

Idaho Career Information System 2009 eCIS New User Guide

ecis [Text Only | My CIS Portfolio | Log out]

Quick Links ▾

Global Search

Career Plan
[My Career Plan](#)

Information: Occupations
[Occupations](#)
[Job Search](#)
[Self-Employment](#)
[Keeping Your Job](#)
[Military Employment](#)

Information: Education
[Education & Training](#)
[Idaho Schools](#)
[U.S. Colleges & Universities](#)
[Paying for School](#)
[Scholarships](#)
[Apprenticeship](#)
[Education Decisions](#)

Exploration
[Career Focus](#)
[National School Sort](#)
[Graduate School Sort](#)
[Financial Aid Sort](#)
[Assessment Link](#)
[IDEAS Assessment](#)
SKILLS
[O*NET Work Importance](#)
[Locator](#)
[Reality Check](#)
[Career Cluster Inventory](#)

WHAT'S New and Improved?

- Paying for School
- More occupations and Real World Interviews
- Career Cluster Inventory
- Reality Check
- CIS Tools

Portfolio
Manage Your Plans
 Save your favorites
 Build course plans
 Save test results
 Create your education and work history
 Create your resume

More Spanish Translations

Articles • Job Search • Keeping Your Job
 IDEAS • SKILLS • Reality Check

Check out the Department of Labor's new portal—
 Share your job requirements with employers

IDAHO
 Department of Labor

Idaho Department of Labor -Statewide (L.P.)

Welcome
 Create "My CIS Portfolio"

Additional Resources
[CIS Tools](#)
[Article directory](#)
[Reference guide](#)
[Workforce Investment Act \(WIA\)](#)
[Glossary](#)

Links for Special Groups
[Latinos](#)
[Women](#)
[Native Americans](#)
[Veterans](#)
[College](#)
[Disability](#)
[Government Jobs](#)
[Criminal History](#)

Standards Compliant

[[About](#) | [Help](#) | [eCIS Privacy Statement](#) | [Terms for Use](#) | [Comments](#)]

Copyright © 2008, University of Oregon. All rights reserved. Created by intoCareers, a unit of the University of Oregon.



Welcome to the Idaho Career Information System (CIS)

CIS, a division of the Idaho Department of Labor, provides eCIS, the state's internet-based, comprehensive career guidance system. eCIS provides Idaho and national career, workforce and educational information in a user-friendly format. The information and exploration tools contained in the eCIS system are designed to help Idahoans make informed career choices and seek the qualifications necessary to be successful in the workplace.

The development of eCIS is supported by annual subscription fees from subscribing schools and agencies and is further subsidized by funds from the Idaho Department of Labor. In addition to individual use by job seekers and students, many organizations throughout the state use the system to help their clients and students prepare for continuing education, new careers or professional advancement.

This User Guide is designed to provide you with a quick overview of the system's features. We hope you find eCIS to be a valuable addition to your client or student services. If you have questions or comments, or if you would like information on attending CIS training, please contact the CIS team at 208.334.3705 or e-mail idahocis@labor.idaho.gov and we will be happy to assist you.

Table of Contents

Log In Instructions	1
Home Page Navigation.....	2
Support Materials	6
Set Up Your “My CIS Portfolio”	7
Occupations and Employment Files	8
Education & Training	14
Exploration Tools.....	16
Practice Using eCIS	18
Optional Modules	23

Log In Instructions

The screenshot shows the login interface for the CIS Idaho Career Information System. At the top left is the CIS logo with the text "CIS Idaho Career Information System". At the top right is the IDAHO logo with the text "labor.idaho.gov". Below the logos, the text "Log in:" is written in a large, stylized font. To the left of "Log in:" are two input fields: "User name:" and "Password:". Below the "Password:" field is a "Sign in" button. To the right of the input fields is the text "If you have a My CIS Portfolio login, use it!". Below the "Sign in" button is the text "Help! I forgot my CIS Portfolio user name or password!". To the right of the login fields is a "Links:" section with a list of links: "Administration login", "What's new", "CIS products", "Technical information", "About CIS", and "Contact us". To the right of the "Links:" section is a banner for "summer 2009 CIS News" featuring a woman sitting on the floor with a laptop. Below the banner is a row of five small images: a group of three people looking at a laptop, a man thinking, a group of people around a table with a laptop, a woman sitting on the floor with a laptop, and a hand pointing at a laptop screen.

