



# My CIS Portfolio



## **What does My CIS Portfolio do?**

Your online CIS Portfolio lets you save links to information files that you want to refer to later; stores your thoughts, notes, and resume data; keep track of courses you have taken and plan for classes you would like to take; and records your assessment and sorting results.

Create your CIS Portfolio any time after you log into eCIS. Once you set up your CIS Portfolio, use your personal login to sign in to eCIS.

## **Create Your CIS Portfolio**

Go to the eCIS login page at [www.idahocis.org](http://www.idahocis.org)

Enter your school or agency CIS user name and password, and click

Find and click on the



link (under the yellow bar, near the top right of the screen).

On the right side of the screen, under "New Users", click on the [Create "My CIS Portfolio"](#)  link.

At the "Create 'My CIS Portfolio'" screen, enter information for *at least* the required fields (marked with two red asterisks: \*\*).

You may want information in all of these fields to create a resume; fill them in now if you like.

If you have an E-mail address, enter it here. Later, if you forget your user name or password, they can be E-mailed to you.

*Information you provide in your Portfolio is private and will not be sold or distributed.  
See the Privacy Statement, linked from the eCIS front page, for details.*

Follow these rules when determining your user name and password:

- Passwords must be 6-20 characters with at least one non-alpha character (such as a number or punctuation mark).
- There should be no spaces in either the user name or password.
- Both passwords and user names are case-sensitive.


When you have entered all of the information you want on the "Create 'My CIS Portfolio'" page, click

- If the user name you selected is already being used, you will be asked to enter a different one.

Read the Portfolio Access statement and select either *Yes* or *No*. (Your teacher, counselor, or career consultant may ask you to choose "Yes" so they can find your user name or password if you forget it.)

After you select an access preference, click , and you will be back at the eCIS front page.

*From now on, you can log in to eCIS with your new Portfolio user name and password.*

Click on the  [Log out](#) link in the upper right corner of the eCIS front page, then log back in with your new My CIS Portfolio user name and password.

Notice the "Welcome (name)" message under the yellow bar near the top right of the screen.

Click on "Go To 'My CIS Portfolio'".

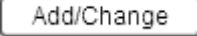
## Customize Your Portfolio

You can select a personalized look for your CIS Portfolio main page--choose from the "Style" drop-down menu in the yellow bar at the top of the screen.

# My CIS Portfolio Components

## My Personal Information

Click on the first menu item, "My Personal Information". Notice that the information you entered about yourself when setting up your portfolio is stored here.


If you want to add to or modify any information, make your edits and click on the  button to save them, then return to the portfolio main menu.

## My eCIS Favorites


"My eCIS Favorites" is where you can save eCIS information that you want to look at again--we'll save an occupation description now.

Click on the  [Home](#) icon on the top right to go to the eCIS front page.

Under the blue "Information: Occupations" heading on the left, click on "Occupations", and click on any blue occupation title. Select "Preparation" from the list of topics on the left, and read the information.

Now save this information in your portfolio: click on the  [Save](#) link in the yellow bar at the top of the screen.

You'll go to a page where you can enter your thoughts about this information--enter some text, such as "Requires at least a bachelor's degree", or "One of my Top 10".

Click 

Notice that a link to the occupation description has been saved in your eCIS Favorites in the "Occupations" folder. Your notes are posted, and an "Updated" date appears. If you want to read or change your notes, click on the blue "Edit" link.

Click on  My CIS Portfolio to return to your CIS Portfolio main menu.

## My Career Plan

Select "My Career Plan" from the portfolio main menu. This component provides information and activities that can help you explore, set and work towards career goals, and help prepare you to make informed educational and career decisions.

Read the information under "What is My Career Plan?", then click on the first menu item on the left, "Self-Knowledge".

Read the Overview information, then click on "Activities" (the second menu item on the left).

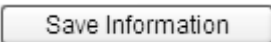
You'll see a colored table listing four activities--one of the activities is "Thinking About Me".

Click on the "Instructions" link for "Thinking About Me", and scan through the instructions (don't do the activity now).

Close the instructions window--you'll be back at the Self-Knowledge Activities page.

