

# Step by Step Instructions

## Create a Portfolio Profile

### Complete the Career Clusters Inventory.



Login to the AKCIS Website click the picture below.



Alaska Career Information System

<https://akcis.intocareers.org/loginmain.aspx?ReturnUrl=%2fdefault.aspx&cookieTest=y>

### Use the Following User Name and Password:

[Username - soldotnams](#)

[Password - 4akcis](#)



Follow the 's for your instructions.  
**Step 1**

### **Create a Portfolio Profile**



Alaska Career Information System

[ [Text Only](#) |  [My Portfolio](#) |  [Log out](#) ]

Quick links ▾

*Start your career plan here.*

Who am I? Where am I going? How do I get there?

Global Search

AKCIS Jr. - Soldotna Middle School

Welcome

Create "My Portfolio" 

Use KPBSD: Soldotna Middle School version

Additional Resources

- Tools for users
- Tools for counselors and teachers
- Tools for parents
- Glossary
- Alaska Performance Scholarship

## Step 2

### Create "My Portfolio"

School/Organization: **AKCIS Jr. - Soldotna Middle School**

Wrong Site? [Log In Again](#)

First Name:  \*\*

Last Name:  \*\*

Address (Line 1):

Address (Line 2):

City:

State:

Zip:

Phone:

E-mail:  \* For e-mailing your password to you if you forget it

Graduation Year:

User name:  \*\*

User names cannot contain a space, \, #, ", :, or '.

Password:  \*\*

Passwords must be at least 6 characters (including one non-alphabetical character), with no spaces.

Re-type Password:  \*\*

\*\*Required Fields

**1. Fill out the required fields**  
**Submit**

## Step 3

### Portfolio Access

A major advantage of creating a personal portfolio within CIS is to save the results of your research. You can save your answers to the various assessments and sorts in case you can't finish in one visit or to restore the results and continue your exploration. You can create your own bookmarks and easily return to the information you find valuable. Beyond simply saving links to results and information, you have the opportunity to enter personal notes regarding what you learn about yourself, the occupation and education opportunities you discover, and the career goals you create.

You are not required to save any information, but if you do we respect your privacy. Please review our Privacy Policy. Your personal comments ("My Thoughts") will not be shared by anyone without your permission. If you want your counselor to have access to your comments, click on the "Yes" option below. You may want to discuss this option with your counselor first to ask him or her how they will use the information to help you develop and refine your career goals. The choice is yours.

Yes, it is ok for the school counselor to view my comments.

No, I do not want anybody to view my comments.

**Click Yes**  
**Submit**

## Step 4 Click - Who am I?

The screenshot shows the AKCIS Junior website interface. At the top left is the AKCIS Junior logo and the text "Alaska Career Information System". At the top right are links for "[ Text Only | My Portfolio | Log out ]" and a "Quick links" dropdown menu. The main content area features a large illustration of three children in a city setting. A girl on the left asks "Who am I?" with a blue arrow pointing to a "Click" link. A boy in the center asks "Where am I going?". A man on the right asks "How do I get there?". To the right of the illustration is a "Global Search" box with a "GO" button. Below that is a red banner for "AKCIS Jr. - Soldotna Middle School" with a "Welcome, sdf" message and a "Rockin" guitar icon with a "Go to 'My Portfolio'" link. Further down is a "Use KPBSD: Soldotna Middle School version" link. A green "Additional Resources" section lists: "Tools for users", "Tools for counselors and teachers", "Tools for parents", "Glossary", and "Alaska Performance Scholarship".

## Step 5 Click - Learn about me

The screenshot shows the AKCIS Junior website interface for the "Learn about me" section. At the top left is the AKCIS Junior logo and the text "Alaska Career Information System". At the top right are links for "[ Home | My Portfolio | Log out ]" and a "Quick links" dropdown menu. Below the header is a navigation bar with tabs: "My career plan", "Who am I?", "Where am I going?", "How do I get there?", and "Report". The "Who am I?" tab is selected, and a blue arrow points to a "Click" link. On the left is a sidebar with a green "Learning about me" button and other options: "Learning about my community", "Learning about my school", and "My network". The main content area is titled "Who am I?" and contains two paragraphs of text. The first paragraph discusses how grown-ups ask children about their future careers. The second paragraph discusses the importance of planning your career from a young age. To the right of the text is an illustration of a girl standing inside a circular frame made of yellow confetti.


Who am I?

Grown-ups love to ask little kids what they want to be when they grow up. They are amused when a three-year-old answers "fire fighter" or "toy maker" or "cowboy". Now, however, "What are you going to be when you grow up?" is a more serious question. When adults ask you, they really want to know what you think.