Go to www.idahocis.org to begin. The first time you log on you will use the user name and password provided by your counselor or career consultant. Continue to use the site login or create a My CIS Portfolio to select your own user name and password.

- Instructions for creating a My CIS Portfolio can be found in the "Setting up a CIS Portfolio" Quick Start or online tutorial. Find Quick Starts and online tutorials by clicking "CIS Tools" in the right-hand menu under "Additional Resources."
- Creating a My CIS Portfolio will allow you to take advantage of portfolio features where you can save, create and track many things. See page 7 for a brief overview of each of the options available when you create a My CIS Portfolio.

Home Page Navigation

The screenshot shows the eCIS home page with a navigation menu on the left, a central banner, and a right sidebar. A red circle highlights the main menu items on the left side of the page.

Global Search
[Search Box] [GO]

Quick Links [Dropdown Arrow]

Idaho Department of Labor - Statewide (I.P.)
Welcome
[Book Icon] Create "My CIS Portfolio"

Additional Resources
CIS Tools
Article directory
Reference guide
Workforce Investment Act (WIA)
Glossary
Links for Special Groups
Latinos
Women
Native Americans
Veterans
College
Disability
Government Jobs
Criminal History

ACSC-1 Standards Compliant

[About | Help | eCIS Privacy Statement | Terms for Use | [Comment Icon] Comments]

Copyright © 2008, University of Oregon. All rights reserved. Created by intoCareers, a unit of the University of Oregon.

Main Menu: The yellow, blue, red and green colored sections along the left side of the eCIS home page make up the main menu. The major eCIS components and files can be found under these sections. The placement of the menu stays constant. When you access the various files within each colored section the title appears across the top of the screen in the color of its section.

Middle Section: Graphics and links within this section change periodically to highlight different files within the system.

Home Page Navigation (Continued)

The screenshot shows the eCIS home page navigation area. At the top right, there are links for [Text Only], My CIS Portfolio, and Log out, along with a Quick Links dropdown menu. On the left side, there is a Global Search box and a My Career Plan link. The main content area features a 'WHAT'S New and Improved?' section with a list of updates: Paying for School, More occupations and Real World Interviews, Career Cluster Inventory, Reality Check, and CIS Tools. Below this is a 'More Spanish Translations' section with a photo of four young women. At the bottom, there is a banner for the Idaho Department of Labor's new portal. On the right side, there is a 'Welcome' section with a 'Create My CIS Portfolio' button, and an 'Additional Resources' section with links to CIS Tools, Article directory, Reference guide, Workforce Investment Act (WIA), Glossary, and Links for Special Groups (Latinos, Women, Native Americans, Veterans, College, Disability, Government Jobs, Criminal History). At the bottom right, there is an ACSC-I Standards Compliant logo.

Global Search: Search the system systemically to find the information file you need.

My Career Plan: A career development framework designed to help you learn more about yourself and plan for the future.

Text Only: Converts our graphic web site to a text-only format that can be read by screen reading software for the visually impaired.

My CIS Portfolio: Create or access your My CIS Portfolio.

Quick Links: Move through eCIS effortlessly with this drop-down menu feature located throughout the system.

Home Page Navigation (Continued)

The screenshot shows the eCIS home page navigation. At the top left is the eCIS logo. At the top right are links for [Text Only | My CIS Portfolio | Log out] and a Quick Links dropdown menu. The main navigation menu on the left includes: Global Search, Career Plan (My Career Plan), Information: Occupations (Occupations, Job Search, Self-Employment, Keeping Your Job, Military Employment), Information: Education (Education & Training, Idaho Schools, U.S. Colleges & Universities, Paying for School, Scholarships, Apprenticeship, Education Decisions), and Exploration (Career Focus, National School Sort, Graduate School Sort, Financial Aid Sort, Assessment Link, IDEAS Assessment, SKILLS, O*NET Work Importance Locator, Reality Check, Career Cluster Inventory). The main content area features a 'WHAT'S New and Improved?' section with a list of updates: Paying for School, More occupations and Real World Interviews, Career Cluster Inventory, Reality Check, and CIS Tools. Below this is a 'Portfolio Manage Your Plans' section with options like Save your favorites, Build course plans, Save test results, Create your education and work history, and Create your resume. There is also a 'More Spanish Translations' section with a photo of four young women. At the bottom of the main content area is a banner for the Idaho Department of Labor's new portal. On the right side, there is a 'Welcome' section with a 'Create My CIS Portfolio' button, and an 'Additional Resources' section which is circled in red. This section includes links for CIS Tools, Article directory, Reference guide, Workforce Investment Act (WIA), Glossary, and Links for Special Groups (Latinos, Women, Native Americans, Veterans, College, Disability, Government Jobs, Criminal History). At the bottom right is an A.C.S.C.I. Standards Compliant logo. The footer contains links for [About | Help | eCIS Privacy Statement | Terms for Use | Comments] and a copyright notice: Copyright © 2008, University of Oregon. All rights reserved. Created by intoCareers, a unit of the University of Oregon.

