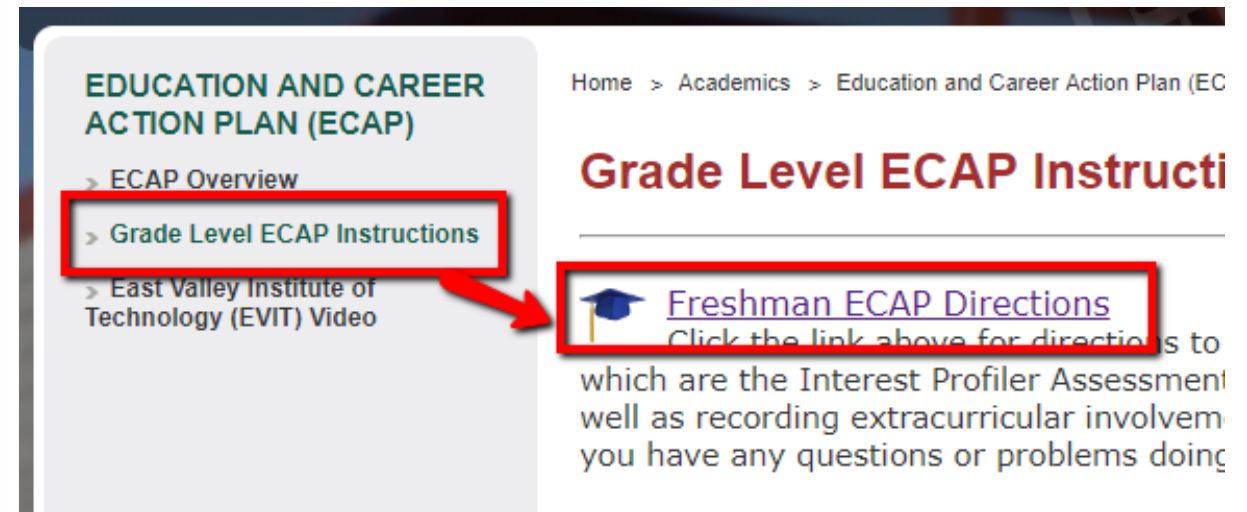
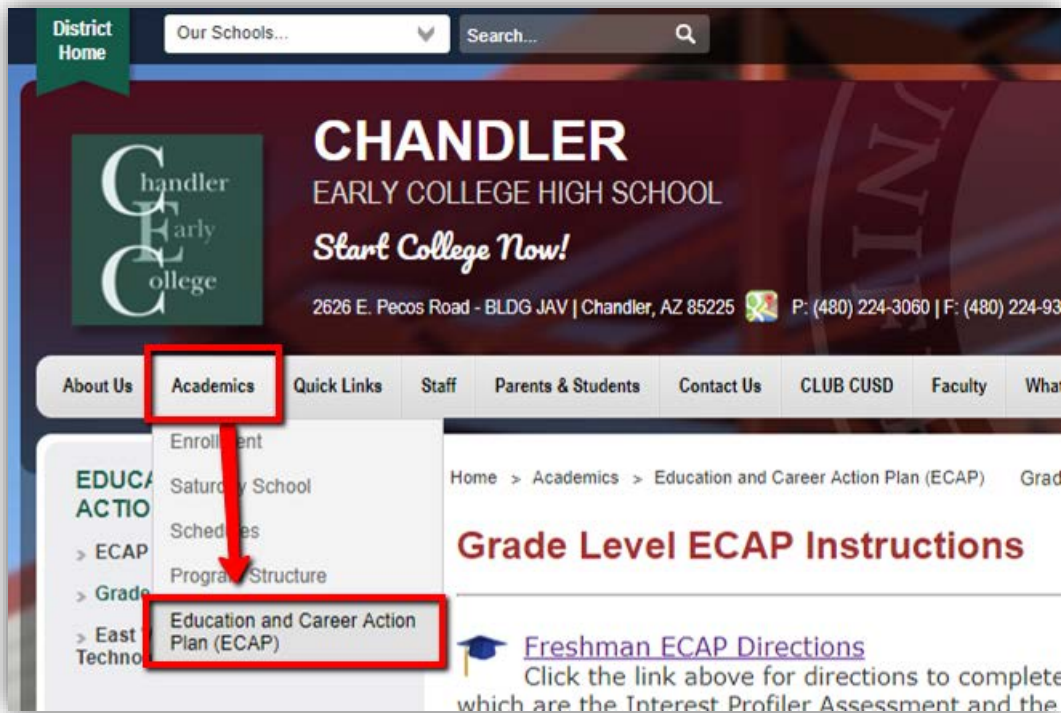


Visit the [Chandler Early College website](http://www.cusd80.com/CEC).
(www.cusd80.com/CEC)

1. Click on **Academics > Education and Career Action Plan (ECAP)**.

2. Click on **Grade Level ECAP Instructions** and the appropriate grade level directions.





[AzCIS VERSIONS](#)

[WHAT'S NEW](#)

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EXPLORE

PLAN

Az Resident

Just Browsing

Log in below with ANY of your AzCIS account usernames or passwords.

