

# **Education and Career Action Plan (ECAP)**

## **Chandler Early College 2018 - 2019**

Welcome! This packet will provide you with an opportunity to explore how your education is directly related to your future successes. It will also provide insight to who you are as a learner and an employee.

### ***What is an ECAP?***

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona students grades 9-12. An ECAP (Education and Career Action Plan) reflects a student's current plan of coursework, career aspirations, and extended learning opportunities in order to develop the student's individual academic and career goals.

### ***How does the ECAP benefit the student?***

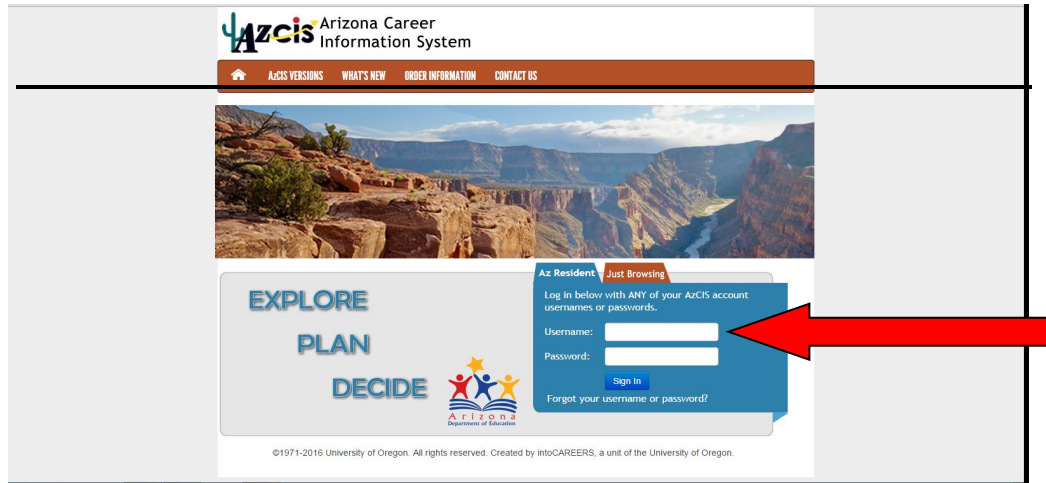
Personalized planning helps students reach their academic and career goals and can positively impact their achievement. Students learn how to set and achieve goals. It helps them to understand how their education is relevant in achieving their career goals. It helps them to create a vision for their future and ultimately helps them assume responsibility for their own learning.

## **Education and Career Action Plan**

Today you will receive instruction on how to complete a Reality Check and a Resume. You will also receive instruction on updating your 4-year plan and getting parent approval. You will continue to add to your ECAP throughout your high school years, and your 4-year plan can be revised at any time.

# Developing Your Education and Career Action Plan

- Click here to visit the Arizona Career Information System website.
- Enter the following:  
**Username:** S + student ID + @CUSD (example S123456@CUSD)  
**Password:** Chandler80  
**If you logged in last year, your password should be Chandler2020.**
- Click *Sign In* to login

