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

1. Access the MyICP Wizard
2. Complete Wizard Steps
3. Manage MyICP

For more information, visit MySECO at https://myseco.militaryonesource.mil/ or call 800-342-9647.
The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit MySECO at https://myseco.militaryonesource.mil/ or call 800-342-9647.
Complete the MyICP Wizard

Welcome  Spouse Type(s)  Occupation  Challenges & Growth Opportunities  Review

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.

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

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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.

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.

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.

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Manage your Individual Career Plan: Understanding Paths

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.

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"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.

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.

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