Username:

Password:



Developing Your Education and Career Action Plan (ECAP)

- Go to the website <https://azcis.intocareers.org/materials/portal/home.html>

- Enter the following

Username: S + ID + @CUSD (ex. S88888@CUSD)

Password: Chandler80

The system will prompt you to enter two security questions.

**** WRITE DOWN WHAT YOU ENTER ****

1. Click on Account Settings Changing you password: **Chandler2022** Updating Graduation Year - **2022**

Hamilton High School (CUSD)

Arizona Career Information System

Text Only Version

Amy 0 Messages Log Out

- View My Education Career Action Plan
- Share My Education Career Action Plan
- Print My Education Career Action Plan
- Account Settings**
- Edit My Image

Your Career Begins Here

Get Started

Use these tools to manage your career development.

11:02 AM 10/28/2016

ACCOUNT SETTINGS

Help & Tutorials Privacy Statement Print

School/Organization: Hamilton High School (CUSD) Change Schools/Organizations

First Name: Amy **

Middle Name:

Last Name: Furrow **

E-mail:

Graduation Year: 2020 **

Password: Enter New Password

Questions: Security Question 1: In what city did your parents meet? **
Answer 1: Flagstaff **

Security Question 2: Who is the toughest superhero? **
Answer 2: Superman **

Update Cancel ** Required Fields Delete Account

To update your address or phone number, go to the 'Personal Information' section of [Résumé Creator](#)

11:04 AM 10/28/2016

1. Click on *Assessments Tab*
2. Click on *Interest Profiler (short version)*

The screenshot displays the AZCIS website interface. At the top, the URL is https://azcis.intocareers.org/onet_short_ip/on. The page header includes the AZCIS logo, the text "Arizona Career Information System", and a "Text Only Version" link. A user profile for "Amy" is visible with "0 Messages" and a "Log Out" button. The navigation menu is highlighted, with "ASSESSMENTS" selected. Below the menu, a large red arrow points to the "Interest Profiler Short Form" link in the "What are my interests?" section. The page content is organized into columns with various assessment options and links.

ASSESSMENTS

What can I do with assessments?
About Assessments

What are my interests?
Career Cluster Inventory (Full Version)
Career Cluster Inventory (Short Version)
Interest Profiler
Interest Profiler Short Form

What lifestyle can I afford?
Reality Check

What skills and work values are important to me?
SKILLS
Work Importance Locator

What reports can I run to show my progress?
Combined Report of Assessments

How do I link assessment results taken outside CIS to occupations?
Assessment Link

Informal Assessments
Learning Styles Survey
Learning Styles Lesson Plan
Employability Skills Survey
Employability Skills Lesson Plan
ADE - Workplace Employability Skills
Entrepreneurial Career Assessment Form

Search

8:18 AM 10/31/2016

On a separate sheet of paper *write down your top two choices*, you will need it for the second half of this assignment.

The screenshot shows a web browser window with the URL https://azcis.intocareers.org/onet_short_ip/on. The browser's address bar and menu bar are visible. The website's navigation bar is dark blue with white text for the menu items: PLAN, ASSESSMENTS (which is highlighted), OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY ECAP. A search bar is located on the right side of the navigation bar. Below the navigation bar, the main content area has a white background. The title of the page is "INTEREST PROFILER SHORT FORM - GETTING STARTED" in blue text. To the right of the title is a button labeled "Español". The main text explains the purpose of the Interest Profiler and provides instructions for taking the assessment. A list of response choices is provided, and a note at the bottom explains how results are saved.

File Edit View Favorites Tools Help

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY ECAP Search

INTEREST PROFILER SHORT FORM - GETTING STARTED

≡ Español

The Interest Profiler can help you identify your interests and match them with a wide variety of careers. It doesn't tell you what you should be but organizes your interests in six broad categories of work.

The following pages contain activities related to various careers. For each activity, choose the response that indicates if you would like or dislike the activity. Don't worry if some of the activities are unfamiliar or require training that you do not have. Don't worry about salary, status, or training. Keep in mind that all occupations and careers are open to everyone.