CIS Tools: Link to written and online tutorials, slide shows and other support materials.

Article Directory: Articles, tips and additional information about career development issues.

Reference Guide: Useful when you are not sure how to get started or what files to use.

WIA: Find out more about retraining programs offered through the Department of Labor.

Glossary: View a glossary of career-related terminology.

Links for Special Groups: Addresses issues of interest relating to various populations in Idaho.

Home Page Navigation (Continued)

Global Search

Career Plan

My Career Plan

Information: Occupations

Occupations

Job Search

Self-Employment

Keeping Your Job

Military Employment

Information: Education

Education & Training

Idaho Schools

U.S. Colleges & Universities

Paying for School

Scholarships

Apprenticeship

Education Decisions

Exploration

Career Focus

National School Sort

Graduate School Sort

Financial Aid Sort

Assessment Link

IDEAS Assessment

SKILLS

O*NET Work Importance Locator

Reality Check

Career Cluster Inventory

WHAT'S New and Improved?

- Paying for School
- More occupations and Real World Interviews
- Career Cluster Inventory
- Reality Check
- CIS Tools

Portfolio

Manage Your Plans

- Save your favorites
- Build course plans
- Save test results
- Create your education and work history
- Create your resume

More Spanish Translations

Articles • Job Search • Keeping Your Job

IDEAS • SKILLS • Reality Check

Check out the Department of Labor's new portal— Share your job requirements with employers

IDAHO Department of Labor

Idaho Department of Labor -Statewide (I.P.)

Welcome

Create "My CIS Portfolio"

Additional Resources

CIS Tools

Article directory

Reference guide

Workforce Investment Act (WIA)

Glossary

Links for Special Groups

- Latinos
- Women
- Native Americans
- Veterans
- College
- Disability
- Government Jobs
- Criminal History

ACSCI Standards Compliant

[About | Help | eCIS Privacy Statement | Terms for Use | Comments]

Copyright © 2008, University of Oregon. All rights reserved. Created by Job Careers, a unit of the University of Oregon.

ACSCI: The accreditation organization for all Computer Information Delivery Systems (CIDS).

About: Information about the Idaho Career Information System and its products.

Help: Frequently asked questions and contact information.

Privacy Statement: Information on privacy laws that affect your use of CIS products.

Terms for Use: Explanation of terms and conditions for the use of CIS products.

Comments: Have a comment or question? Send us an E-mail.

Support Materials

Global Search

GO

Career Plan

My Career Plan

Information: Occupations

Occupations
Job Search
Self-Employment
Keeping Your Job

Idaho Department of Labor - Statewide (I.P.)

Welcome

Create "My CIS Portfolio"

Additional Resources

CIS Tools

Article directory

Reference guide

CIS Tools: Created to empower CIS customers with the knowledge they need to use eCIS. Find support materials including Quick Starts, manuals and online tutorials by clicking "CIS Tools" in the right-hand menu under "Additional Resources."

Software Downloads: Adobe Reader and Flash Player are required to view many of the support material files. To learn more about these visit the Adobe site at:

Adobe Reader- www.adobe.com

Flash Player- www.get.adobe.com/flashplayer/

eCIS

Home | My CIS Portfolio | Log out

Quick Links

go to Lesson Plans

CAUTION OUTDATED Updated curriculum coming soon!

