

The Educational Career Action Plan for Seniors

1. You should already be logged into your student account. (See Dr. Mosco 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 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)+ 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. At this point your name should be in the blue box, if so continue.
9. Click on **Plan** and then click on **checklist**
10. Next go to **12th grade** and click on **view**

1. Next scroll down checklist and click on **RECORD AWARDS or ACHIEVEMENTS**. After you've recorded awards/achievements, click save! Then,
2. Click on **MY Plan** then click on **checklist**, and click on **"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.
3. Go back to **MY Plan** then click on **"WORK EXPERIENCE"**, fill out information, click save and close the window.
4. Go back to **MY Plan** then click on **"REVIEW YOUR POST H/S EDUCATIONAL GOAL"**, fill out required information, click save and close the window.
5. Go back to **MY Plan** then click on **"WRITE AND RECORD a CAREER GOAL"**, fill out required information, click save and close the window.
6. Go back to **MY Plan** then click on **"LEADERSHIP EXPERIENCE"**, fill out required information, click save and close the window.
7. Go back to **MY Plan** then click on **"PARENT REVIEW"**, fill out required information, click save and close the window.
8. Logout when completed.
9. **If you do not complete during class, this must be completed at home. Don't forget to always click SAVE!**