

The Educational Career Action Plan for sophomores– NEW USERS START HERE

1. Login to your student account. (Stop by the library if you forgot your username or password before starting)
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. Go to the blue box "Create my Education Career Action Plan"
5. Go to New Users (right side) and click on the blue phrase "Create my Education Career Action Plan"
6. Fill out the questions and change the username and password by following below:

START HERE IF YOU CREATED AN ACCOUNT LAST YEAR-

www.azcis.intocareers.org

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

Password. Student ID + capital letter of initial of first name + initial 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. Everything you need to do can be found by hovering your mouse over MY ECAP and clicking on Checklists
9. Next go to 10th grade and click on view
10. You will see a checklist of 10th grade activities.
11. Scroll down and complete your first activity which is " Plan High School courses"

12. Click on it and fill in your 6 sophomore classes and 6 freshman classes by clicking on the “+” to find your classes, follow the example below:

Social studies	world history	yearlong	1.0 credit
English	Adv fresh English	yearlong	1.0 credit
Second Lang	Spanish 1-2	yearlong	1.0 credit

If you can't find a class then feel free to type it in manually

13. After complete, click on SAVE and then **hover your mouse over MY ECAP and click on Checklists**

14. Scroll down and go to the next activity “**Record awards or achievements**” and then click on add achievement and write an achievement you are proud of. Click SAVE then click “close the window” to return to checklist.

15. Scroll down and go to “**Document extracurricular activities**” and write a club or sport you have been a part of or plan to become a part of. Click SAVE then click “close the window” to return to checklist.

16. Next scroll down checklist and click on “**Complete an Interest Profiler.**” This will ask you to rate each activity and will help you find what careers you may be interested in. When completed click on the top result which is in blue and look at the occupations that go with your interest.

Example:

Social **10**

Investigative **8**

Etc...

If I were to click on my top result “**Social**” then I would see “**Park Naturalist**” as one of my many career choices. If I were to click on my result “**Investigative**” then I would see “**Zoologist**” as one of career choices.

17. Click on 3 occupations that go with your interests and while reading what you like, click save which is at the top right side so it saves each occupation.

18. Finally go back to checklist (click on **Plan** and then click on **checklist**)

Scroll down and click on “**Write and record a career goal**”- after exploring your results write a career goal

19. Logout when completed

If you do not complete during class, this must be completed at home. Don't forget to always click SAVE!