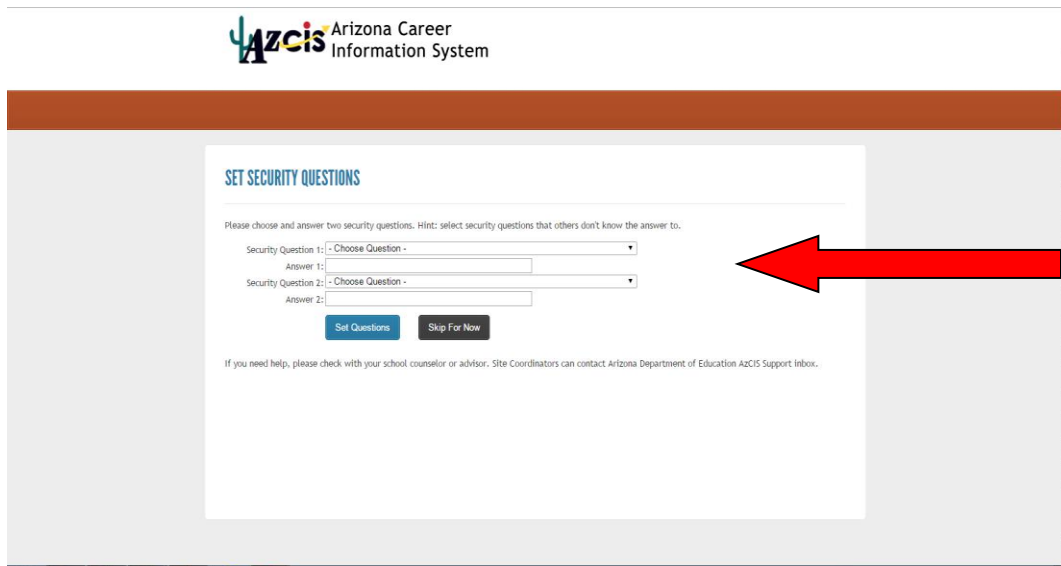


The screenshot shows the AZCIS login page. At the top, there is a navigation bar with links for 'AZCIS VERSIONS', 'WHAT'S NEW', 'ORDER INFORMATION', and 'CONTACT US'. Below this is a large banner image of a canyon. The main content area features a login form with the following elements:

- A header with 'AZ Resident' and 'Just Browsing' tabs.
- Text: 'Log in below with ANY of your AzCIS account usernames or passwords.'
- Username field:
- Password field:
- Sign In button
- Link: 'Forgot your username or password?'

A red arrow points to the Username field. Below the login form, there is a footer with copyright information: '©1971-2016 University of Oregon. All rights reserved. Created by intoCAREERS, a unit of the University of Oregon.'

- The system will prompt you to enter two security questions. Please be sure to **WRITE DOWN WHAT YOU ENTER!**

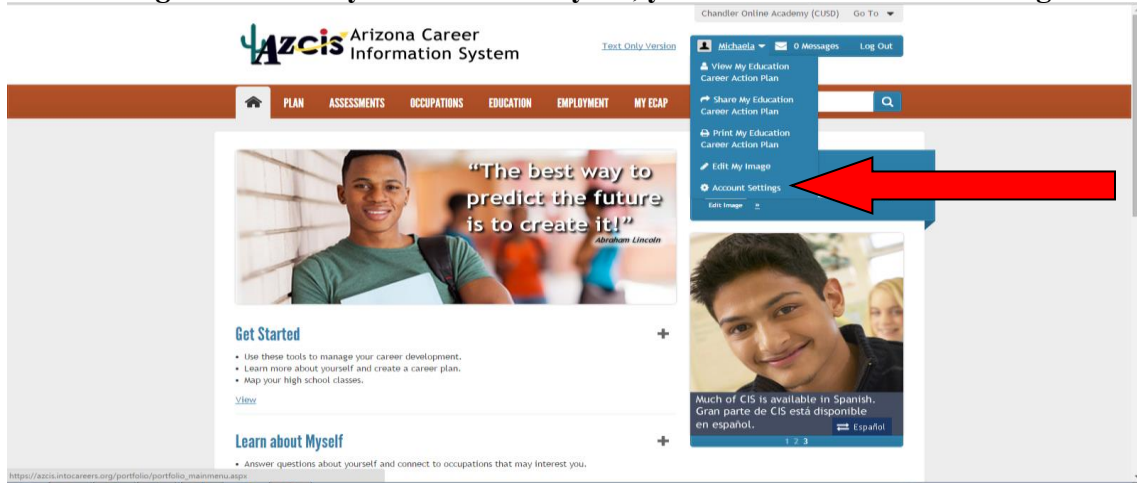


The screenshot shows the 'SET SECURITY QUESTIONS' page. The page features the AZCIS logo and navigation links at the top. Below is a large banner image of a canyon. The main content area includes a form with the following elements:

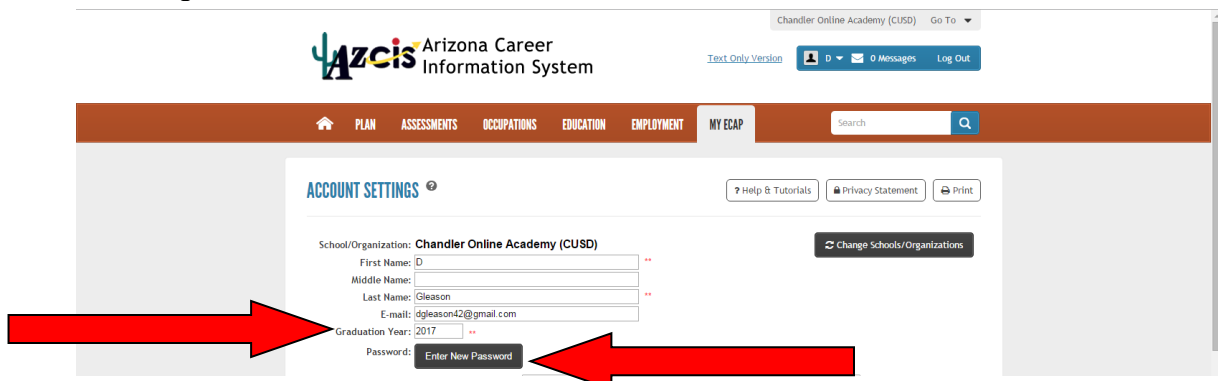
- Section title: 'SET SECURITY QUESTIONS'
- Text: 'Please choose and answer two security questions. Hint: select security questions that others don't know the answer to.'
- Security Question 1:  - Choose Question -
- Answer 1:
- Security Question 2:  - Choose Question -
- Answer 2:
- Buttons: 'Set Questions' and 'Skip For Now'