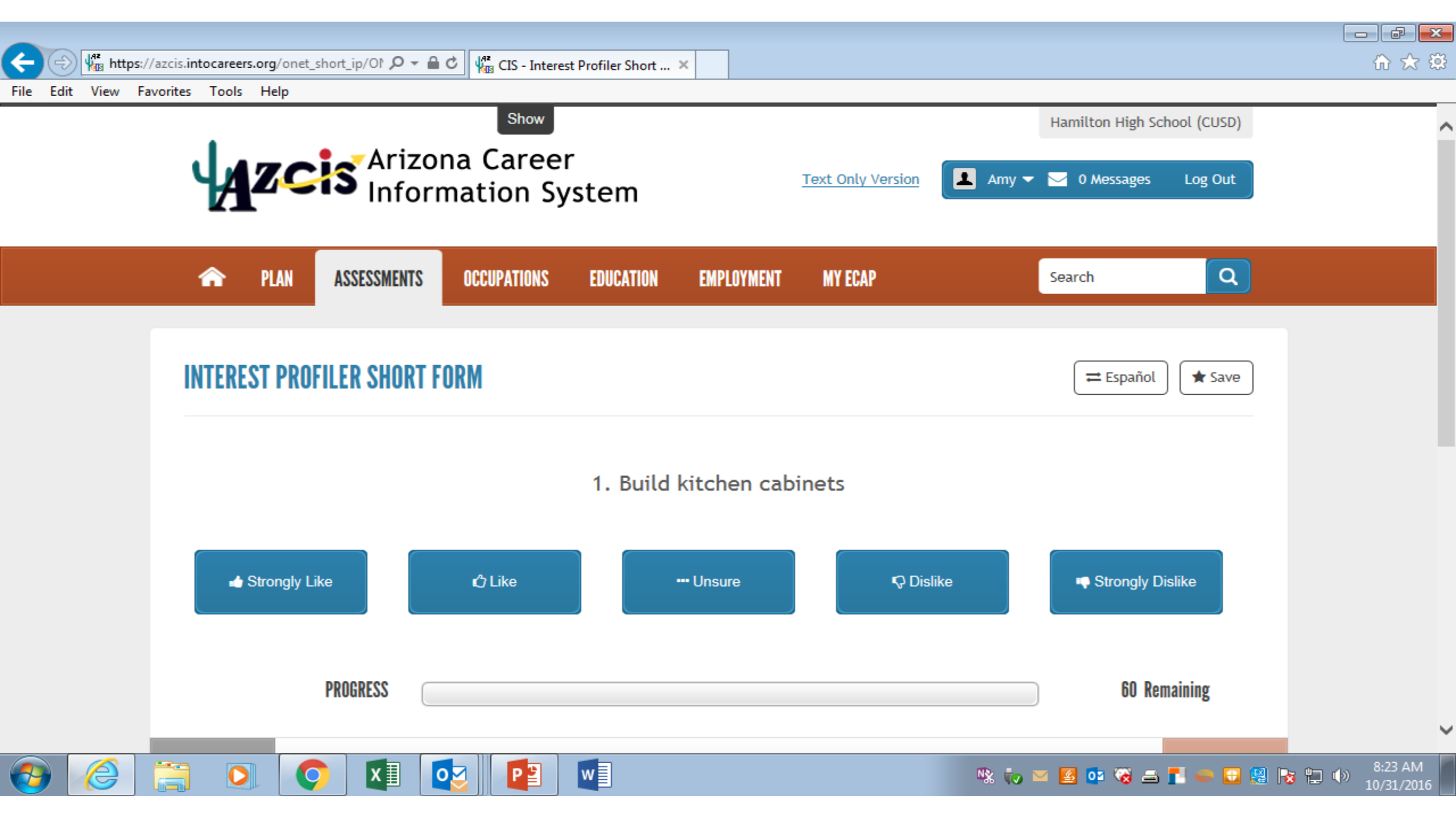
There are 60 activities. Do not spend too much time on any one item or talk with your friends to see how they are doing. There is no time limit, but try to work at a steady pace.

The response choices are:

- Strongly Like
- Like
- Unsure
- Dislike
- Strongly Dislike

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

Rate the activities →



Show

Hamilton High School (CUSD)

[Text Only Version](#)

Amy 0 Messages Log Out

INTEREST PROFILER SHORT FORM

Español Save

1. Build kitchen cabinets

- Strongly Like
- Like
- Unsure
- Dislike
- Strongly Dislike

PROGRESS

60 Remaining



PLAN

ASSESSMENTS

OCCUPATIONS

EDUCATION

EMPLOYMENT

MY ECAP

Search



INTEREST PROFILER SHORT FORM - GETTING STARTED

≡ Español

The Interest Profiler can help you identify your interests and match them with a wide variety of careers. It doesn't tell you what you should be but organizes your interests in six broad categories of work.

The following pages contain activities related to various careers. For each activity, choose the response that indicates if you would like or dislike the activity. Don't worry if some of the activities are unfamiliar or require training that you do not have. Don't worry about salary, status, or training. Keep in mind that all occupations and careers are open to everyone.

There are 60 activities. Do not spend too much time on any one item or talk with your friends to see how they are doing. There is no time limit, but try to work at a steady pace.

