

The Educational Career Action Plan for Freshman

1. Login to your student account.
2. Go to the Internet Explorer and login to:

www.azcis.intocareers.org (check spelling!!)

3. Your AZ Resident Login is below:

Username: westviewhs

Password: 4azcis02 (it's a zero)

4. Find Blue box (top right) and click on "Create my Education Career Action Plan"
5. NEXT Go to **New Users** (right side) and click on the phrase "Create my Education Career Action Plan"
6. Fill out the questions and create a username and password by following the instructions below:

User name: first name (first letter is capitalized) +first letter of last name+ birthday (if it is one digit then use a "0" Zero) + last 3 digits of ID.

Password: Student ID + capital letter of first Letter of first name + First Letter of last name

Take a look at this example:

Sam Gomez, DOB: January 6th ID 149111

His User ID is: Samg06111

His Password: 149111Sg

7. Please be sure to follow the username and password example above.
8. At this point your name should be in the blue box, if so continue.
9. Hover over My ECAP at the top, finding "Checklist" in the drop down box and clicking on it.
10. Next go to find **9th grade** and click on the blue "VIEW" on Right side
11. Next find "**Plan High School Courses**" on the checklist. You should now be on a screen where you will see a box "Choose which year of study you would like to Plan", using the Drop down box choose "**Freshman year**".

----- **More on back** -----

12. Start adding your current schedule by Clicking on the "+" sign next to subject and added the subject then Click on the "+" sign next to the course title and put in the course fill in the Term as **"YEARLONG"** and then add **"1"** for unit After you've put in all five courses, click **save information** and then **Hover over "MY ECAP" at top of the page and choose "Checklist"** to return to the list.
13. Click on **Complete Career Cluster inventory, Read the directions** then Click **"Rate this Activities"** once you have answered all the questions click on then **"GET RESULTS"** once you have looked over your results click on Save and answer the question Clicking **"Save"** when you are done. Finally **Hover over MY ECAP (at top) and choose "Checklists"** to return to the list.
14. Click on **"REALITY CHECK"** Then **"GET A REALITY CHECK"**. Answer the next 80 questions. Explore your occupations, Click Save and answer the question.
15. **Hover on MY ECAP (at top) and chose "Checklists"** (in drop down Menu) to return to the list.
16. **From the checklist, click on "Document extracurricular activities"** choose "Add Activity" in the bottom right and write a club or sport you have been a part of. Click "close the window" Click SAVE then do the same for **"Skills"** click "close the window" to return to checklist.
17. **Go to My ECAP and Checklist then click on "Write and record a career goal"**, Answer question, save and close the window.
18. **Go to MY ECAP and Checklist then click on "WRITE AND RECORD YOUR POST H/S EDUCATIONAL GOAL"**, Answer question, save and close the window.
19. **Go to MY ECAP and Checklist then click on "PARENT REVIEW"**. Type in **"I will have my parents review my ECAP"** fill out required information, click save Make sure you have the following completed
 1. Plan High school courses
 2. Complete Career Cluster inventory
 3. Complete Reality Check
 4. Document Extracurricular Activities
 5. Write and record a career goal
 6. Write and record a post-high school educational goal
 7. Parent review
20. Logout when completed. If not finished complete at home.