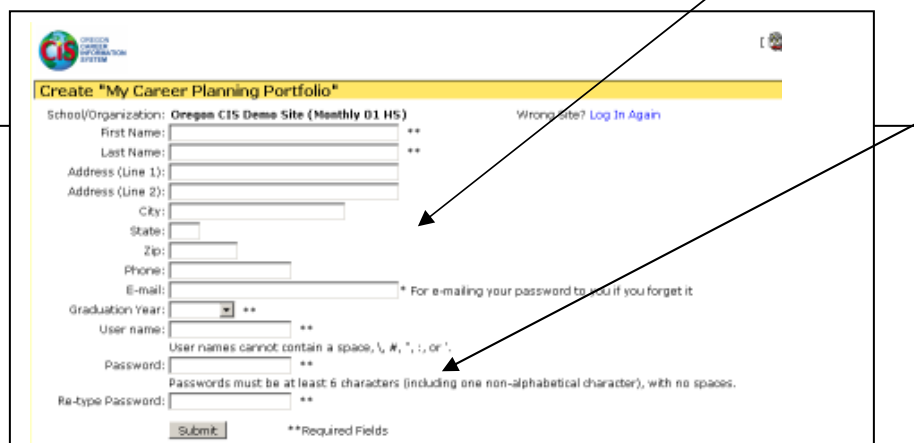
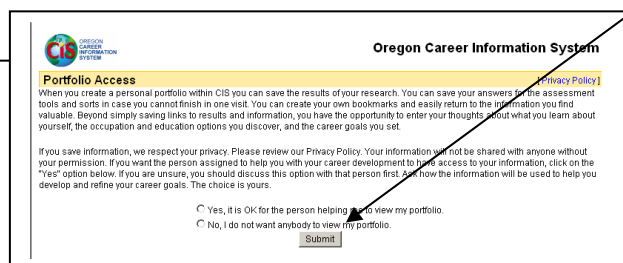


What can My Career Planning Portfolio do for you?

My Career Planning Portfolio can help you personalize your career research, exploration, and planning. In My Career Planning Portfolio, you can: save information files; store your results on career assessments and exploration tools; write notes about the items you are saving; store your education and work history so you can create a resumes; and document your exploration and learning for school and counseling requirements. Your portfolio is your online career folder that stores your very own career plans and documents.

Create My Portfolio Windows

Create and Log In to Your Portfolio

1. Click on the My Career Planning Portfolio link in the top right.
 2. The New Users side of the page contains links to help you create your portfolio. Watch the Tutorial on how to create your portfolio. Then click Create "My Career Planning Portfolio" to make your portfolio.
 3. Complete as many of the fields as possible. This information will also be used for your resume. You must complete the required fields, marked with red asterisks.
 4. Determine a user name and password. If you receive an error message, either make the change indicated in the message or review the tutorial for additional help. *You may be instructed to set up your user name and password a certain way by your instructor.*
 5. Depending upon where you create your portfolio a Portfolio Access page may display. Check the appropriate button. *You may be instructed to provide access by your instructor or counselor by checking Yes.*
 6. Click the Submit button.
 7. Click the Start link to access the CIS homepage.
 8. You can now access all the tools in your new portfolio. Click on My Career Planning Portfolio in the upper right of any screen to see the menu.
- Important:** From now on you will use your personal user name and password to log into CIS.

Explore Your Portfolio

Your Portfolio menu will look different depending on where you created it. However, all portfolios contain these tools.

My Favorites

This tool organizes the files and assessment results that you have saved. Once you save something, the folder representing the type of information you saved appears on the left menu. Click on the folder title on the left so that the individual files—and your notes—display in the middle of the page. Then click on the title of the folder you saved or **Restore Answers** for assessments to go to that file or your results. You can easily edit and delete your notes and the folder.

My Education and Work History

Enter your education and work history information in this tool. The expandable menu will display entry fields. This area provides contents for **My Reports** items. Create and save resumes, create an activities chart or export information to an OSAC Activity Chart. (see Activities Chart QuickStart)

My Personal Information

Manage your personal information and transfer your portfolio to other CIS sites using this component.

My Messages

My Messages tool may not appear in your portfolio menu. Messages from the people helping will only appear after a specialist, teacher, counselor, or advisor sends you a message.

Note: Talk with your counselor, specialist, or teacher if you would like more information about the other menu items in your CIS Portfolio.

Important: Click on Report or Print to print your notes and information you have saved in your portfolio. Click My Career Planning Portfolio to return to the portfolio menu. Click Home to return to the homepage.

Portfolio Windows

The diagram illustrates three different portfolio window layouts:

- Agency & College Menu:** Lists items such as My Career Planning, My Assessments and Sorts, My Favorites, My Files and Links, My Education and Work, My Reports, My Messages, and My Personal Information.
- High School Menu:** Lists items such as My Career Planning Portfolio, My Plan, My Profile, My Career-Related Learning, My Assessments and Sorts, My Files and Links, My Reports, My Peterson's Practice Tests, and My Personal Information.
- CIS Jr Menu:** Lists items such as My Career Planning Portfolio, My Plan, My Assessments, My Favorites, My Files and Links, My Course Planner, My Education and Work History, My Messages, and My Personal Information.

The screenshot shows two parts of the application interface:

- Education and Work History -- Sample Window:** A sidebar menu on the left includes Education and Training, Paid and Unpaid Work, Achievements, Activities, and Skills, Contact Information and References, and Create Resume. The main content area is titled 'Format and Create Resume' and includes options for 'Select Previously Saved Options for Resume' and 'Select a Resume Style' (Recent Grad, Accomplishment, Chronological, Functional-Skills).
- My Personal Information -- Sample Screen:** A form for entering personal details. Fields include School/Organization (Oregon CIS Demo Site), First Name (Sample), Middle Name, Last Name (Screen), Address (Line 1: 555 Circle the Wagons), City (Mintown), State (OR), Zip (55555), Phone (541-333-3030), E-mail (SWindow@anyplace.yahoo), and Graduation Year (2011). A privacy checkbox is also present.