FI = Flash
FI = PDF
FI = PowerPoint

Get Started

Exploration Tools

CIS Portfolio

Administration Tools

Other Information

New User guide

Reference guide

Career Framework

Scavenger Hunts

PTE Career Clusters

Career Focus

Quick Start

Worksheet

Manual

Q & A

O*NET Work Importance Locator (WIL)

Quick Start

About CIS Portfolio

Quick Start

Set up a portfolio

My Course Plan

Messages

Transfer portfolios

Administration Site

Site and component usage

Groups

Export

Find user names

View

Use fields and filters

Create portfolios

ABC's of eCIS

Fact Sheet

Bookmarks

Flyer

Challenged by fantasy-based career goals?

Glenns Ferry Puts Dependable Strengths To The Test

Using eCIS with adults

Set Up Your “My CIS Portfolio”

Create your own CIS portfolio to store career and education research, save assessment results, set goals and track your progress, write a resume and more.

The screenshot shows the 'My CIS Portfolio' web application. At the top left is the 'eCIS' logo. The top right contains navigation links for 'Home' and 'Log out', along with a 'Quick Links' dropdown menu. Below this is a yellow header bar with the text 'My CIS Portfolio -- CIS Team' and a 'Style' dropdown menu currently set to 'Default'. The main content area is organized into five distinct sections, each with a title and a brief description of its function. On the right side of the page, there is a photograph of a young woman lying on her stomach, talking on a mobile phone.

Style: Customize your portfolio front page with over 20 different options.

My Personal Information: Edit contact information, privacy options, and which site the Portfolio is associated with.

My eCIS Favorites: Save occupation and education research, assessment results, scholarships, and other information.

My Career Plan: Build a personal career plan, set and update goals.

My Course Plan: Record past classes and plan for upcoming ones.

My Education and Work History: Build a personal education and work history file and use it to generate resumes.

Occupations and Employment Files



Occupations: Detailed descriptions of over 500 occupations. Each occupation description contains an overview and information including:



Job Search: Information on writing effective cover letters and resumes, preparing and practicing for interviews, locating job leads, resources, tips and helpful forms.

Self-Employment: Entrepreneurial Career Assessment, rewards and costs of working for yourself and information on starting and running a business.

Keeping Your Job: Information on positive job habits, working successfully with others, improving yourself, getting a raise, and solving work related problems.

Military Employment: Military career options, qualifications to join the military, recruitment, ASVAB, Academy admission requirements, basic training, wages and transitioning from military to civilian life.

Occupation Files



FAQs: Answers to frequently asked questions about the occupation files.

Clusters Index: Helpful in determining options within a certain interest area. eCIS occupations are grouped under 16 Career Clusters.

Titles Index: A listing of occupations in alphabetical order.

Notice: In the Index, some titles are blue and some are black. Proper titles for occupations are blue. Common alternate titles for occupations are black and will show the appropriate file link next to them. An occupation can have more than one title; however, there will only be one file for the occupation in eCIS. An example is the occupation “[Forensic Science Technician](#)” (proper title). A popular name for this occupation is “Crime Scene Investigator”, which is found in eCIS with a link to the “[Forensic Science Technicians](#)” file.

Some occupation files have related Real World Interviews or Occupation Videos and are designated by the following icons:



Real World Interview



Occupation Video

Compare: Compare two occupation descriptions side-by-side.

Search: Begin by typing in the first few letters of the occupation title. Narrow or broaden searches by adjusting the criteria using full text or alternative title options.

Compare Occupations Feature

Use this feature to compare two occupations side-by-side. Compare one or more of the following subject areas:

- Overview
- Specific Activities
- Common Activities
- Working Conditions
- Physical Demands
- Skills and Abilities
- Knowledge
- Preparation
- Helpful High School Courses
- Hiring Practices
- Wages
- Employment Outlook
- Interests
- Advancement Opportunities
- Resources

Go to **Occupations**

Global Search

Career Plan

My Career Plan

Information: Occupations

Occupations

Job Search

Self-Employment

Keeping Your Job

Idaho Department of Labor - Statewide (I.P.)