A red arrow points to the Answer 1 field. Below the form, there is a footer with help information: 'If you need help, please check with your school counselor or advisor. Site Coordinators can contact Arizona Department of Education AZCIS Support Inbox.'

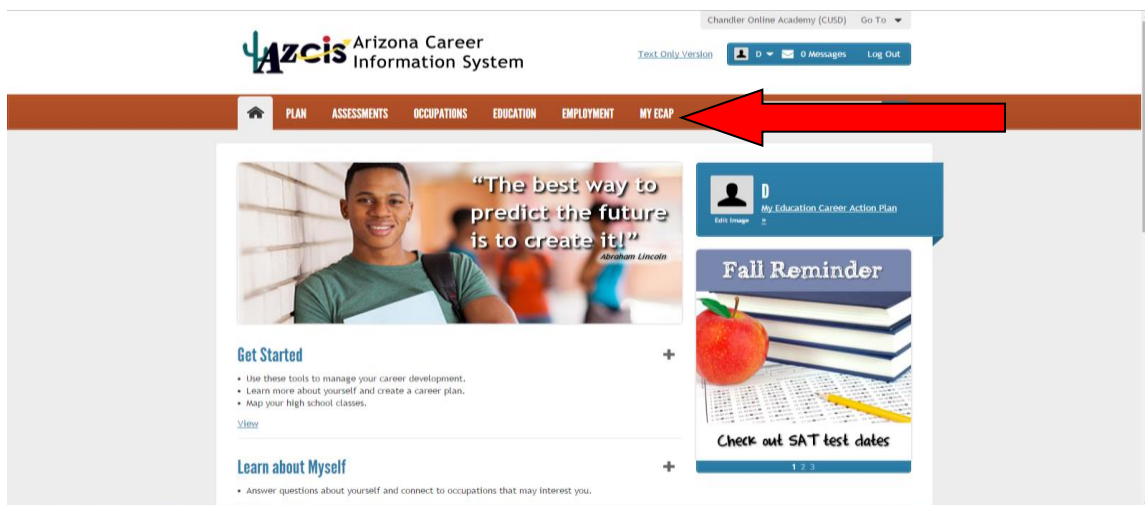
- You will now need to change your password and update your Graduation Year. At the top of the screen click the arrow next to your name. Then click “*Account Settings*”. **Note: If you did this last year, you shouldn’t have to do it again.**



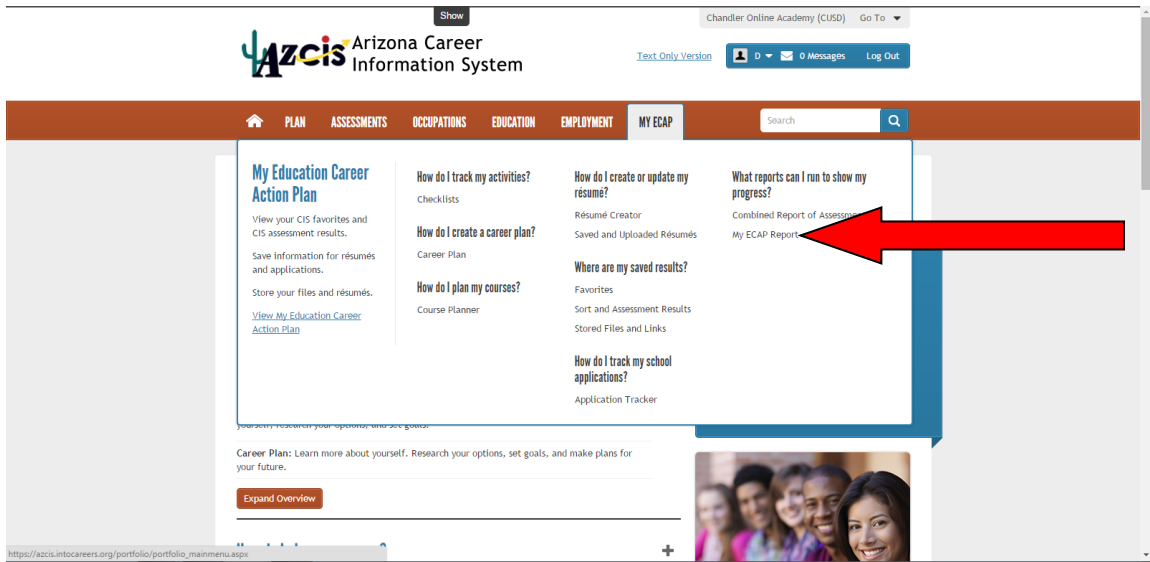
- Be sure that the information is correct. Please be sure your *Graduation Year* is correct (12<sup>th</sup>= 2019, 11<sup>th</sup>= 2020, 10<sup>th</sup>= 2021, 9<sup>th</sup>= 2022) and then *Enter New Password*. Please change the password to Chandler + the year you will graduate. (example: Chandler2020) After changing it WRITE IT DOWN and then click “*Update*”



