

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.

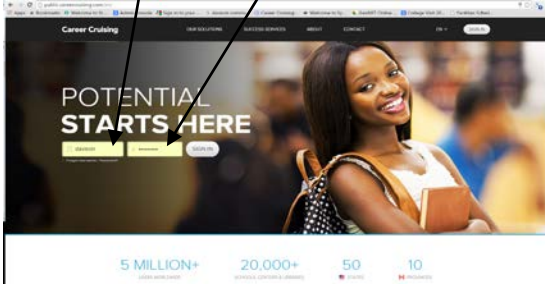
**After each section, click on the SAVE BUTTON or your work will be lost. The system automatically logs you off after 10 minutes of inactivity, so don't forget to save...save...save!**

## LOG into your EDP & Update your Education Plan

- Go to [www.careercruising.com](http://www.careercruising.com) and enter your school/organization's username and password.

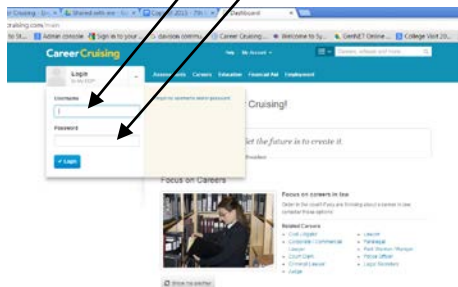
Username: davison


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 – 9<sup>th</sup> 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.**

## Learning Styles

- STEP 2  Skip

## Level of Education

- STEP 3  Skip

## My Skills

- STEP 4  Skip

## Careers of Interest

- STEP 5  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 two saved careers.

### Schools of Interest

STEP 6

- Skip

## 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](#).

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#### **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](#).

- o 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.).

**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

Skip

STEP 10

### 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.

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### Long Term Goals

**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

STEP 12

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\_\_\_\_\_

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☐ Click [Save](#).

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

## Assessment Update

- STEP 14
- 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.

## Updating your four-year Education Plan (Course Requests)

- STEP 15
- 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.

### **Print or Review your EDP**

- To view your complete EDP, click on the [Print My EDP](#) button at the top of the screen.
- Choose what sections of your EDP to print.
- Click the [Print Report](#) button.

To return to your EDP site, click on the back button in your web browser.