Welcome

Create "My CIS Portfolio"

Additional Resources

CIS Tools

Article directory

Reference guide

eCIS

Home | My CIS Portfolio | Log out

Quick Links

Occupations | FAQs | Clusters Index | Title Index | **Compare** | Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A

- Abuse Counselors (see: Social Workers)
- Academic Deans (see: College and University Administrators)

Click on **Compare**

Compare Occupations Feature (Continued)

The screenshot shows the eCIS website interface. At the top, there are navigation links for Home, My CIS Portfolio, and Log out. Below that is a 'Quick Links' dropdown menu. The main navigation bar includes 'Occupations', 'FAQs', 'Clusters Index', 'Titles Index', 'Compare', and 'Search'. A alphabetical index 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' is displayed. On the left, the 'Compare Occupations' section is active, showing a list of two occupations: '1. Accountants and Auditors' and '2.' (which is empty). A 'Remove' button is next to the first occupation. Below the list, there are 'Compare' and 'Clear List' buttons. The 'Compare' button is circled in red, and an arrow points to it from the text below. On the right, a list of occupations starting with 'A' is shown, including Abuse Counselors, Academic Deans, Account Executives, Accountants and Auditors - on your list, Accounting Clerks, Actors, Actresses, and Actuaries.

One at a time, click two **blue** occupation titles to compare.

View files side-by-side. Compare any of the occupation topics on the left navigation bar.

The screenshot shows the eCIS website interface. At the top, there are navigation links for Home, My CIS Portfolio, and Log out. Below that is a 'Quick Links' dropdown menu. The main navigation bar includes 'Occupations', 'FAQs', 'Clusters Index', 'Titles Index', 'Compare', and 'Search'. A 'Print' button is also visible. The 'Compare' section is active, showing an 'Overview' section. On the left, a navigation bar lists various topics: Overview, Specific Activities, Common Activities, Working Conditions, Physical Demands, Skills and Abilities, Knowledge, Preparation, Helpful High School Courses, Hiring Practices, Licensing / Certification, Wages, At a Glance, Employment Outlook, Interests, Advancement Opportunities, and Resources. The main content area is split into two columns: 'Accountants and Auditors' and 'Actors'. Each column has a circular image and a text description. An arrow points from the text above to the 'Compare' button in the top navigation bar.

Occupations and Employment (Continued)

Job Search: Information to help you find a job.

Job Search Clusters include:



You can also:

View sample resumes and cover letters (Step 7).

Practice interview questions (Step 8).

Get tips on filling out a job application (Step 3).

Fill out a sample job application (Step 3).

Learn how to write a follow up letter (Step 9).



Self-Employment: Owning a business or working for yourself.

Determine if self-employment is right for you.

Locate resources related to starting your own business.

Review occupations with 10% or more self-employment.



Keeping Your Job: Valuable information to keep your job, and assist in becoming better at your work.

Keeping Your Job clusters include:



Occupations and Employment (Continued)



Military Employment: Careers in the Armed Forces.

FAQ's section:
Branches of service
Basic training
Available job training

Military occupation files:
Military occupation descriptions
Civilian counterpart occupation files

Education & Training

The screenshot shows the eCIS website interface. At the top left is the eCIS logo. To the right are links for "[Text Only]", "My CIS Portfolio", and "Log out". A "Quick Links" dropdown menu is also visible. On the left side, there is a "Global Search" box and a "Career Plan" section with links for "My Career Plan" and "Information: Occupations". The "Information: Education" section is highlighted with a red circle and contains the following links: "Education & Training", "Idaho Schools", "U.S. Colleges & Universities", "Paying for School", "Scholarships", "Apprenticeship", and "Education Decisions". The main content area features a banner for "WHAT'S New and Improved?" with a list of updates: "Paying for School", "More occupations and Real World Interviews", "Career Cluster Inventory", "Reality Check", and "CIS Tools". Below this is a "Portfolio" section with the heading "Manage Your Plans" and sub-points: "Save your favorites", "Build course plans", "Save test results", and "Create your education and...". To the right of the main content is a sidebar for the "Idaho Department of Labor - Statewide (I.P.)" with a "Welcome" message, a "Create 'My CIS Portfolio'" button, and an "Additional Resources" section containing links for "CIS Tools", "Article directory", "Reference guide", "Workforce Investment Act (WIA)", "Glossary", and "Links for Special Groups" (Latinos, Women, Native Americans).

Education & Training: Explore a variety of education and training options and investigate admission requirements and related coursework. Link to Idaho and National School files to see which schools offer the program of study you are interested in.