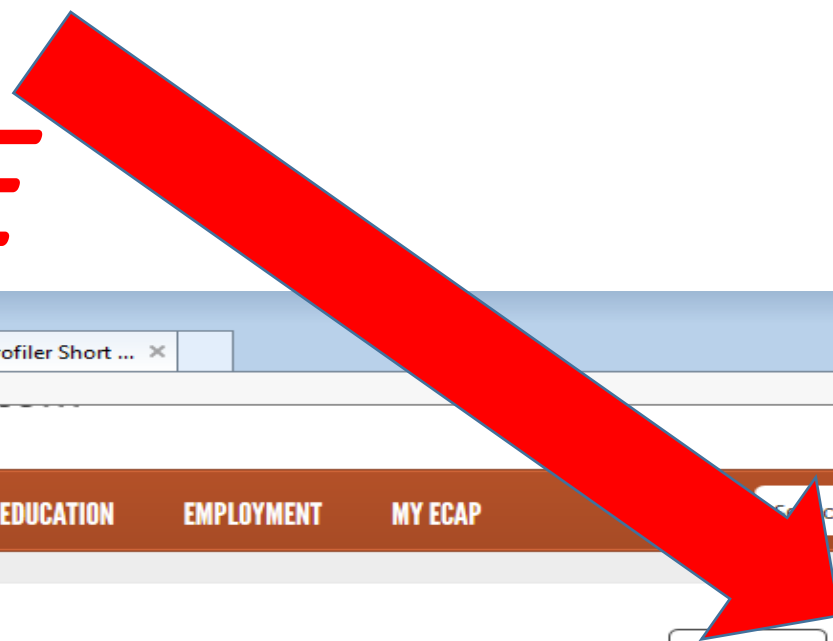
The response choices are:

