to make changes to the assessment. Otherwise, you do not need the User ID code.
9. Click on “Take Assessment” to return to the homepage and take the second assessment. Repeat the above instructions. Otherwise, click “Log Out.”

### For Returning Users:

1. Access <http://online.cpp-db.com>.
2. Under Login, enter **anewcareer**. Under Password, enter **2acareer**. Under USER ID, enter the code provided to you the first time you used the website. Click on “Log In” and proceed as you would if you were a First-Time User (above).