**Instructions for Career Planning activities using AKCIS**

**Developing Career Readiness Skills**

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| **“My Portfolio”** |
| ***Create an individual student AKCIS portfolio- STAFF*** | * Go to the AKCIS Portfolio Administration Site and log in with your staff username and password.
* Under **Data Maintenance**, select “**Portfolios**”.
* Select “**Add New User**”.
* Fill in required fields, including username and password for the new portfolio.
* Select “**Add**”.
* Students will need to access “**My Personal Information**” the first time they get into their AKCIS portfolio and select “**Yes, it is ok for the school counselor to view my comments”** to make their portfoliocontents viewable by staff.
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| ***Creating multiple student accounts- STAFF*** | * Go to the AKCIS Portfolio Administration Site and log in with your staff username and password.
* Under **Data Maintenance**, select “**Upload Portfolios**”.
* Download the blank Excel template.
* Complete the template according to directions to include the new student portfolios you wish to create.
* Save the spreadsheet to your computer.
* Under **Upload Portfolios**, browse and select the new portfolio spreadsheet you wish to upload.
* Select “Trial Run”, and then select “Upload Portfolios”.
* Correct any errors using the **Portfolio Upload Status Codes.**
* Upload final portfolio spreadsheet to create multiple AKCIS student accounts.
* Students will need to access “**My Personal Information**” the first time they get into their AKCIS portfolio and select “**Yes, it is ok for the school counselor to view my comments”** to make their portfoliocontents viewable by staff.
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| ***Create an AKCIS portfolio*** | * Go to <https://akcis.org> .
* Log in with your AKCIS site information.
* Select **Get Started, and click “View”.**
* **Click on Create a Portfolio.**
* **Click on “My Portfolio”, and then select Create “My Portfolio”.**
* Create an AKCIS portfolio for yourself with your own username and password.
* Complete the AKCIS profile for yourself.  Make sure you allow the "school counselor" to see your portfolio, so we can assist and assess what you have completed. Your teacher or counselor will be able to see your username if you forget your password, and you can reset your password to use your portfolio again.
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| ***Transferring an existing AKCIS portfolio to a new AKCIS site*** | * Log into AKCIS using your personal username and password and **Sign In***.*
* In the upper right hand corner, go to your name, and select **Account Settings** from the menu
* Select **Change Schools/Organizations**
* Enter the new AKCIS site’s **username** and **password**
* Click **Change**
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| ***Thinking about Myself*** | * Log into AKCIS using your personal username and password and **Sign In***.*
* Hover on **My Portfolio**, and select **Career Plan**
* Select **Getting Started**, then select **Know Myself**
* Select **Thinking about Myself*.***
* Open and print the**Thinking about Myself** WORD worksheet.
* Complete the**Thinking about Myself** worksheetincluding theThoughts and Reflections.
* Go back to **Getting Started**-**Know Myself**, and fill in the field for “**What do you know about yourself - your characteristics, interests and preferences?** “ with your reflections, and then click on **Insert Today’s Date**.
* **SAVE** your information.
* Save a copy of your worksheet in **Stored Files and Links.**
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| ***Save files and links to “Stored Files and Links”*** | * Log into AKCIS using your personal username and password and **Sign In***.*
* On your home page, hover on **My Portfolio.**
* Under **How do I prepare for working?** click on ***Stored Files and Links.***
* To save files, Click on **[+Add File]**.
* Browse computer for the file you want to save
* Click on **Upload File** to add.
* Click **Done** when you are finished.
* To add links, select **[+Add link]**.
* Fill in a name for the link, then copy the web address for the link.
* Then click on **Save Information.**

