

## **The Educational Career Action Plan for Juniors (LOG in for NEW USERS)**

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](http://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](http://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 6<sup>th</sup> 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 on the right, if so continue on next step

9. Hover over **My ECAP** and then chose **Checklist**

10. Next go to **11th grade** and click on **view**

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 "**JUNIOR**"

12. Start adding your current schedule by Clicking on the "+" sign next to subject. Next add the subject followed by clicking on the "+" sign next to the course title and put in the Course. If there is a class you can't Find chose "**other**" and then manually type it in the box. Fill in the Term as "**YEARLONG**" and then add "**1**" for unit which refers to how many

credits you will be receiving, after you've put in all six courses, click "**save information**" and then complete your senior year with the following courses.

Senior English

College Algebra

Economics/ Government, Each is 0.5 Units

13. Hover over "**MY ECAP**" at top of the page and choose "**Checklist**" to return to the list.
14. Next scroll down checklist and click on "**Work importance Locator.**" This will ask you to place cards in columns based on how important each ability to your Ideal job. When completed click on the "**Get My Results**" which is in blue
15. Click on 2 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. Return to the checklist
16. 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.
17. Chose "**Review and update your Resume**" Either chose "**Create a New Resume**" or add more information to your Saved Resume.
18. Go to the check list and choose "**Review TWO colleges**". Start by reading the overview and then continue through tabs until you find two school which you would like to attend
19. 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
20. Hover over **My ECAP** and then chose **Checklist**
21. Go to "**Create a Financial Plan for the Future**" Read the question and write a few sentences about how you will pay for your future Education.
22. Hover over **My ECAP** and then chose **Checklist**
23. Click on "**Parent Review**" type in today's date and "**I will discuss my plan with my parent.**"