

Chippewa Valley Schools CAREER CRUISING EDP DIRECTIONS

NAME: _____ DATE: _____

1. Go to careercruising.com to start. Username=Building: _____ Password=**mascot**_____
2. Enter EDP Login – Username: **SASI ID #** Password: **Birthdate** (In form YYYYMMDD, example: 19911201)
3. You will see your name on your **Educational Development Plan (EDP)** Login in page
4. Before you start, click on **Update My Personal Profile** under **Quick Links** and fill in the information.

When you enter your EDP Homepage, you can click **VIEW DETAILS** next to the **red** completion bar under your name. Once you COMPLETE a required item in your EDP, the **X Incomplete** turns to **✓ Complete**.

- 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 **grey Go to Career Matchmaker** button. Follow the directions. Once you have answered the first 39 **Matchmaker** questions, be sure to save your career suggestions by clicking on the **grey Save to My EDP** button. **Answer More Questions** to improve your interest results:
Assessment Results → **grey Go to Career Matchmaker** → **Answer More Questions**.
Complete one set of questions.
Explore any interesting careers on your Matchmaker list by clicking on the **job title**. As you read about each career, save those of interest to your EDP by clicking on the **grey Save to My EDP** tab on the left menu bar. To return to your Matchmaker results, click on the **blue Assessment Results** tab. Click on **"See All Results"** to see all 40 suggested careers.

- 2 My Skills** **Grades 7 8 9 10 11 12**
 Click on the **blue Assessment Results** button and then click on the **grey Go to Career Matchmaker**. 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 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.

- 4 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**. 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.

- 5 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.

- 6 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**.

- 7 Four Year Education Plan Grades 9-12 – Minimum of 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 individually select Grade 9, 10, 11 or 12 from the drop down menu. The next screen will show the list of courses by department for that grade. Select the class you have taken, are currently taking, or plan to take and enter them for each grade. **Click the "ADD"** button as you make each selection. A link on the bottom of each grade column allows you to add courses that are not included in the drop-down menu, for example – courses from other schools. The "Total Credits" you have entered will register at the top of the list of courses. To see your **4 Year Plan**, return to the **blue Education Plan** button and click on **"View My Educational Plan"**

-
- 8 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**.
-
- 9 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.
-
- 10 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 in the drop down menu. 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**.
-
- 11 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 in the drop-down menu. 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**. Click **Save Goals**.
-
- 12 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](#) in the drop-down menu. 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**.
-
- 13 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 – **Attributes**, **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**.
-
- 14 Work Experience** **Grades 11 12**
 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. **Click Save** when you have completed one entry, before continuing to the next experience.
-
- 15 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**.
-
- 16 Print your EDP**
 From your EDP homepage, click on the blue **Printer-Friendly Version** button. Click Printer-Friendly report. Click **Print this document**. **Share your EDP with your parents**.
-
- 17 Resume** **Grades 11 12**
 Click on the **Resume Builder tab** to the left of your name on your EDP homepage. Work through each blue button under the tab. (You will have already done much of the work.) Then click **Format and View**. You have a choice of three formats for your Career Cruising developed resume. After previewing your resume, print it. If you do not like the style of the resume that Career Cruising formats, it is still useful to have all your information assembled for future reference. Remember to keep your Career Cruising login information in a safe place.
-