

NAME: _____ DATE: _____

1. Go to careercruising.com to Start. Site Username = [school](#) Site Password = [mascot](#)
2. Under EDP Login – **Personal Username** = CVS-(CVS dash “-”) plus first name initial, followed by your last name, plus the LAST 3 digits of your student ID number.
e.g.: Mary Smith, ID Number: 1234560789; **Personal Username:** [cvs-msmith789](#)
Password = [Student ID Number \(usually 10 digits\)](#), e.g.: [1234560789](#)
3. You will see your name appear on your **Educational Development Plan (EDP)** Login page.
4. Before you start, click on **Update My Personal Profile** under **Quick Links**.

When you log into your EDP Homepage, you can click **VIEW DETAILS** next to the **red** completion bar under your name. When you **COMPLETE** an item in your EDP, the **X=Incomplete** turns to **✓=Complete**. You are expected to complete all of the EDP standards to 100% for your grade level. Enjoy your cruise!

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- 1 **Career Matchmaker** **Grades 7 8 9 10 11 12**
 To complete Career Matchmaker, click on the **blue “Assessment Results”** button on the left side of the screen. Click on the **“Career Matchmaker”** button, or if you have completed Career Matchmaker, click on **“Answer More Questions”** to improve results. Once you have answered the interest inventory questions, be sure to save your career suggestions by clicking on the **grey “Save to My EDP”** button. **Save, Save, Save**

 - 2 **My Skills** **Grades 7 8 9 10 11 12**
 Click on the **blue “Assessment Results”** button and then click on the **“My Skills”** button. If you have not completed the first round of questions, you must do so before you can enter the My Skills assessment. Click on the **blue My Skills tab**. Once you have answered all 45 questions, remember to save your results by clicking on the **grey “Save to My EDP”** button.

 - 3 **Learning Styles Inventory** **Optional**
 Click on the **blue “Assessment Results”** button and then click on the **“Learning Styles”** button. This tool will help you to identify which method of learning – visual, auditory, or tactile you prefer. Click on the **blue “Learning Styles” tab**. Once you have answered all 20 questions, remember to save your results by clicking on the **grey “Save to My EDP”** button. There are no right or wrong answers. Learn the option that best fits you.

 - 4 **Careers of Interest – Minimum 3** **Grades 7 8 9 10 11 12**
 You must save at least (3) careers to the **“Careers of Interest”** section of your EDP. You can explore careers by clicking on the **Careers** button in **the menu bar at the top of every page**. There are a variety of search options available. When you find a career that you are interested in, click on the **“Save to My EDP” button** at the bottom of the menu. Add comments.

 - 5 **Career Selector** **Grades 11 12**
 To complete the Career Selector, click on the **“Careers”** button in the **menu bar at the top of the page**, and then click on **“Career Selector” (Second Tab)**. Once you have made your selections, **first click** on the grey **“Save to My EDP” button**, **then click “View Results” button**. Make sure to save your “Career Selector” by clicking on the **“Save to My EDP” button** at the bottom of the menu on the left side of the screen.

 - 6 **Schools of Interest – Minimum 3** **Grades 10 11 12**
 You must save at least (3) schools to the Schools of Interest section of your EDP. You can explore schools by clicking on the **“Schools”** button in **the menu bar at the top of every page**. There are a variety of search options available. When you find a school that you are interested in, click on the **“Save to My EDP”** button at the bottom of the menu on the left side of the screen. Then click the **back arrow** to return to your list of schools.

