Help Is Here:  
A Comprehensive Guide for Oregon CIS Products

Trying to keep track of the components and features of all CIS products can be a daunting task. CIS for Internet might not work the same way as CIS for Windows or Macintosh. Throw in keeping track of annual enhancements to CIS components and your head can really end up spinning.

The Reference Guide for Oregon Career Information System Products is intended to erase any confusion. It offers you a one-stop source for locating information on whatever you need to know about CIS. It includes help getting started, comparisons of features for the different delivery platforms, detailed information about each component in the systems, and links to related staff and student or client resources.

**Getting Started**
Need step-by-step instructions to share with your staff, students, or clients? Want a review of a delivery system? For a quick tour of the Internet, Windows, or Macintosh delivery system you are using, try out the Getting Started chapters of the reference guide. In addition to an explanation of the general features, you will find Quick Reference Guides that can be downloaded and printed for use in a class presentation or to beat your computer. To help sites get registered for CIS Online, there is even a section that goes over the procedures for registering and using CIS Online.

**Feature Comparisons**
Feature comparison tables are used throughout the publication. They appear for every component of the CIS delivery systems, identifying how the component is structured on the Internet, Windows, Macintosh, and CIS Jr versions. These tables will help you learn at a glance what a component includes and will provide you a way to decide which platform best meets your needs.

**Component Information**
Take a peek at the CIS Delivery Systems section and its chapters on the CIS information files and exploration tools. You can learn what is included in a component, discover how to access and use special features of that component, and learn where CIS gets its information. Sample screens that help you visualize all three platforms can help you transfer your knowledge from one delivery system to the other.

**Resource Links**
Each chapter in the CIS Delivery Systems section also includes a list of other materials related to that component. So if your are looking for handouts to help students and clients in their use of CIS, you will want to see what is included under Online Support Materials. The materials are organized into resource type, including Counselor's Manuals, Indexes, Instructional Notes, Walk Throughs, and Worksheets & Handouts.

This handy reference manual is always at your fingertips - in Oregon CIS Online. We have converted all of the reference guide into PDF format for convenient printing. You might want to bookmark the reference guide web page or make a copy of the sections that relate to the components you use. You will be on top of all the details. If you have attended a CIS Fall Workshop, you will have a copy that you can share with staff.

To access the CIS Reference Guide, your site must be registered for CIS Online.

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**OUR FALL KEYWORDS**
**KEEPS YOU INFORMED**

This newsletter is coming a little later this fall than usual. We are hoping that by delaying it by one month, you will have had the chance to attend a fall workshop and receive your fall shipment. The newsletter follows those events with additional information and updates.

If you would like to have a copy of the What’s New 2002? handout from fall workshops, you can download one at our website, [http://oregoncis.uoregon.edu/news.html](http://oregoncis.uoregon.edu/news.html)

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The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.
In the United States, approximately 1.5 million women are physically assaulted and/or raped by an intimate partner every year. It is estimated that one in four women living in the U.S. will be victims of intimate violence during their lifetimes. During the past 30 years, researchers from around the world have identified many psychological, sociological, and political conditions associated with intimate partner violence, as well as the physical and mental health impact of violence on women and children. Although this literature base has grown tremendously, little attention has been given to the long-term impact of domestic violence on women’s career development or the role of career counseling and intervention in helping women survive domestic abuse. Estimates show that 75% of employed battered women are harassed in their work settings by their abusers, and 54% of these women lose their jobs as a result. In addition, 40% of battered women reported that domestic abuse caused them to be late for work more than three times a month, 34% reported missing whole days from work, 23% reported difficulties advancing in their careers, and 20% reported difficulties keeping their jobs. As a result, domestic violence costs U.S. employers approximately $100 million a year in lost wages, sick leave, absenteeism, and non-productivity. The cost to women is especially devastating. Violence research shows that domestic violence has a direct impact in keeping welfare recipients from holding jobs and becoming self-sufficient. Domestic violence deprives women of important career and educational opportunities, and undermines their attempts to attain economic independence. Battered women’s career experiences can no longer be ignored.