Now select "My Plan" from the menu on the left. You'll see places to record information, ideas, or reactions to the activities in the Self-Knowledge section of your Career Plan.

In the first box, enter some information about your interests, such as "My favorite subject is Math" or "I like to read about projects in Popular Mechanics magazine."

Click  to save your notes.

Click on "My Career Plan Main Menu" in the yellow bar at the top of the page to see the other sections of My Career Plan. Each is organized like Self-Knowledge, with Overview, Activity, and My Plan sections--except for the last item, "Writing Workshop". In Writing Workshop you can start on a college essay or career narrative.

Go back to your CIS Portfolio main menu with the link at the top of the page.

## My Course Plan

This is where you can record classes you've taken and map out your education plans for the future. Select "My Course Plan" from the portfolio main menu.

Click on the blue "Planning High School and Postsecondary Courses" link near the top of the page. You'll see a page with

- links to current Idaho high school graduation requirements,
- links to Career Cluster sample course plans, and
- information about eCIS components that connect high school courses to occupations, career clusters, education programs, and colleges and postsecondary schools.

Return to My Course Plan with the link at the top of the page.

To list courses that you have taken or plan to take, first select from the dropdown menu which year or grade you are entering courses for.

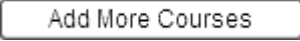
In the table underneath, click the down arrow in the first line of the "Subject" column and make your selection.

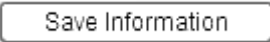
Enter the title of the course in the "Course Title" line.


Select the term in which you will take this course, whether it is a Requirement or an Elective, and how many credits it will provide.

When you have completed the course you can enter your grade.

Notice that if you click on the red X to the right of the course line, the course information that you entered will be erased.

You can add more courses to the list with the  button under the course table.


Click  when you are finished working in the course table to ensure that your information is saved.

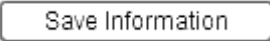
Click on  My CIS Portfolio to return to your CIS Portfolio main menu.

## My Education and Work History

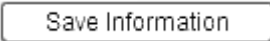
This portfolio component helps you create a resume from data that you enter about your experience and education. The information you save in this section can also be helpful when filling out job applications and work forms. Click on "My Education and Work History" from the portfolio main menu.

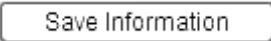
Notice from the open-folder icon on the top left that your personal information, which you entered when you first established your portfolio, is displayed on the right.

To add education data to your future resume click on "Education History" from the list on the left, then click on  Add a School

Enter information for all of the fields except for "Activities" and "Courses", then click  at the bottom of the screen-- you'll see that the school entry has been saved.

Add some work experience to your resume: Click "Work History", then  Add a Work Experience

Fill in the two mandatory fields (marked with red \*\*s), and click on 

Now fill in a few of the fields in two additional "Resume Data Entry" sections. *Always remember to use the  button to save your entries before you leave a section.*

To create your resume, click "Format and Print Resume".

Select a resume style by clicking on the button next to it. To see an example of each style, click on the link to the right of the style's name and then use your browser's Back button to return.


After you've chosen your style, check the boxes next to the information sections you'd like to include in your resume, and how you'd like your references to be listed or referred to.

The last item to check on this screen is the File Type you would like your resume to be saved in.


- A .pdf (portable document format) file is viewed in Adobe Acrobat Reader. Most computers have this software (it is free from the Adobe web site). A .pdf file retains the

format and layout of your resume as it is created by eCIS, but it is a read-only file and no changes can be made.

- An .rtf (rich text format) file can be opened with many kinds of word processing software, which allows you to customize and change your resume to fit the prospective job.

After you select your file type, click  at the bottom of the screen. It may take a few seconds to generate the resume.

If you want to change the information on your resume, use your browser's Back button to return to the Format and Print Resume screen, and edit your responses.

To print the resume, use the print icon  at the top of the screen.

## ***Optional Modules***

Some schools and agencies who use eCIS also subscribe to additional online tools:

- Dependable Strengths
- Academic Practice Tests I
- Academic Practice Tests II
- Civil Service Practice Tests

If your site has access to these modules, they will be listed on your CIS Portfolio main menu.