 - 7 **School Selector** **Grades 11 12**
 To complete the School Selector, click on the **“Schools”** button in the menu bar at the top of the page, and then click on **“School Selector” (Middle Tab)**. You can use either the Undergraduate School Selector or the Career and Technical School selector, depending on your interests. Once you have made your selections, **first click** on the **“Save to My EDP”** button at the bottom of the menu on the left side of the screen. **After you have saved your results, then click the “View Results” button.**
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- 8 Four Year Education Plan Grades 9-12 – Include 6 credits per year. Grades 8 9 10 11 12**
 The Education Plan allows you to keep track of your high school courses. Click on the blue “Education Plan” button and select Grade 9, 10, 11 or 12 from the drop down menu. The next screen will show the list of courses by department. Select the classes you have taken, are currently taking, or plan to take and then for each class, **click the “ADD”** button before continuing with your selections. A link on the bottom of each grade level column allows you to add courses that are not included in the drop-down menu.
 To see your **4 Year Plan**, return to the blue “Education Plan” button and click on “View My Educational Plan.”
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- 9 Career Cluster / Pathway Selection – select 2 Grades 7 8 9 10 11 12**
 To select a career cluster / pathway, click on the blue “Career Preparation” button, and then click on the light blue “Career Clusters / Pathway” button. Then select the 2 cluster/pathways that most interests you from the dropdown menu. Click **Save**.
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- 10 Hobbies & Interests – Minimum 1 - Optional**
 Click on the blue “Activities & Abilities” button, and then click on the light blue “Hobbies & Interests” button. Enter the hobbies, interests, and activities you enjoy. You can also add comments about those activities. Once you have selected your desired activities, click Save. Go through each area on the drop down menu.
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- 11 Career Planning Activities – Minimum 3 Grades 7 8 9 10 11 12**
 To access this section, click on the blue Career Preparation button, and then click on the light blue “Career Planning Activities” button. Enter information on the career planning activities you have either completed or would like to explore. If you are taking a Career Tech Ed class, include that class in your Career Planning Activities, including the dates of the class (one class per entry.) If you visit a college or post-secondary program, include that experience in this category. After entering your activities click **Save**.
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- 12 Career and Life Goals Grades 7 8 9 10 11 12**
 To record your Short Term and Long Term career and life goals, click on the blue “Career Preparation” button, and then click on the light blue “Career and Life Goals” button. Enter your short and long term goals in the areas provided. If you are in High School, graduating from High School is a “short term goal.” If you plan to attend college or a post-secondary program, include applying and being accepted to these programs. For “long term goals,” if you listed college, you could include “attend and graduate from college.” If you need some ideas, click on the Example link for each section. Be sure to **save your work**.
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- 13 Extracurricular Activities minimum 1 Grades 9 10 11 12**
 To record your extracurricular activities, click on the blue “Activities and Abilities” button, and then click on “Extracurricular Activities.” If there are activities you participate in that do not appear on the list, you can use the **Enter Your Own Activity** in the slots that appear at the bottom of the page. Once you have recorded your activities for each section, **click Save**.
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- 14 Skills and Abilities – Minimum 1 Optional**
 To record your skills and abilities, click on the blue “Activities and Abilities” button, then select “Skills and Abilities.” Go through each of the three sections – Attribute, Computer Skills, and Language Skills. If there are skills or abilities you have that do not appear on the list, you can use the Enter Your Own slots that appear at the bottom of the page. Once you have recorded your skills and abilities for each section, **click Save**.
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- 15 Work Experience Include if Available**
 To record your work experiences, click on the blue “Work Experience” button, and then click on the Add Work Experience button. Enter the title of your position, the name of the employer, the city, state, and the dates of employment.
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- 16 Volunteer Experience Grades 11 12**
 Click on the blue “Volunteer Experiences” button, and then click on the “Add Experience” button. Enter your position, the name of the organization, the city, state/province, and the dates of your experiences. Then enter a brief description of the volunteer position, including the tasks you performed there and what your responsibilities were. **Click Save**.
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- 17 Print your EDP**
 From your EDP homepage, click on the blue “Printer-Friendly Version” button. Click **Printer-Friendly report**. Click “Print this Document.” You can **SAVE** your EDP as a **word document** on a thumb drive.
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Review your EDP with a parent. We have found that it is parents who are the most help in their student’s career and educational development. This is a good time to open a conversation about your future. Click here to for **Planning Your Future**, A Student and Parent High School Career Planning Conversation for CVS students.

Click here to connect to information on  [Resume Writing](#),  [Cover Letters](#)  [Interviewing Tips](#).