The RCO program is a 5-session career intervention program, conducted in a group format that is based on the tenets of Social Cognitive Career Theory (SCCT). SCCT highlights the interactive roles of person, environmental, and behavioral variables that contribute to the formation of career and academic interests and the translation of these interests into goals, actions, and attainments. SCCT is a useful framework for examining how living in an abusive context impacts women’s confidence in their career abilities, formation of career interests, and pursuit of these interests. This program utilizes all five critical components identified by Brown and Krane in the Handbook of Counseling Psychology (3rd edition) as producing the greatest gains in career outcomes: 1) written exercises, 2) individualized interpretation and feedback, 3) information about work, 4) attention to building support, and 5) exposure to role models. The sixth component of the RCO program is critical consciousness.

RCO program activities include:
1. Oregon Career Information System's SKILLS Assessment and feedback
2. Journal assignments
3. Holland’s Self Directed Search
4. Relaxation exercises
5. Exploration using Oregon Career Information System’s career information
6. Community resource information
7. Informational interviews
8. Exposure to group & community role models
9. Goals worksheets

Learn more about the RCO Program
To learn more about the RCO program, how to collaborate with your local community college, domestic violence and other social service agencies, or the results of this study examining the effects of the RCO program, please e-mail Krista M. Gragg, M.S., at kmg@darkwing.uoregon.edu or write to the Restoring Career Opportunities program, c/o Counseling Psychology, 5251 University of Oregon, Eugene, OR 97403-5251. The Restoring Career Opportunities program curriculum manuals and workbooks will soon be available for purchase.
Welcome to CIS

As we enter the new license year, CIS would like to welcome aboard our newest sites: Alder Creek MS, Imbler HS, Pine Eagle HS, Dayville School, Banks Junior High, Estacada MS, Central HS, Lake Oswego HS, Hood River Valley HS, Confederated Tribes of Umatilla, Confederated Tribes of Grand Ronde, Armadillo Technical Academy, Linn County Juvenile Detention, Annex Elementary, the Eugene branch of the US Dept. of Veterans Affairs, and Timber Lake Job Corps.

New CIS library customers are Lake Oswego Public Library and Washington County Cooperative Library Services, serving library patrons at: Banks Public Library, Cornelius Public Library, Forest Grove City Library, Garden Home Community Library, Hillsboro Public Library, Sherwood Public Library, Tigard Public Library, and West Slope Public Library.

Woodburn SD, North Marion SD, St. Paul SD, and Centennial SD are the most recent districts to go “Full Use” by delivering CIS to all of their schools, elementary through high school. Marion County schools new to CIS this year are: St. Paul HS, St. Paul Elementary, French Prairie MS, Valor MS, Heritage Elementary, Lincoln Elementary, Nellie Muir Elementary, Washington Elementary, North Marion HS, North Marion MS, North Marion Elementary, North Marion Primary School, Mt. Angel MS, and St. Mary’s Public School.

From the Order Corner

TIME OUT REMINDER

When re-ordering CIS for Fall 2002, please remember that the license for your current version of CIS for Windows, Job WORKS, and SKILLS expires on September 30, 2002. The CIS programs will stop operating on October 31, 2002. This means that you will not be able to use CIS after that date. On September 15, 2002, the program began displaying reminders to CIS sites to re-order their new software.

Your license for CIS for Internet also expired on September 30, 2002. CIS for Internet and the rest of the CIS Online offerings will stop operating on October 31, 2002. If you haven’t re-registered, please see REGISTERING FOR ONLINE SERVICES in this newsletter for additional information on how to re-register for online services.

Once your order is received for the new Fall 2002 CIS packages, we will prepare your shipment. You can also request access to a protected area on our web site to download the new version the software if you want immediate help.

We don’t want you to be inconvenienced by not having the newest CIS loaded and ready to go when our current software expires. So if you haven’t ordered yet, send it in right away, either by fax or phone. The process is easy — just have a purchase order number ready.

If you have any concerns or special needs, please contact Oregon CIS at 800.495.1266, or via e-mail at chawkins@orcis.uoregon.edu.

REGISTERING FOR ONLINE SERVICES

Our new version of CIS for Internet became available to CIS sites on September 1, 2002. Completely reprogrammed with many additions, we believe it will quickly become your favorite. The Fall 2002 release can be accessed through Oregon CIS Online.