Idaho Schools: Find detailed information about postsecondary colleges, universities, vocational/technical and proprietary schools in the state of Idaho.

U.S Colleges and Universities: Browse through information on 2- and 4-year colleges and universities throughout the United States. Use the compare feature to view up to three school files side-by-side.

- Each file contains:

A list of school file contents, each preceded by a red arrow icon:

- ➔ School Name and Address
- ➔ General Information
- ➔ Student Body
- ➔ Cost and Financial Aid
- ➔ Admission Requirements
- ➔ Housing Information
- ➔ Special Programs
- ➔ Sports
- ➔ Services and Activities
- ➔ Placement Assistance

Each school lists the programs and degrees offered at their institution.

Education & Training (Continued)

Paying for School: Information on the scholarships and financial aid.

Information: Education
Education & Training
Idaho Schools
U.S. Colleges & Universities
Paying for School
Scholarships
Apprenticeship
Education Decisions

Overview
How much does school cost?
How do I pay for school?
How much will I have to pay?
What is financial aid?
How do I apply for financial aid?
How do I receive my financial aid?
Where does CIS get this information?

Information: Education
Education & Training
Idaho Schools
U.S. Colleges & Universities
Paying for School
Scholarships
Apprenticeship
Education Decisions

Scholarships: Browse through information on over 3,400 scholarships, loans and grants.

Use the **Financial Aid Sort Quick Start** for instructions on this CIS component.

Information: Education
Education & Training
Idaho Schools
U.S. Colleges & Universities
Paying for School
Scholarships
Apprenticeship
Education Decisions

Apprenticeship: Idaho apprenticeship programs and contact information.

Education Decisions: Information on how to choose a school and write a college application essay.

Exploration Tools

Quick Starts and Tutorials are available to help you use exploration tools. Support materials can be found by clicking “CIS Tools” in the right-hand menu under “Additional Resources.”

The screenshot shows the Idaho Department of Labor website. On the left is a navigation menu with sections: Global Search, Career Plan (My Career Plan), Information: Occupations (Occupations, Job Search, Self-Employment, Keeping Your Job, Military Employment), Information: Education (Education & Training, Idaho Schools, U.S. Colleges & Universities, Paying for School, Scholarships, Apprenticeship, Education Decisions), and Exploration (Career Focus, National School Sort, Graduate School Sort, Financial Aid Sort, Assessment Link, IDEAS Assessment, SKILLS, O*NET Work Importance Locator, Reality Check, Career Cluster Inventory). The 'Exploration' section is circled in red. The main content area features a banner for 'WHAT'S New and Improved?' with a list of updates: Paying for School, More occupations and Real World Interviews, Career Cluster Inventory, Reality Check, and CIS Tools. Below this is a 'Portfolio' section titled 'Manage Your Plans' with options to save favorites, build course plans, save test results, create education/work history, and create a resume. A 'More Spanish Translations' section is also present. The right-hand menu includes 'Idaho Department of Labor - Statewide (I.P.)', 'Welcome' with a 'Create My CIS Portfolio' button, and 'Additional Resources' with links to CIS Tools, Article directory, Reference guide, Workforce Investment Act (WIA), Glossary, and Links for Special Groups (Latinos, Women, Native Americans, Veterans, College, Disability, Government Jobs, Criminal History). At the bottom right is an 'ACSC I Standards Compliant' logo.

Career Focus: Create a list of occupations that matches your preferences.

National School Sort and Graduate School Sort: Find potential colleges and universities based on the criteria you select.

[[Majors](#) | [Degree](#) | [Location](#) | [Setting](#) | [Type](#) | [Size](#) | [Admissions](#) | [Tuition](#) | [Financial Aid](#) | [Sports](#) | [ROTC](#) | [Services](#)]

Financial Aid Sort: Create a list of scholarships and loans that match your characteristics.

Assessment Link: Connect the results of other assessments to occupations in eCIS.

IDEAS™ Interest Assessment: See Optional Module information on page 23.

SKILLS: Identify occupations that match the skills you want to use in your work or that are used frequently in that occupation.