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| ***Data, People, Things Checklist*** | * Log into AKCIS using your personal username and password and **Sign In***.*
* Hover on **My Portfolio**, and select **My Career Plan**
* Select **Getting Started**, then select **Know Myself**
* Select ***Data, People, Things Checklist.***
* Open and print the***Data, People, Things Checklist*** WORD worksheet.
* Complete the***Data, People, Things Checklist*** worksheetincluding theThoughts and Reflections.
* Go back to **Getting Started**-**Know Myself**, and fill in the field for “**What did you learn about yourself from the career assessments you used** “with your reflections, and then click on **Insert Today’s Date**.
* **SAVE** your information.
* Save a copy of your worksheet in **Stored Files and Links.**
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| ***Reality Check*** | * Log onto AKCIS
* Hover on **My Portfolio**, and select **Career Plan**
* Click on *Getting Started*
* Click on **Know Myself**.
* Click on***Reality Check***worksheet
* Download the ***Reality Check***worksheet in Word to your computer.
* Follow directions on worksheet to take a ***Reality Check*** assessment on AKCIS homepage.
* ***BE SURE TO SAVE YOUR INFORMATION***
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| ***Prepare for the Career Cluster Inventory*** | * Log onto AKCIS
* At the bottom of the homepage, under **AKCIS Resources**, select **Tools for Users**
* Click on **Assessments and Sorts**
* Click on **Career Cluster Inventory**
* Open the **Career Cluster Inventory Pre-Activity**
* Score the activities as **Like Very Much**, **Like, Dislike**, or **Not Sure**
* Save a copy of your work for the **Career Cluster Inventory** assessment
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| ***Career Cluster Inventory*** | * Log onto AKCIS
* Hover over Assessments, and select **Career Cluster Inventory**
* Using the worksheet you completed, enter the information into the **Career Cluster Inventory**
* When you are finished, click on the **Get Results** button
* Review the results of your answers to see which career clusters you are most interested in.
* **SAVE** your results
* Return to **My Portfolio**, and select **Career Plan**
* Select **Getting Started**, and then select **Know Myself**
* Under “**What career clusters interest you now?”** select the career cluster(s)that contain the occupations that interest you now.
* Save your information
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| ***SKILLS*** | * Log onto AKCIS
* Hover over Assessments, and select **Skills Inventory**
* Click on *Print SKILLS Worksheet and Print SKILLS Cards.* Follow directions to identify your most satisfying skills. Keep your cards in order to assist with rest of assignment. You may save copies of both of these documents for future use.
* Follow instructions on *My Skills* worksheet for taking the *SKILLS* assessment on the AKCIS homepage. Complete the *SKILLS* assessment and review the occupations lists under Summary, Holland Codes, Occupational Clusters and Top 30 occupations.
* BE SURE TO **SAVE** YOUR RESULTS
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| ***Work Importance Locator*** | * Log onto AKCIS
* Hover over Assessments, and select **Work Importance Locator**
* Use the Work Importance Locator cards and worksheet to complete the *Work Importance Locator* assessment to generate a list of occupations based on the work values that are important to you.
* Be sure to save your answers to your portfolio
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| ***Create a Combined Assessments Report*** | * Log onto AKCIS
* Hover over Assessments, and select **Combined Assessments Report**
* Check the boxes of the assessments you want to use in this report
* Click on **View Report**
* Write down the 5 listed occupations that interest you most right now.
* Return to **My Portfolio**, and select **Career Plan**
* Select **Getting Started**, and then select **Know Myself**
* Under “**What occupations interest you now?”** complete the box with the 5 occupations you have selected, click on **Insert Today’s Date,** and then on **Save Information**
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| ***Comparing Occupations Research*** | * Log onto AKCIS
* Hover over **My Portfolio** and select **Career Plan**
* Click on **Looking Deeper**, and select **Research Options**
* Download and print the **Occupation and Preparation Research** worksheet
* Select 2 of the occupations on your interest list
* Return to the AKCIS homepage, hover over **Occupations**, and select **Compare Occupations**
* Use the alphabetical list to find your first occupation and click on it
* Use the alphabetical list to find your second occupation and click on it
* Then, on the lower left side, click on “**Compare**”
* Use the comparison information in each topic area to complete your research sheet
* When you have completed the information for your 2 occupations of interest, return to **My Portfolio**, **Career Plan**, **Looking Deeper**, and select “Research Options”
* In the boxes “**What occupations interest you now?”**, and “**What are the preparation requirements for the occupations that interest you?”** select **Insert Today’s Date**, then write down your thoughts and comments
* Then “**Save Information**”.
* Save the worksheet in “**Stored Files and Links**”
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| ***Preparing to create a resume*** | * First, use the **Education and Work History worksheet** to complete the information you need to enter to build a resume
* Log into AKCIS
* Click on ***My Portfolio.***
* Under **How do I prepare for working?** select **Resume Creator.**
* Click on ***Education and Training*** in the green box.
* Add each of the Education and Trainingsections from your worksheet.
* **SAVE** your information as you enter each one.
* Click on ***Paid and Unpaid Work*** in the green box.
* Add each of the Paid and Unpaid Work sections from your worksheet.
* Use the same process to complete the ***Achievements, Activities and Skills***, and the ***Contact Information and References*** sections
* **SAVE** your information as you enter each one.
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| ***Create a resume*** | * Log into AKCIS using your personal username and password and **Sign In***.*
* Click on ***My Portfolio.***
* Under **How do I prepare for working?,** select **Resume Creator.**
* Click on ***Create Resume***, and then click ***Format & Create Resume.***
* Look at the examples and select the style of your choice.
* Select ***List References.***
* Select output format as “RTF (MS Word, OpenOffice) - that way, you can review the finished resume, Spell Check it, and change any page breaks to make it look professional.
* Review the created resume for grammar and formatting, and print it.
* ***Save*** your new resume to your computerand then**[+add]**as a new fileto ***My Resumes*** in the ***My Resumes*** section of **Stored Files and Links.**
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| **Create a Cover Letter** | * Log into AKCIS
* Hover over **Employment**, and select **Job Search**
* Click on **Applications and Resumes**
* Click on ***Cover Letters***
* Using the instructions and the example, create a cover letter for a job that interests you
* **Save** the cover letter and then save it in “***Stored Files and Links***” in **My Portfolio**
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| **Job Search Action Plan** | * Log into AKCIS
* Hover over **Employment**, and select **Job Search**
* Click on ***Job Search***
* Select  ***Start Your Search***
* Click on ***Make a Plan***
* Click on the ***Action Plan*** worksheet
* Using the example, complete an Action Plan for an occupation that interests you.
* **Save** the action plan and then save it in “***My Files and Links***” in **My Portfolio**
 |
| **Prepare for Interviews** | * Log into AKCIS
* Hover over **Employment**, and select **Job Search**
* Click on **Job Interviews**
* Watch the beginning video on **Job Interviews**
* In the gray box, under **Job Interviews**, click on ***Prepare***
* Download the **Prepare** video handout, and save it to your portfolio
* Review the videos if possible
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| **Practice for Interviews** | * Log into AKCIS
* Hover over **Employment**, and select **Job Search**
* Click on **Job Interviews**
* In the gray box, under **Job Interviews**, click on ***Practice***
* Click on **Mock Interview**, then download the **Mock Interview Activity** worksheet
* Complete the worksheet with answers you would use if you were asked these questions during an interview
* **Save** the worksheet in “***Stored Files and Links***” in **My Portfolio**
* Review the videos if possible
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| **The Interview** | * Log into AKCIS
* Hover over **Employment**, and select **Job Search**
* Click on **Job Interviews**
* In the gray box, under **Job Interviews**, click on ***The Interview***
* Download the “**The Interview”** video handout
* Review the handout
* Review the videos if possible
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