- Strongly Like
- Like
- Unsure
- Dislike
- Strongly Dislike

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

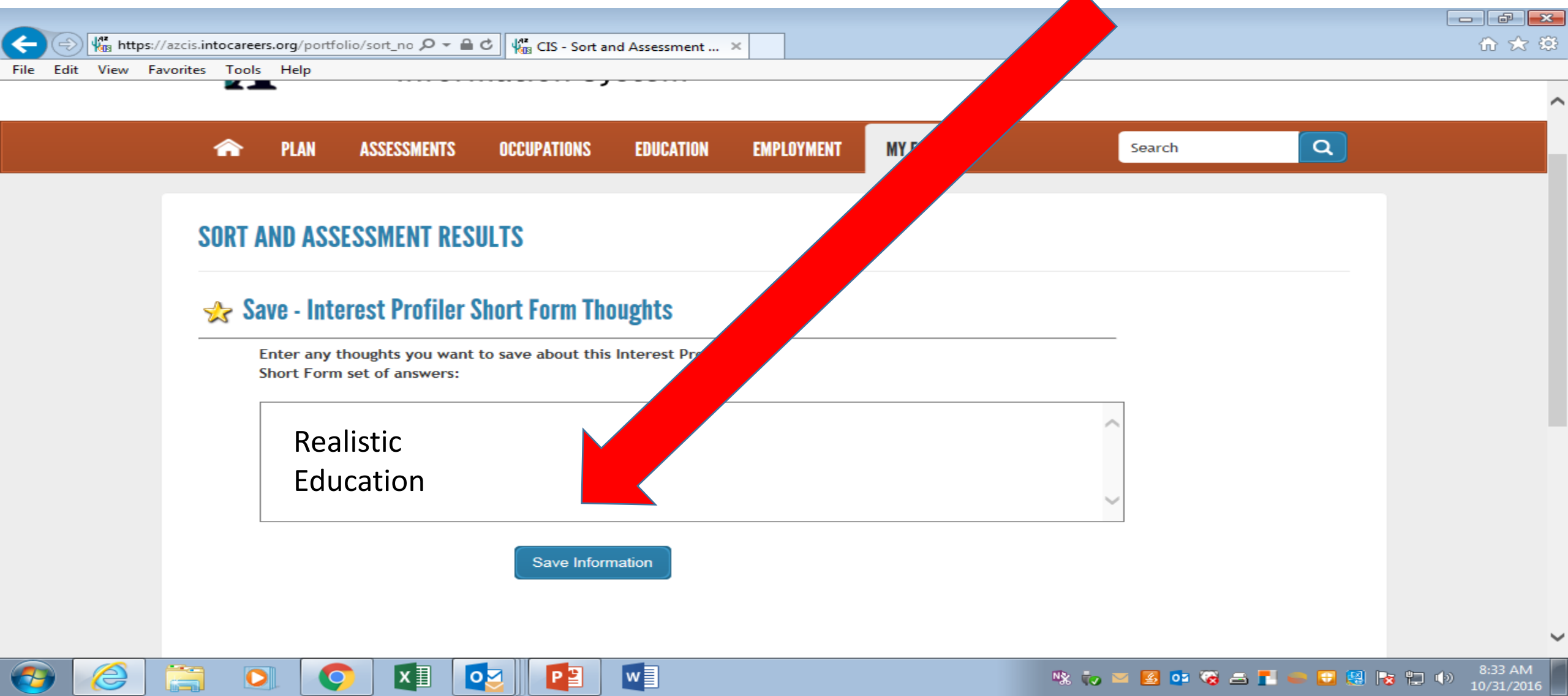
Rate the activities →

Click *SAVE*



A screenshot of a web browser window. The address bar shows the URL 'https://azcis.intocareers.org/onet_short_ip/on...'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The website's navigation bar is dark brown with white text for 'PLAN', 'ASSESSMENTS', 'OCCUPATIONS', 'EDUCATION', 'EMPLOYMENT', and 'MY ECAP'. A search bar is on the right. The main content area has a white background with a blue header 'INTEREST PROFILER SHORT FORM'. Below the header are three buttons: 'Español', 'Save' (with a star icon), and 'Print'. The 'Save' button is highlighted by the red arrow. The page content includes a sub-header 'Using Your Interests to Explore Occupations' and several paragraphs of text. At the bottom, there is a section titled 'Realistic' with a score of 24. The Windows taskbar is visible at the very bottom, showing various application icons and the system clock displaying '8:29 AM 10/31/2016'.

On a separate sheet of paper *write down your top two choices*, you will need it for the second half of this assignment.



The screenshot shows a web browser window with the URL https://azcis.intocareers.org/portfolio/sort_no. The page title is "CIS - Sort and Assessment ...". The navigation menu includes "PLAN", "ASSESSMENTS", "OCCUPATIONS", "EDUCATION", and "EMPLOYMENT". The main content area is titled "SORT AND ASSESSMENT RESULTS" and features a section for "Save - Interest Profiler Short Form Thoughts". Below this section, there is a text input field containing the text "Realistic Education". A large red arrow points from the top right of the page down to the text in the input field. Below the input field is a "Save Information" button. The Windows taskbar at the bottom shows the time as 8:33 AM on 10/31/2016.

1. Click on *Assessments Tab*

2. Click on *Career Cluster Inventory (short version)*

The screenshot shows a web browser window with the URL <https://azcis.intocareers.org/portfolio/portfoli>. The browser's address bar and tabs are visible at the top. The website's navigation bar is dark brown with several tabs: **ASSESSMENTS**, **OCCUPATIONS**, **EDUCATION**, **EMPLOYMENT**, and **MY ECAP**. A search bar is located on the right side of the navigation bar. Below the navigation bar, the **Assessments** section is highlighted with a red arrow. The **Assessments** section contains the following text: "Answer questions about yourself and connect to occupations that may interest you." and a [Learn more](#) link. A second red arrow points to the **Career Cluster Inventory (Short Version)** option in the list of assessments. The list of assessments includes: "What can I do with assessments?", "What are my interests?", "What lifestyle can I afford?", "What skills and work values are important to me?", "What reports can I run to show my progress?", and "How do I link assessment results taken outside CIS to occupations?". The **Informal Assessments** section lists: "Learning Styles Survey", "Learning Styles Lesson Plan", "Employability Skills Survey", "Employability Skills Lesson Plan", "ADE - Workplace Employability Skills", and "Entrepreneurial Career Assessment Form". At the bottom of the page, there is a form with a text input field containing "Superman" and a red asterisk (**). Below the input field are buttons for "Update", "Cancel", and "Delete Account". A red asterisk (** Required Fields) is also present. At the very bottom, there is a message: "To update your address or phone number, go to the 'Personal Information' section of [Résumé Creator](#)".

CAREER CLUSTER INVENTORY (FULL VERSION) - GETTING STARTED

[? Help & Tutorials](#) [= Español](#)

Does Career Cluster Inventory (Full Version) 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 (Full Version) 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.