Exploration Tools (Continued)

The screenshot shows the Idaho Department of Labor website interface. On the left is a navigation menu with categories: Global Search, Career Plan (with sub-item 'My Career Plan'), Information: Occupations (with sub-items: Occupations, Job Search, Self-Employment, Keeping Your Job, Military Employment), Information: Education (with sub-items: Education & Training, Idaho Schools, U.S. Colleges & Universities, Paying for School, Scholarships, Apprenticeship, Education Decisions), and Exploration (with sub-items: Career Focus, National School Sort, Graduate School Sort, Financial Aid Sort, Assessment Link, IDEAS Assessment, SKILLS, O*NET Work Importance Locator, Reality Check, Career Cluster Inventory). The 'Exploration' category and its sub-items are circled in red. The main content area features a banner for 'WHAT'S New and Improved?' with a list of updates: Paying for School, More occupations and Real World Interviews, Career Cluster Inventory, Reality Check, and CIS Tools. Below this is a 'Portfolio' section titled 'Manage Your Plans' with options to save favorites, build course plans, save test results, create education/work history, and create a resume. A 'More Spanish Translations' section is also present. The right sidebar includes a 'Welcome' message with a 'Create My CIS Portfolio' button, 'Additional Resources' (CIS Tools, Article directory, Reference guide, Workforce Investment Act (WIA), Glossary), and 'Links for Special Groups' (Latinos, Women, Native Americans, Veterans, College, Disability, Government Jobs, Criminal History). At the bottom right is an 'ACSCCI Standards Compliant' logo.

O*NET Work Importance Locator: Determine which work values are important to you in a job. Knowing your work values can help you decide what kinds of jobs and careers you might want to explore.

Reality Check: Use this interactive budgeting exercise that lets you dream up your future lifestyle while detailing the associated costs.

Career Cluster Inventory: Determine which of Idaho's 16 Career Clusters you align closest to.

Practice Using eCIS

Log In:

1. Access eCIS at www.idahocis.org.
2. Sign in with your My CIS Portfolio login.

Search for, Compare and Research Occupations

3. From the eCIS home page click on **Occupations** under the blue **Information: Occupations** navigation bar.
4. With the index arranged in alphabetical order by title, click on the letter “V” and find **Vocalists**.



Notice the blue occupation title “Singers” next to Vocalists; this is the classification title for the occupation.

5. Click on **Singers**. The overview topic and At a glance box will appear.

6. Click on the **Titles Index** tab (top middle) to return to the index.



7. Click on **Clusters Index**. A list of 16 Career Clusters will appear.

At a glance

- May sing opera, rock, reggae, folk, rap, country, or gospel music
- Have years of training and practice
- Perform solo or in groups
- Many have other jobs
- Often perform at night and on weekends
- About half are self-employed
- Earn \$19.92 per hour (national median)

Practice Using eCIS (Continued)

8. Click on the **Agriculture, Food, and Natural Resources** cluster.

A list of occupations related to the cluster will appear. This is a helpful way to find related occupations to explore when you don't have a specific occupation in mind. Notice the two symbols next to some of the titles. The clapper  indicates that there is a video you can watch about the occupation. The  icon indicates that the file includes an interview with a person working in the occupation.

9. Click on **Fish and Game Wardens**. Notice the Overview topic appears.

10. Click [Clusters Index](#).

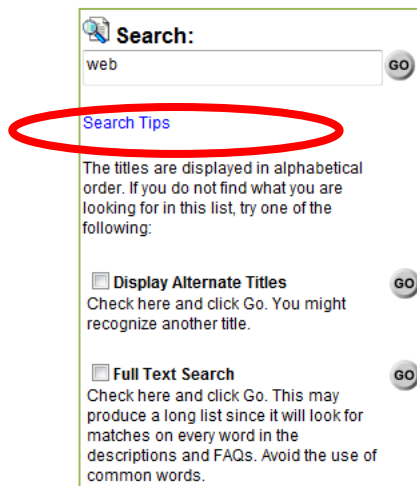
11. With the Agriculture, Food, and Natural Resources Cluster open, find and click **Information about Agriculture, Food, and Natural Resources** located directly under the cluster title.



Information about the **Agriculture, Food, and Natural Resources** cluster will appear.

12. Click on several topics (red arrows) to familiarize yourself with the Cluster information.

13. Click the [Search](#) button in the top navigation bar. Click **Search Tips** and read *Tips for using Keyword Search*. Return to Search by closing the Search Tips window.



