

The purpose of this activity is to update your Career Cruising EDP. At the end of the activity, you will have an online career and education portfolio that you can update, expand, modify, or print at any time.

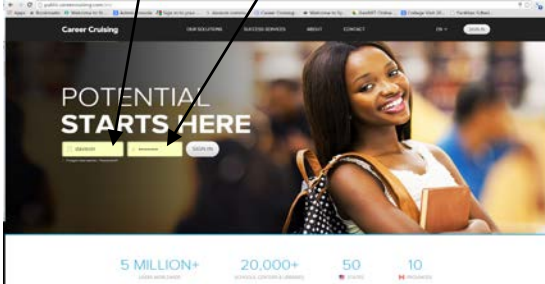
After each section, click on the SAVE BUTTON or your work will be lost. The system automatically logs you off after 10 minutes of inactivity, so don't forget to save...save...save!

LOG into your EDP & Update your Education Plan

- Go to www.careercruising.com and enter your school/organization's username and password.

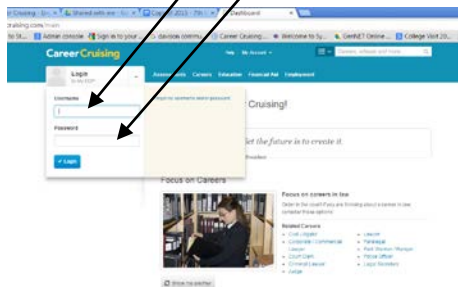
Username: davison


Password: cardinals



Logging into YOUR EDP

- From the Main screen
- click on the [Login to My EDP](#) button (located on the left side of the page)
- Enter your username: davs-005555 (hint: davs-your 6 digit student id)
Enter your password: 01012000d (hint: your full birthday ex January 1, 2000 is 01012000 followed by a "d")



- Click on the [My Account](#) at the top of the page.
- Click on the [Profile](#) button.
- Click on the  [pencil icon \(Edit\)](#) on the right side.
- Enter your e-mail address, if you have one.
- Update the information in this section.
- Click on [Save](#) to update your personal information.

CAREER PLANNING – 12th GRADE

Career Matchmaker

STEP 1

- **If you are new to our district and have never used Career Cruising, follow steps below:**
 - Click the [My Assessments](#) button on the left of the screen.
 - Read the instructions for Career Matchmaker.
 - Enter Matchmaker Label; Click [Start Now](#)
 - Select type of education. Click [Next](#).
 - Answer the first 39 questions. (Consider each question carefully. The more thought you put into your answers, the better your results will be. If a question seems unclear to you, review the [More Info](#) next to the question.) Career Matchmaker will suggest careers that match your answers.
 - Click [Answer more questions](#) and complete all additional questions.
 - **Repeat this step until all 116 questions have been answered.**

- **If you have completed Career Matchmaker before and saved your results to your EDP:**
 - Review those results by clicking on [Assessments](#) at the top of the screen.
 - Click [Best Match](#) results on the left side of the screen.
 - Click on [Review my answers](#) on left side of screen. (You may have to scroll down).
 - Change any answers by using the drop down menu on the right side of the screen.
 - Click [Save and Update Career Suggestions](#).

- **If you are a transfer student and transferred from a Genesee County School and your log in is not working, please see Mrs. Tomczak in the career center to have your EDP transferred from your school.**

Level of Education

STEP 2

- Click on [Level of Education](#) on left side of screen.
 - Select the type of education that interests you. Remember to select the highest level of education you are interested in. If you are pursuing a four year college, than uncheck high school and 2 year. This will narrow your results to careers that require a 4 year degree.
 - Click [Update My Results](#).

My Skills

STEP 3

- Click on [Assessment](#) button at top of page.
 - Click on [Start My Skills](#) button on left side of page in the Matchmaker and My Skills section.
 - Click on the [Start Now](#) button after reading the Introduction.
 - Rate each skill until you have completed all 45 questions.

Careers of Interest

STEP 4

- Click on the [Assessments](#) button at the top of the page.
 - Select [Best Match](#) under [Career Matchmaker](#). You should then see a list of your Career Matchmaker Results.
 - From this page, you can choose a level of education, review your answers, and see how other careers match up with your choices.
 - Click on a few of these careers to learn more about them and to see which ones you would most like to pursue. You can read about working conditions, earnings, education, how they suit your interests, and even see interviews with real people in each occupation.
 - When you have picked a career that interests you, click on the [blue Save to My EDP](#) button, located in the top right of that career's page.
 - Career will now be saved in the [My Saved Careers](#) section of your EDP.
 - You can do this for as many careers as you wish.
- Reminder:** You must have at least four saved careers.

Schools of Interest

STEP 5

- Click on the [Education](#) button at the top of the page. You can explore post-secondary schools by entering the name of a school in the Search box or by clicking on the state where the school is located. Use the information to guide your investigation of schools.
- Click on the [blue Save to My EDP](#) button to include this school in the [My Saved Schools](#) list. **Reminder:** You must save at least one school to your EDP.

