



*"Find Your Future... Today"*

# Career Services Center

Division of Student Affairs

Western Kentucky University Career Services Center  
270.745.3095, [career.services@wku.edu](mailto:career.services@wku.edu), <http://www.wku.edu/career/>,  
<http://www.wku.edu/career/discover.htm>

## Student Guide to the DISCOVER Career Planning Program

### What is DISCOVER?

- DISCOVER is an online, web-based program that offers guidance and information to Western Kentucky University students in making important career and educational decisions. The program is available free to all admitted WKU students with a WKU ID, and can be accessed through any Internet connection.

### What DISCOVER Offers...

- A system to assist with academic major decision-making, career exploration, and career planning
- Access to inventory results that suggest career areas that may be of interest
- A means to explore the Occupations, Majors, and Schools that correspond to inventory results
- Information to assist in preparing resumes and job search credentials
- Tips and information to help users learn about conducting a job search and researching job openings

### DISCOVER Program Use Considerations...

- To complete ALL components of the DISCOVER Program takes time. Fortunately, students may complete one component, inventory or section at a time, may return to the program as often as desired, and may repeat any component/section they wish to, as often as they wish.
- Work on the program a little at a time, saving all information frequently.
- Once each inventory is completed, DISCOVER lists results and category favorites in a personal Career Portfolio.
- You may wish to use the "Resume Builder" portion of DISCOVER to learn about creating a resume. Then create a "rough draft" resume using Word or another word processing program and make an appointment to have a Career Services Center counselor go over your resume and provide feedback.
- **Make and appointment and meet with a counselor in the Center** for help in interpreting DISCOVER Program results, for using the results to conduct further occupational exploration, and for help with resume preparation, interviewing assistance, and job seeking – 270.745.3095.

## Accessing DISCOVER...

You need a Career Services Center (CSC) **TopJobs** account

- **If you're registered with CSC and have a TopJobs account, skip this section.**
- If you haven't registered with CSC, go to <http://www.wku.edu/topjobs/>.
- Click on the "Register with **TopJobs**" tab at the top of the page.
- Complete the registration form.
  - Complete all required fields (red asterisk beside required fields).
  - You must provide an active email address to register with the CSC **TopJobs** system.
- Click on "submit" at bottom of registration form.
- The system will send you a confirmation email which contains your username (WKU ID) and CSC **TopJobs** password.

NOTE: Use your WKU ID and CSC **TopJobs** password to access WKU Career Services Center **TopJobs** job listings and other online services, as well as to obtain access to the DISCOVER Program (see next section).

## Using the DISCOVER Program the First Time...

You must have a DISCOVER User ID which is separate from your CSC **TopJobs** account.

- If you have a CSC **TopJobs** account, continue to the next step. Otherwise, go to the section above and register with the Career Services Center through the **TopJobs** system.
- Login to **TopJobs** at <http://www.wku.edu/topjobs/>.
- Enter your WKU ID and the CSC **TopJobs** password (sent to you in an email after you completed the **TopJobs** registration process).
- Click on the DISCOVER logo or link in the "announcements" section of the page (left side of **TopJobs** "home" page).
- If prompted by a "Security Warning", click "YES."
- Click on the "Sign up for DISCOVER" button at the top of the page.
- Your DISCOVER User ID will be emailed to the email address you supply during the "Register for DISCOVER" step.
- Login to DISCOVER and follow the directions on the first page carefully - (<http://actapps.act.org/eDISCOVER/>).
- In the first field, enter the DISCOVER Program User ID emailed to you.
- Leave the Password field blank on the first page. Hit "Submit." You will be directed to a second page where you will choose a DISCOVER password.
- You are then asked on subsequent pages to enter additional information into the DISCOVER Program

## How to Navigate DISCOVER...

- Once in DISCOVER, you may explore various program components by clicking on "Get Started" and choosing a "path", or by using the navigation tabs/tool bar across the top of the page.
- If you choose to follow one of the suggested paths, you may navigate through the program by following the suggested steps in the purple instruction box on the left side of the screen. By clicking on the underlined tabs, the program will guide you through each step.

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