Practice Using eCIS (Continued)

14. In the Search box type **Graphic** and click **Go**. Notice that a list of occupations matching your keyword search is listed.



12. Below the Search box find and click Full Text Search then click Go. Every occupation description in which "graphic" was mentioned will now be listed.

13. Click Graphic Designers. Notice the information within the At a glance box.

14. Click the Preparation topic (red arrows to the left).

- a. Having a portfolio of your work is expected in this profession. True or False_____

15. Click the Wages topic.

- a. What is the median wage difference between Idaho and Washington Graphic Designers? Hint: click the Select different states button.


Practice Using eCIS (Continued)

Find Education, Training, and Financial Aid Related to Your Occupation

16. Click Education and Training under the yellow Related Information heading.
17. The programs of study that are related to this occupation will be shown.
18. Click Graphic Design. Notice you are now in the Education and Training file, indicated by the navigation bar title and red color at the top of the page.
19. Read the first paragraph of the Overview topic and then click Program admission.
 - a. What do you need to submit in addition to your transcripts? _____
20. Click the Things to know topic, read the information.
 - a. Record one thing that you have learned about Graphic Designers.

21. Under the yellow Related Information heading, click on Paying for School.
22. Click on Aid for study in Arts. Look at the available scholarships both In-State and in the U.S. by clicking on the topic headings.

A screenshot of a web interface showing a yellow box with the title "Scholarship Lists". Below the title are two red arrow icons pointing to the right, each followed by a blue text link: "National Scholarships" and "In-State Scholarships".

 - a. What is the deadline for the Art Director's Club National Scholarship?
 - b. Save this school in your CIS Portfolio. Look for the  icon in the top right corner.
23. Click your browser's back button several times to return to the Graphic Design Education & Training file.
24. Under the yellow Related Information heading, click on U.S. Colleges & Universities. All states with a school offering a program in Graphic Design are listed.

Practice Using eCIS (Continued)

25. Click on Nevada. All schools within that state that offer a program in Graphic Design are listed.

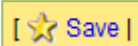
- a. Click on the name of a school to locate information about that school.

*Note: If you are looking up an Idaho school you will also notice that you can click on the **Program Description** for Graphic Design particular to that school.*

- b. What are the out-of-state costs at The Art Institute of Las Vegas?

- c. What % of freshman return to school for their sophomore year? _____

- d. How difficult is it to enroll at this college?

- e. Save this school in your CIS Portfolio. Look for the  icon in the top right corner.

Well done! We hope you enjoy using eCIS.

Optional Modules

Optional Modules are additional products available for purchase and added to either the eCIS or CIS Junior annual subscriptions. For more information please visit our organizational website at www.cis.idaho.gov and click **Products**.

IDEAS: Published by Pearson Assessments, IDEAS (Interest Determination, Exploration, and Assessment System).

Identify interests and match them to a wide variety of careers. The lists of occupations, resulting from the user's responses are organized by Holland's six personality/work environment types. Items are drawn from the Career Assessment Inventory (CAI) Enhanced Version.

Dependable Strengths: Dependable Strengths was developed in 1945 by Bernard Haldane, Ph.D. to help military personnel transition their skills to civilian life. Its overwhelming success in this area won the attention of Harvard Business School where it became a significant part of their Manual for Alumni Placement. Today, Dependable Strengths is used world-wide.

Each person has a unique core of talents, skills, and abilities – their *Dependable Strengths* – which unlocks their hidden potential, provides career and life direction, and puts them in touch with their “best self”.

Peterson's Test Preparation Packages: Published By NelNet.

Provide your students and clients with authentic practice tests and detailed results—help them identify which skills or study areas need work, and which ones they are strong in.

Academic Package I: PSAT, SAT, GED, CLEP (5 Generals), ACT, ASVAB, TOEFL Writing, TOEFL Vocabulary, TOEFL Reading

Academic Package II: SAT II: Biology, Chemistry, French, Literature, Math I, Math II, Physics, Spanish, U.S. History, World History, AP: Calculus AB, Calculus BC, Chemistry, English Language/Composition, English Literature/Composition, AP European History, Physics B, Physics C, U.S. History, Spanish

Civil Service Package: American Foreign Service Officer, Caseworker, Correction, Officer, Court Officer, Firefighter, Real Estate, Parole Officer, Police Officer, Police Promotion, State Trooper