Even though you're still young, it's not too early to begin planning your career. A career is all the education, training, and jobs you have during your entire life. Middle school may be the first time you have choices about the classes you take. You may even start making money at odd jobs, like babysitting, dog walking, or mowing lawns. The choices you make now link to the jobs you will have in the future. How well you do in school matters, too. It all adds up to your future career.

To answer questions, you need information. Learn about yourself. This will help you figure out what you are going to do when you grow up. Figure out what you like. However, learning about what you don't like is also important.

## Step 6

**Alaska Career Information System**[ Home | My Portfolio | Log out ]  
Quick links ▾

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**My career plan** | **Who am I?** | **Where am I going?** | **How do I get there?** | **Report**

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**Learning about me**  
Things I like to do  
Qualities for success  
Important life events  
What are skills?  
My accomplishments  
**Career Cluster Inventory** ← **Click**  
Learning about my community  
Learning about my school  
My network


**Learning about me**

You may have heard this phrase before: Information is power. It's not easy to answer the question "What am I going to be when I grow up?". But by asking yourself the questions below, you'll have more information to make career plans. You will have the power needed to map your future.


Keep in mind that your interests and abilities outside of school count too. But don't ignore school, either. If you're good at a certain subject, say so!

- What do I like to do?
- What am I good at doing?
- What are my strengths?
- What do I do to be successful?

## Step 7

**Alaska Career Information System**[ Home | My Portfolio | Log out ]  
Quick links ▾

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**Career Cluster Inventory - Getting Started** [  Español ]

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Does Career Cluster Inventory tell you what you can be or should be? NO!

No software can do that. Only YOU can decide what to do with your life.

Career Cluster Inventory can help you narrow down your choices. Here, you rate 80 activities on how much you think you would enjoy doing them. Most of these activities are things you have done before. Think back to when you did the activity (for example, asking someone to sponsor you in a walk-a-thon). Did you like asking that person to donate money? Rate that item for how much you liked it.

Some of the activities are things you have not done before. For each activity, take a minute to imagine doing it. For example, what would it be like to act in a school play? Would you like it? Would you dislike it? Not sure?

The response choices are:

- Like very much
- Like
- Dislike
- Not sure

NOTE: Your results will be saved automatically when you reach the Scores page. To add personal comments, click on the **Save** option. If you need to log off before rating all the activities, be sure and **Save** what you have completed.

**Click**  
**Rate the activities** → ←

# Step 8



## Career Cluster Inventory

1. Go fishing.

Explain

Like Very Much	Like	Not sure	Dislike
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|  
0

|  
100%

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[Complete the survey.](#)


## Step 9 Save Results

### Career Cluster Inventory - Scores

Career Clusters		Score
Health Science	<div style="width: 100%; height: 10px; background-color: cyan;"></div>	14
Manufacturing	<div style="width: 90%; height: 10px; background-color: red;"></div>	13
Arts, Audio/Visual Technology, and Communications	<div style="width: 80%; height: 10px; background-color: teal;"></div>	12
Business Management and Administration	<div style="width: 80%; height: 10px; background-color: purple;"></div>	12
Information Technology	<div style="width: 70%; height: 10px; background-color: magenta;"></div>	11
Finance	<div style="width: 60%; height: 10px; background-color: green;"></div>	10
Human Services	<div style="width: 60%; height: 10px; background-color: blue;"></div>	10
Architecture and Construction	<div style="width: 50%; height: 10px; background-color: gray;"></div>	9
Government and Public Administration	<div style="width: 50%; height: 10px; background-color: yellow;"></div>	9
Law, Public Safety, Corrections, and Security	<div style="width: 50%; height: 10px; background-color: brown;"></div>	9
Transportation, Distribution, and Logistics	<div style="width: 50%; height: 10px; background-color: orange;"></div>	9
Education and Training	<div style="width: 40%; height: 10px; background-color: darkblue;"></div>	8
Hospitality and Tourism	<div style="width: 30%; height: 10px; background-color: olive;"></div>	7
Marketing	<div style="width: 30%; height: 10px; background-color: darkred;"></div>	7
Agriculture, Food, and Natural Resources	<div style="width: 20%; height: 10px; background-color: limegreen;"></div>	5
Science, Technology, Engineering, and Mathematics	<div style="width: 10%; height: 10px; background-color: purple;"></div>	4




## Step 10

 Alaska Career Information System  
Junior

[ Home | My Portfolio | Log out ]


Return to: [ Quick links ]

**My CIS Sorts and Assessments -- sdf sdf** [ Privacy Statement ]

 **Save - Career Cluster Inventory Thoughts**

Enter any thoughts you want to save about this Career Cluster Inventory set of answers:


1/11/12 8th Grade


 Type the date & grade level

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## Step 11

**My CIS Sorts and Assessments -- sdf sdf** [ Privacy Statement ] [ Print ]

 Career Cluster Inventory

 Career Cluster Inventory

[ Career Cluster Inventory ]

My Saved Career Cluster Inventory Answers	My Thoughts	Updated	Edit	Delete
<p><b>Restore</b> </p> <p>Restore Answer Set 1</p>	<p>1/11/12 8th grade</p>	<p>1/11/2012</p>	<p> Edit</p>	<p> Delete</p>

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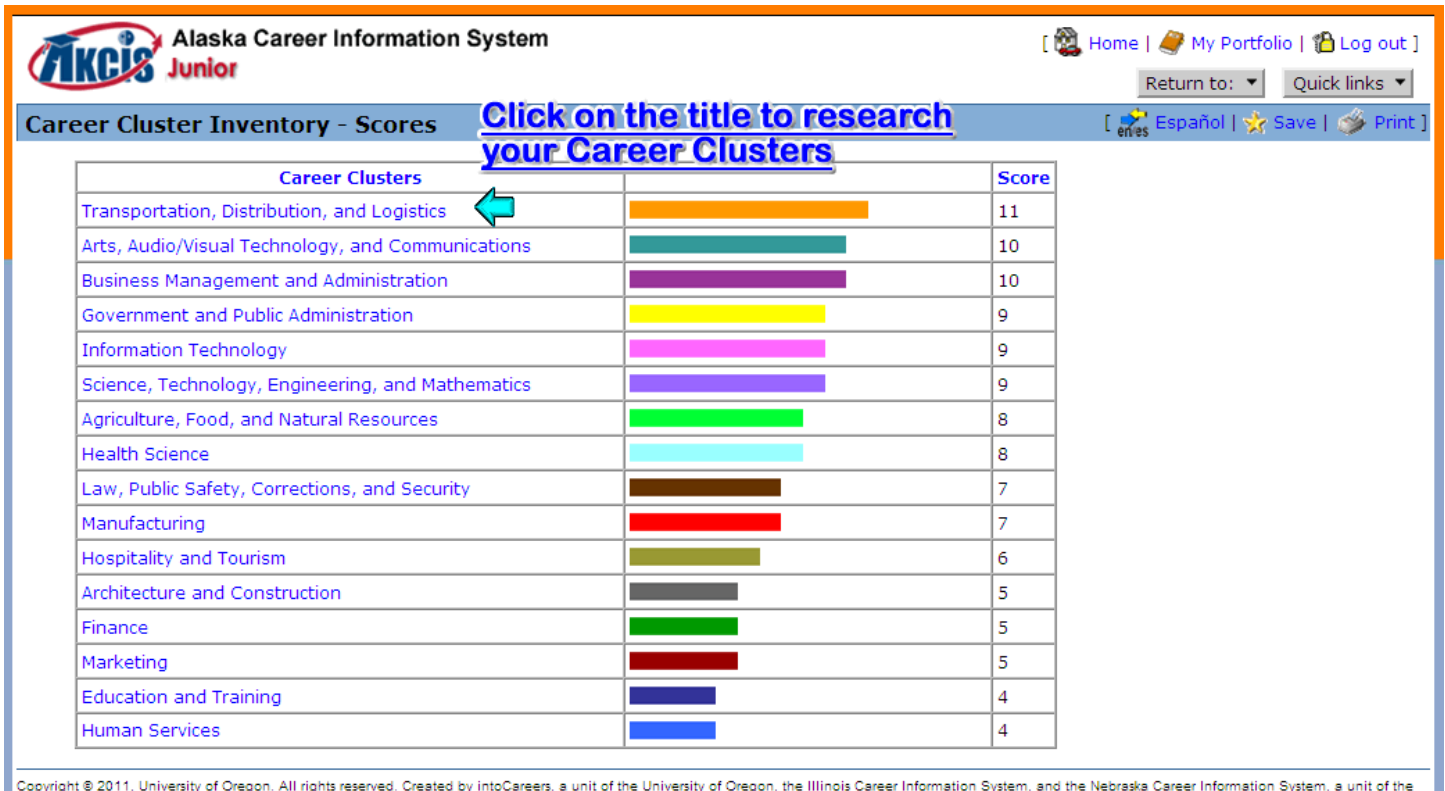
## Step 12

**Copy the Chart Results onto your Worksheet.**

**Then click on the title to research your Career Clusters.**

[Click for a copy of the Worksheet.](#)

**Follow the ←'s for your instructions.**



## Step 13

**Complete the back of the Worksheet**

[Click for a copy of the Worksheet.](#)