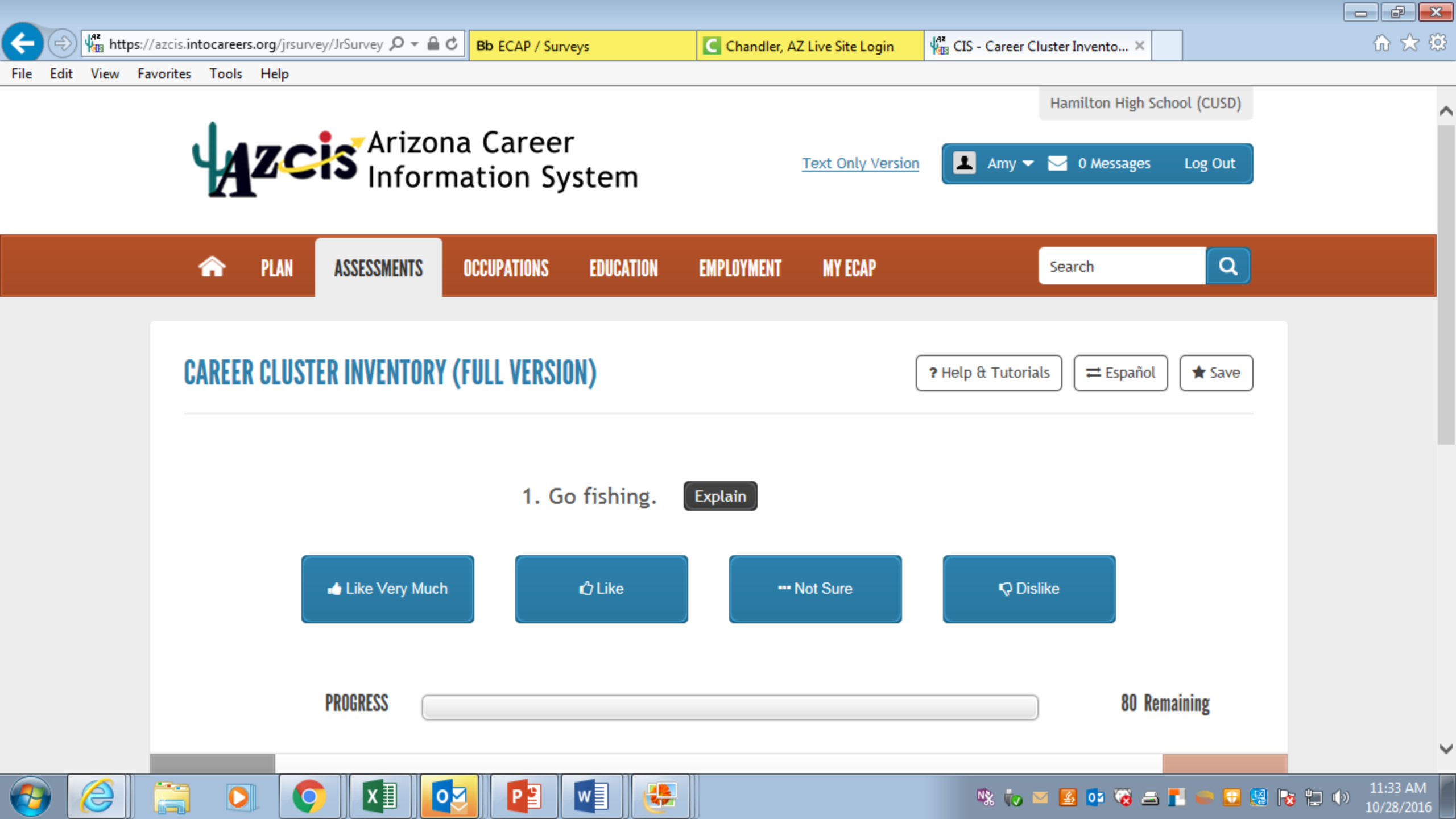
Some of the activities are things you have not done before. For each activity, take a minute to imagine doing it. For example, what would it be like to act in a school play? Would you like it? Would you dislike it? Not sure?

The response choices are:

- Like very much
- Like
- Not sure
- Dislike

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

[Rate the activities →](#)



CAREER CLUSTER INVENTORY (FULL VERSION)

1. Go fishing. Explain

Like Very Much

Like

Not Sure

Dislike

PROGRESS

80 Remaining

Make sure to **Click SAVE**

The screenshot shows a web browser window with the URL <https://azcis.intocareers.org/jrsurvey/JrSurvey>. The browser tabs include "Bb ECAP / Surveys", "Chandler, AZ Live Site Login", and "CIS - Career Cluster Invento...". The website navigation bar includes "PLAN", "ASSESSMENTS", "OCCUPATIONS", "EDUCATION", "EMPLOYMENT", and "MY ECAP". A search bar is located on the right side of the navigation bar.

The main content area displays the "CAREER CLUSTER INVENTORY (FULL VERSION)". Below the title, there are three buttons: "Control", "★ Save", and "Print". A large red arrow points to the "Save" button, and another red arrow points to the "Print" button.

Career Clusters	Score
Human Services	10
Law, Public Safety, Corrections, and Security	9
Architecture and Construction	7
Education and Training	7
Information Technology	7
Agriculture, Food, and Natural Resources	6
Science, Technology, Engineering, and Mathematics	6
Manufacturing	5
Health Science	4
Hospitality and Tourism	4
Business Management and Administration	3
Finance	3
Transportation, Distribution, and Logistics	3
Arts, Audio/Visual Technology, and Communications	2

The Windows taskbar at the bottom shows the system clock as 11:38 AM on 10/28/2016. The taskbar includes icons for Internet Explorer, File Explorer, Google Chrome, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Word, and the Windows Start button.



