Walk Through …

Occupations

First, open Occupations.

1. Enter your name and click OK at the CIS opening screen.
   The main Menu window will appear.

2. From the Occupations & Employment paddle, click Occupations.
   The Find Occupations screen will appear.

3. With the All Occupations tab selected and the occupations ordered by Title (see note at left), click the first letter of the job title you want to find. Scroll through the alphabetical list of job titles to find the title. Highlight the title, then click Go to.
   The occupation description will appear.

Find the different items in an Occupations information screen.

4. Find the list of Topics in the upper-left corner of the information screen. Scroll down to see the complete list of topics.

5. Click several topics in the list.
   Each time a topic is selected, information pertaining to that topic appears on the right side of the screen.

6. Find the list of Other Related Information in the lower-left corner of the information screen. Scroll down to see the complete list of related information topics.

7. Click several topics in the Other Related Information list.
   Each time a related topic is selected, a list of one or more information file titles pertaining to that occupation appears on the right side of the screen.

Find information about education and training for the occupation.

8. Click the Related Educational Programs button (if available).
   A list of one or more programs of study pertaining to that occupation will appear on the right side of the screen.

9. Click one of the program of study titles to highlight it, then click Go to.
   The information for that program of study will appear.

Note:

You can arrange an index by Title (alphabetically) or by Cluster (groups of similar occupations). Select the arrangement you would like by clicking Title or Cluster in the area above the list of occupations.

Remember there are four tabs in the Find Occupations screen: FAQ (Frequently Asked Questions), All Occupations, Search, and Previously Viewed Occupations. Any of the last three can be used to find a CIS Occupation.

Note:

Programs of Study & Training provide the link from occupations to schools. Often, the educational path for preparing for a career can be varied. School options will change depending upon the program you choose.
Use Back to return to the Occupations information screen.

10. Click the **Back** button in the lower-right corner of the screen to return to the Occupations information screen.

**See a video about this occupation.**

11. Click the **Video** button.

   *A message appears informing you of the appropriate Career Videos CD to insert into your CD-ROM drive.*

12. Insert the corresponding CD into the drive and click **OK**.

   *A video window will open over the occupation description.*

13. Click the **Play** button (the arrow) to start the video.

14. Click the **Close** button in the video window to close it and return to the occupation description.

**Go to the Internet for more information about this occupation.**

15. In the Topics list, click **Resources**.

   *A list of resources for more information about this occupation will appear.*

16. Double-click any of the blue hyperlinks to go to that site on the Internet.

   *Your computer’s web browser will open to the web address.*

17. View the website, then click the **Close** button in the browser window to close it and return to CIS.

**See other information related to this occupation.**

18. In the Other Related Information list, click the topic of your choice.

   *A list of titles related to the occupation will appear on the right side of the screen.*

19. Click one of the titles, then click **Go to**.

   *A new screen with the related information will appear.*