New and existing sites will need to register for CIS Online when you receive your Fall 2002 products. We require sites to re-register every year to ensure that passwords are changed and technical contact information is updated. This year you will also be able to select some optional components - an online portfolio and two online career assessment instruments. IP Address (automatic) authentication can also be set up at this time, so if you would like to use the online version as your site’s primary delivery system, you may want to consider this option.

Instructions for the new CIS Online registration procedure will be included with your shipment. Additional information can be found at http://oregoncis.uoregon.edu/register.

CIS Online is the umbrella that includes CIS for Internet, Discovery & Passage (high school curriculum), and the Career-Related Learning Experiences (CRLE) Plan Writer. In addition to our online product offerings, registration will give you access to our private mailing lists, protected download areas for software installation and updates, training materials, and additional support documents.

Keywords

OCCUPATIONS

The following error appears in the standard and junior versions of CIS this year. Online versions of CIS are correct. We apologize for any confusion. The first sentence in the Wage topic for Business Executives should read as follows:

“The median wage for Business Executives in Oregon is $11,145 per month. The annual median wage is $133,745 per year.”

MAC OS8 INSTALLATION

If you are trying to install CIS on a Macintosh running Mac OS 8.6 and you receive an “Error Type 3”, or experience locking, please contact us at 800.495.1266 for a new installer. The new installer is also available to CIS Site Coordinators who have registered for CIS Online for Fall 2002. Log on using the Site Coordinator password and click “Software Download” under “Site Resources”. This file is for Mac OS 8.6 *only*.

Additionally, sites running CIS on Mac OS 8.6 through 9.x need to download and install the latest version of CarbonLib from the Apple website before installing CIS. The Apple download page is at http://www.info.apple.com/support/downloads.html

Click on This

Using CIS: ordering, shipments, training, technical tips, system enhancements, and CIS information

At CIS, we’re here to assist you, our customers. If you are wondering about an order – if your order was received by us, when it will arrive, where it was sent – call. If you are in need of technical support, call. We provide technical support at no charge.
The CIS fall workshops began at Lane Community College on September 10th, and have been held at numerous locations around the state, continuing through October 24th. This annual staff development opportunity is a free service offered to CIS sites. 438 people signed up to attend one of the 30 scheduled workshops, 125 from adult serving agencies and 313 from schools or colleges.

This year’s regional gatherings showcased CIS Online. Participants learned how to register for CIS Online services for use with students, clients, and other staff. They gained hands-on experience with the redesigned CIS for Internet and online support materials. They reviewed the three online assessment tools, the O*NET Interest Profiler, IDEAS™ Assessment, and SKILLS Assessment. Each workshop participant received a copy of the new Reference Guide for Oregon Career Information System Products.

As an added benefit, participants were also given a presentation on the new Armed Services Vocational Aptitude Battery (ASVAB). Presented by Janice Carson, the ASVAB Test Specialist for Oregon and Southwest Washington, participants were shown the latest changes in ASVAB 23/24.

Feedback has been extremely positive about CIS Online and the new CIS for Internet. Here are a few of the responses:

- “I attend this workshop every fall and am excited and impressed with the new improvements each year. Thank you for such a wonderful program for our students!”
- “The update of the program is unbelievable! You guys are awesome.”
- “I love this new Internet format...I feel it is a lot easier to utilize!”
- “For the first time I will begin using the online version as I really see the benefits.”
- “Keep up the great work. Being a ‘rookie’ at career education, it is unbelievable the amount of info at a student’s fingertips.”

**Fall Workshops Are Making a Difference**

**Up Next: Fall and Winter Updates**

Those who have attended fall workshops will know that CIS for Internet will be “enhanced” throughout the year. We anticipate the following schedule:

**November**

- Ability to save Occupation Sort, School Sort, and Financial Aid Sort results in the career planning portfolio.
- Ability to save the results of the O*NET Interest Profiler and IDEAS™ (if licensed) in the portfolio.
- Why Not! and Only features added to Occupation Sort.

**February**

- O*NET Work Importance Locator added as a work values assessment tool.

This newsletter and our mail lists will keep you informed about these and other changes during the year. If you have not registered for our mail lists, you can do so in the CIS Online, using the faculty and staff password.