On a separate sheet of paper *write down your top two choices*, you will need it for the second half of this assignment.

https://azcis.intocareers.org/portfolio/sort_no

Bb ECAP / Surveys

Chandler, AZ Live Site Login

CIS - Sort and Assessment ...

File Edit View Favorites Tools Help

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY ECAP

Search

SORT AND ASSESSMENT RESULTS

★ Save - Career Cluster Inventory (Full Version) Thoughts

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

Education
Social Services

Click Save

Save Information

11:44 AM 10/28/2016

Go to **MY ECAP** Tab

Select **Checklists**



The screenshot shows the AZCIS website interface. The top navigation bar includes a home icon and tabs for PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY ECAP. A search bar is located on the right. The 'MY ECAP' dropdown menu is open, displaying several sections with links:

- My Education Career**
 - View your CIS favorites and CIS assessment results.
 - Save information for résumés and applications.
 - Store your files and résumés.
 - [View My Education Career Action Plan](#)
- How do I track my activities?**
 - Checklists** (highlighted)
- How do I create or update my résumé?**
 - Résumé Creator
 - Saved and Uploaded Résumés
- Where are my saved results?**
 - Favorites
 - Sort and Assessment Results
 - Stored Files and Links
- How do I create a career plan?**
 - Career Plan
- How do I plan my courses?**
 - Course Planner
- How do I track my school applications?**
 - Application Tracker
- What guidance do I need?**
 - Sherlock
- What reports can I run to show my progress?**
 - Combined Report of Assessments
 - My ECAP Report

At the bottom of the dropdown menu, there is a table with the following data:

Grade 10	0 / 6		View
Grade 11	0 / 6		View
Grade 12	0 / 7		View

Click on **Grade 9**..... [view](#)

The screenshot shows the AZ Career Information System (CIS) website. The browser address bar displays the URL: https://azcis.intocareers.org/checklist/Chklst_. The page title is "CIS - Checklists". The navigation menu includes: PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY ECAP. A search bar is located in the top right corner. Below the navigation menu, the page title "CHECKLISTS" is displayed. A paragraph explains that the following activities for each grade checklist meet the ECAP Attributes as determined by the Arizona Department of Education. A link for "Grades 9-12 checklists" is provided. A key to Checklist Status column is shown: ○ = No Progress; ◐ = Partial completion; ● = Complete. A table lists the checklists for Grade 9, Grade 10, Grade 11, and Grade 12. The Grade 9 row shows 0 / 6 activities met, a partial completion status (◐), and a "View" link. A red arrow points to the "View" link for Grade 9.

File Edit View Favorites Tools Help

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT MY ECAP Search

CHECKLISTS

? Help & Tutorials Print

The following activities for each grade checklist meet the ECAP Attributes as determined by the Arizona Department of Education. Students may not need to complete all activities in the grade chosen. All ECAP Attribute activities must be completed prior to graduation however.

- [Grades 9-12 checklists](#)

Key to Checklist Status column: ○ = No Progress; ◐ = Partial completion; ● = Complete.

Checklist Name	Required Activities: # Met/Total	Status	Date Completed	View
Grade 9	0 / 6	◐		View
Grade 10	0 / 6	○		View
Grade 11	0 / 6	○		View
Grade 12	0 / 7	◐		View

Click View

Click on *ALL checklists* and complete status

Browser address bar: https://azcis.intocareers.org/checklist/Chklist_ CIS - Checklists

Checklist: Grade 9

- Click the Help icon (?) to learn what is required to meet the activity
- For activities with the Edit icon (✎), click the Edit icon link to record how you met the activity
- The Required icon (***) after the activity description indicates a required activity

Key to Status column: ○ = No Progress; ◐ = Partial completion; ◑ = Check required (self, parent/guardian, and/or staff); ● = Met.

Checklist Activity	Edit Note	Self Review	Staff Review	Status	Date Met
Introduce student's to careers and find interests *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	◑	
Science					
Career Cluster Inventory *** ?		<input type="checkbox"/>	<input type="checkbox"/>	○	
Complete your 4-Year Plan in Infinite Campus with your counselor *** ?		<input type="checkbox"/>	<input type="checkbox"/>	○	
Parent Approval of 4-year plan in Infinite Campus *** ?		<input type="checkbox"/>	<input type="checkbox"/>	○	
Document extra-curricular activities *** ?		<input type="checkbox"/>	<input type="checkbox"/>	○	
Record awards or achievements *** ?		<input type="checkbox"/>	<input type="checkbox"/>	○	

Checklist activities are developed by system or site staff.