You can sort schools by two-year institutions, four-year institutions, career and technical schools or graduate schools by using the filters on the left side of the page.

Updating your four-year Education Plan (Course Requests)

STEP 6

- Click on the [My Education Plan](#) button on the left side of the screen.
 - Using your course request sheet that is signed by your parent, review your planned schedule with your request sheet.
 - Make correction the upcoming year.
 - Review each grade's courses for accuracy and make needed corrections.
 - The 'add' or 'remove' buttons must be clicked after each choice.
 - If you have not created an education plan, click on the [Add Course](#) button for each grade.
 - Build your course request by selecting the appropriate subject area and class.
 - Add courses until you have reached the required number of credits for each year.
- Reminder:** You should have the correct courses and credits for each grade, 9 – 12. Total is 6 credit hours for each grade.

- Once you have completed your course requests, click on the [Back to My EDP](#) button.

Career Preparation, Extra Curricular Activities and Goals

Career Pathway

- STEP 7
- Click on the [My EDP](#) button on the left side of the screen.
 - Click on the [My Careers](#) button located on the left side of the screen.
 - Click on [My Saved Pathways](#) button. Select the two pathways that interest you most.

Career Planning Activities (Past & Future)

- Click on the [My Goals and Plans](#) button again.
 - Click on [Career Planning Activities](#).
 - Click on [Add an Activity](#).
NOTE: If you have not entered one activity you'd like to do in the future, from the drop-down box choose an activity or "other". Enter the **information for one activity you'd like to do in the future in high school.**
 - Click **Save**.

STEP 8

FUTURE Career Planning Activity

(What you would like to do in the future to learn more about careers):

Template: in (month/year) I would like to (tell about an activity you would like to participate in). I feel this would be helpful to my future because (tell why this would be beneficial).

Example: In June of 2012, I would like to visit the campus of Saginaw Valley State University to find out more about campus life and the courses offered. I feel this would be helpful to my future because I would be more informed about my options.

- Click on the [My Goals and Plans](#) button.
 - Click on [Career Planning Activities](#).
 - Click on [Add an Activity](#).
 - Enter the information for a completed career planning activities, including full description, dates, and your reflection on each activity.
Reminder: You must have at least three entries that you've already completed. Date, describe in detail, and tell what you learned (reflect).

PAST Career Planning Activity

(What you have already done to prepare for your future career):

Template: In (month/year), I (worked part time, attended a career fair, went to work with my parent, etc). This activity involved (fully describe what you did, learned, etc.). Through this experience, I learned (tell what you learned – example: about the necessity of time management, about the different types of nursing careers, that I don't like sitting at a desk all day, etc.).

STEP 9

Example: In the summer of 2009, I worked for my neighbor as a babysitter. I watched her three children, ages 9, 7, and 4. This involved taking care of them, feeding them, and playing with them each day. Through this experience I learned that I really like children. I may be interested in a career that involves working with kids someday.

- o Click **Save**.

Post-Secondary Plans & Financial Aid/Scholarship

Post-Secondary Plan

STEP 10

- Click on **My EDP**
- Click on **My Goals & Plans**
- Click on **Post-Secondary Plan**
- Click on tab **Career Goals**
 - o Click on 1st choice career, 2nd choice career, and 3rd choice career
 - o Click on Save at bottom of page
- Click on tab **Education Plan**
 - o Click on **level of education**
 - o Click on **schools that interest you**
 - o Click on **Save** at bottom of page
- Click on tab **Financial Plan**
 - o Click on **Sources of funding**
 - o Click on **Save** at bottom of page

Financial Aid_(optional) – Scholarship Opportunities

- Click on the **Financial Aid** button at the top of the page.
 - o You can search for scholarships and financial aid sources through the Financial Aid Selector, by keyword search or by name.
 - o Click on the **blue Save to My EDP** button to save your results to your EDP.

Short Term Goals

- Click on the **Career and Life Goals** button.
 - o Enter your **S.M.A.R.T.** (Specific, Measurable, Action oriented, Realistic, Timely) short term and long term goals.
Short Term (something you want to do within a year):
 - o **Template:** By (month/year), I will (state a specific goal). I will accomplish this goal by (tell what action you will take to reach your goal).
 - o **Example:** By January, 2010, I will get a B+ or higher in my English class. I will accomplish this goal by turning in all of my homework, studying for tests, and getting extra help after school.

STEP 11

Long Term Goals

STEP 12

- o **Long Term Goal** (must have a career focus):
 - o **Template:** After graduation from high school in (year of graduation), I plan to pursue a career in the (pathway name) pathway. I will (attend college/start an apprenticeship/get on-the-job training/etc.) to prepare for

my career. After completion of my education and training, I would like to begin my career as a(n) (state your career goal).

- o **Example:** After graduation from high school in 2012, I plan to pursue a career in the health sciences pathway. I will attend Mott Community College to prepare for my career. After completion of my education and training, I would like to begin my career as a registered nurse.

Reminder: One of your long term goals must be career focused.

- o Click **Save**.

