



# CareerMATCH

## User Guide

**Step 1.** Go to [WWW.MYPROFILE.COM.AU](http://WWW.MYPROFILE.COM.AU)

**Step 2.** Select **MYCAREERMATCH** from the Behavioural Centre

**Step 3.** Click on START PROFILE located on the left side menu

**Step 4.** Choose START QUESTIONNAIRE

**Step 5.** Enter your DETAILS

**Step 6.** Click on PROCEED TO QUESTIONNAIRE

**Step 7.** Answer the Questionnaire by selecting which of ONE of each group of 4 statements is MOST like you and which ONE is LEAST or NOT like you. In other words in each group you can only select ONE MOST and ONE LEAST. After completing each section, click on NEXT SECTION to proceed.



**PLEASE NOTE:** when moving from one section to the next use the NEXT SECTION button, DO NOT use the your browsers forward or back button. Once you've completed a section you CANNOT go back.

The questionnaire must be completed in one session and take NO LONGER than 15 minutes to complete.

**Step 8.** When you've completed the questionnaire you will be asked to enter your COUPON CODE or CLIENT CODE.

Copy and paste the code you have been provided with into the appropriate box.



1. If you are using a COUPON, enter the code and click COMPLETE WITH COUPON.
2. If you are using a CLIENT NUMBER, enter the code including colon (:) and click COMPLETE VIA CLIENT.

**Step 9.** You will be notified on screen of a successful completion. Write down your PROFILE REPORT details in case it goes missing and you need a replacement.

You will receive your personal profile report by email within 5 - 10 minutes depending on the speed of your ISP.

If you do not receive contact us at [info@myprofile.com.au](mailto:info@myprofile.com.au)