Navigation: Arizona Resources | AzCIS Resources | About Us
Footer: CTE Handbook | Curriculum | Privacy Statement

Insert Today's Date

Click on – Introduce Student's to Careers & Find Interests (from check list)

Write down top *two choices* from Interest Profiler

Arizona Career Information System - My Education Career Action Plan - - Internet Explorer

https://azcis.intocareers.org/checklist/ChkIst_CustomUserNote.aspx?aid=37258431&sb=1

File Edit View Favorites Tools Help

Introduce student's to careers and find interests

Career Interest Inventory

Save Information Insert Today's Date

[Close Window]

Click Save

Start Internet Explorer File Explorer Windows Media Center Google Chrome Microsoft PowerPoint

100% 6:13 PM 11/17/2016

Insert Today's Date

Click on – Career Interest Inventory (from check list)

Add your Career Cluster *top two* choices and click save

Arizona Career Information System - My Education Career Action Plan - Internet Explorer
https://azcis.intocareers.org/checklist/Chklist_CustomUserNote.aspx?aid=37258432&sb=1

File Edit View Favorites Tools Help

Career Cluster Inventory
Groups student interest into career clusters

Save Information Insert Today's Date

[Close Window]

Click Save

Start Internet Explorer File Explorer Media Player Google Chrome PowerPoint Word

100% 6:29 PM 11/17/2016

4-Year Plan to be completed with counselor

FEBRUARY 2019

Arizona Career Information System - My Education Career Action Plan - - Internet Explorer
https://azcis.intocareers.org/.../Chklst_CustomUserNote.aspx?aid=36720053&sb=1

File Edit View Favorites Tools Help

Complete your 4-year Plan in Infinite Campus with your counselor

In Infinite Campus complete your 4-year plan

Last saved on 10/31/2016 - word count: 6
Monday, October 31, 2016

February 2017

Save Information Insert Today's Date

[X Close Window]

Click Save

100% 7:55 AM 10/31/2016

Parent Approval to be completed

FEBRUARY 2019

Arizona Career Information System - My Education Career Action Plan - - Internet Explorer
https://azcis.intocareers.org/.../Chklst_CustomUserNote.aspx?aid=36720053&sb=1

File Edit View Favorites Tools Help

Complete your 4-year Plan in Infinite Campus with your counselor
In Infinite Campus complete your 4-year plan

Last saved on 10/31/2016 - word count: 6
Monday, October 31, 2016
February 2017

Save Information Insert Today's Date

[X Close Window]

Click Save

Document Extra-Curricular Activities

The image shows a Microsoft Word document titled "Document2 - Word" with the ribbon set to "HOME". An Internet Explorer window is overlaid on top, displaying the "Arizona Career Information System - My Education Career Action Plan" website. The browser address bar shows the URL: https://azcis.intocareers.org/checklist/Chklst_CustomUserNote.aspx?aid=36720055&sb=1. The website content includes a title "Document extra-curricular activities", a description "Document in your ECAP portfolio, my Resume section, record your club, sport, fine and performing arts, or community service.", and a text area containing "Last saved on 10/28/2016 - word count: 8", "Friday, October 28, 2016", "Native American Club", and "Stugo". Below the text area are two buttons: "Save Information" and "Insert Today's Date". A "Close Window" button is also visible at the bottom right of the browser window.

Extra -Curricular Activities

Click Save

Insert Today's Date

Record Awards or Achievements

if you do not have any, please write down a goal

Arizona Career Information System - My Education Career Action Plan - - Internet Explorer
https://azcis.intocareers.org/checklist/Chklst_CustomUserNote.aspx?aid=36720056&sb=1

File Edit View Favorites Tools Help

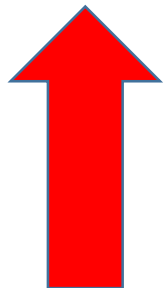
Record awards or achievements

Record any academic awards or achievements you have gotten this school year.

Last saved on [10/31/2016](#) - word count: 7
Friday, October 28, 2016
Red Ribbon award

[X Close Window]

Insert today's date



Click Save

100% 8:52 AM 10/31/2016

*Once all boxes have been checked
you are finished*



Browser address bar: https://azcis.intocareers.org/checklist/Chklst_ CIS - Checklists

Checklist: Grade 9

- Click the Help icon (?) to learn what is required to meet the activity
- For activities with the Edit icon (✎), click the Edit icon link to record how you met the activity
- The Required icon (***) after the activity description indicates a required activity

Key to Status column: ○ = No Progress; ◐ = Partial completion; ◑ = Check required (self, parent/guardian, and/or staff); ● = Met.

Checklist Activity	Edit Note	Self Review	Staff Review	Status	Date Met
Introduce student's to careers and find interests *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Science					
Career Cluster Inventory *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Tourism					
Complete your 4-Year Plan in Infinite Campus with your counselor *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Monday, October 31, 2016 February 2017					
Parent Approval of 4-year plan in Infinite Campus *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Monday, October 31, 2016 Feb 2017					
Document extra-curricular activities *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Friday, October 28, 2016 Native American Club Stugo					
Record awards or achievements *** ?		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Friday, October 28, 2016 Red Ribbon award					

Taskbar: 8:56 AM 10/31/2016