Extra-Curricular Activities & Abilities

STEP 13

- Click on the [My Activities and Experiences](#) button located on the left side of the screen.
- Click on [Extra-Curricular Activities](#).
- Click on [Add an Activity](#). (examples on following page)
- From the drop down menu in the center of your screen, make sure you have selected at least one category in which you participate. In the second drop down box, choose an activity. You can also select, "Enter Your Own" located on the right side of the screen.

Reminder: For every activity you choose, **fully describe the activity and include your reflection and dates.**

EXAMPLE:

Template: In (month/year) I became involved in (tell about an activity you currently do). This activity involves (describe your role or the specifics). Participating in this activity has taught me (tell what you have learned. For example: patience, coordination, teamwork, etc.).

Example: In June 2007, I became involved in football. This activity involves a lot of discipline and hard work. I am playing for the Davison team as defensive end. Participating in this activity has taught me several skills such as teamwork and persistence.

Example: In the summer of 2008, I started playing the acoustic guitar. This involves reading music and a lot of self-discipline. I enjoy this because I am creative, and I like music. Playing the guitar has taught me more about sound and the importance of being creative.

Example: I joined the Davison dance team in my freshman year (2006). This has been a really good experience because I have made many friends. This involves participating at the football and basketball games and pep assemblies. I enjoy dance a lot. It has taught me coordination and creativity.

EXAMPLES OF EXTRA-CURRICULAR ACTIVITIES:

Arts and Crafts:

- Carpentry
- Cooking
- Dance
- Design
- Drama
- Drawing
- Music
- Painting
- Photography
- Pottery & Ceramics
- Scrapbooks
- Writing
- Enter your own_____

Clubs and Organizations:

- 4-H Club
- Art Club
- Astronomy Club
- Band
- Biology Club
- Book Club
- Boy Scouts/Girl Scouts
- Business Professionals of America
- Chess Club
- Choir/Chorus
- Cultural Society
- Dance Club
- Debate Club/Team
- DECA
- Drama Club
- Drill Club
- Environmental Club
- Family, Career and Community Leaders of America (FCCLA)
- FFA
- Fishing Club
- French Club
- Future Business Leaders of America (FBLA)
- Future Educators Association (FEA)
- German Club
- Health Occupations Students of America (HOSA)
- Honor Society
- Journalism Club
- Key Club
- Latin Club
- Literary Club
- Math Club
- Mock Trial Team
- National Honor Society
- Orchestra
- Pep Club
- Philosophy Club
- Photography Club
- Physics Club
- Poetry Club
- School Newspaper

- Science Club
- Science Fair/Science Olympiad
- Skills USA
- Spanish Club
- Speech Team
- Step Team
- Stock Market Club
- Student Council
- Students Against Destructive Decisions (SADD)
- Technology Student Association (TSA)
- Yearbook
- Enter your own_____

Collecting:

- Antiques
- Cards
- Coins
- Comics
- Stamps
- Stickers
- Toys
- Enter your own_____

Community Service:

- Big Brothers/Sisters
- Fundraising
- Politics
- Volunteerism
- Enter your own_____

General Interests:

- Automobiles
- Aviation
- Entrepreneurship
- Genealogy
- Investing
- Magic and Illusion
- Motorcycles
- Music
- Politics
- Reading
- Religion
- The Environment
- Travel
- Enter your own_____

Recreation and Outdoors:

- Backpacking or Hiking
- Bicycling
- Bird Watching
- Boating
- Camping
- Caring for Farm Animals
- Caring for Pets
- Farming
- Fishing
- Gardening
- Hunting
- Kayaking
- Rock Climbing

- Sailing
- Walking
- Yoga
- Enter your own_____

Science and Computers:

- 3-D Animation
- Astronomy
- Biology
- Chemistry
- Computer Programming
- Computer Repair
- Electronics
- Geology
- Graphic Design
- Short Wave/Ham Radio
- Video Games
- Web Design
- Web Site Programming
- Enter your own_____

Sports:

- Archery
- Badminton
- Baseball
- Basketball
- Bowling
- Cheerleading
- Cross Country
- Curling
- Diving
- Fencing
- Field Hockey
- Floor Hockey
- Football
- Golf
- Gymnastics
- Ice Hockey
- Lacrosse
- Riding
- Ringette
- Rowing
- Rugby
- Skateboarding
- Skiing
- Snowboarding
- Soccer
- Softball
- Squash
- Swimming
- Table Tennis
- Tennis
- Track and Field
- Ultimate Frisbee
- Volleyball
- Water Polo
- Weight Lifting
- Wrestling
- Enter your own_____

Revised 3/15

☐ Click [Save](#).

Reminder: You must have at least one extra-curricular activity on your EDP.

Assessment Update

- | | |
|---------|---|
| STEP 14 | <ul style="list-style-type: none">❑ Click on My EDP❑ Click on My Assessment❑ Click on Other Assessment❑ Click Add Assessment Results❑ Click on the Assessment you would like to add❑ Edit any previous year scores (ASVAB, ACT Plan, ACT, MEAP, SAT, etc) by clicking on the pencil edit icon. |
|---------|---|