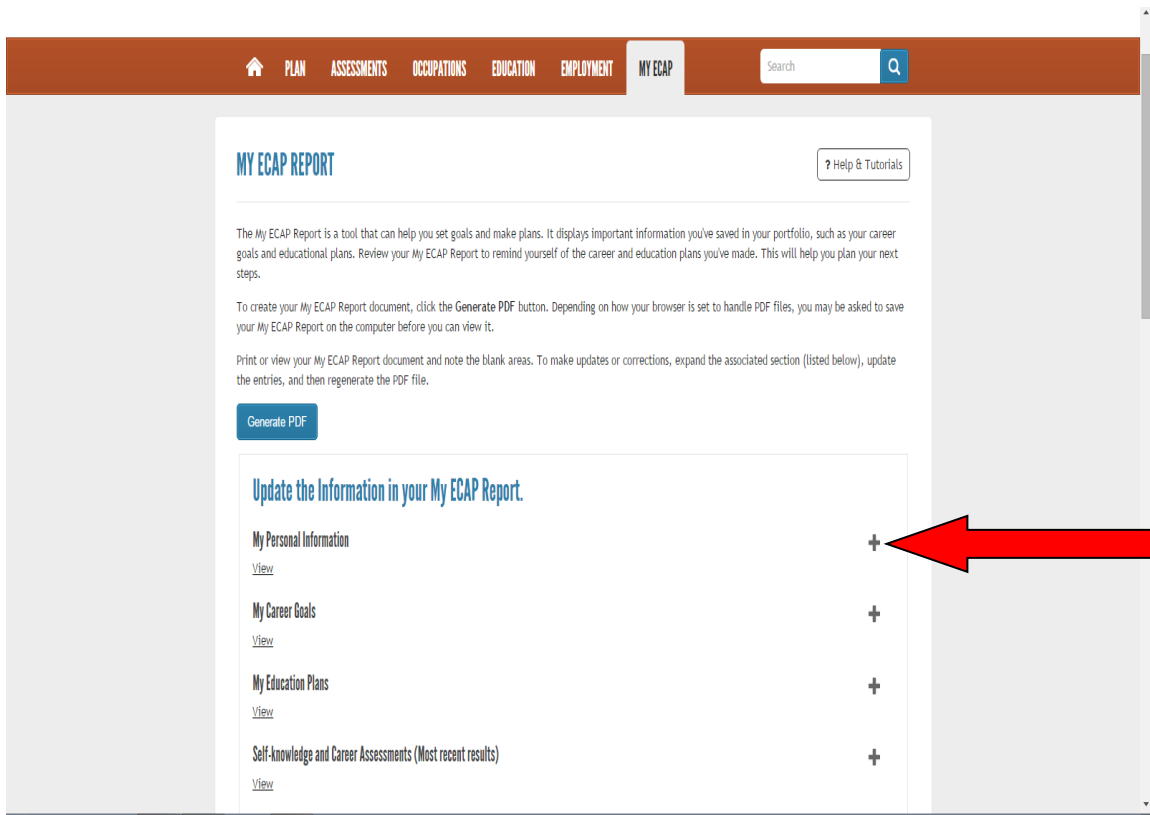
- With your mouse, hover over the words “*My ECAP*” on the bar at the top of the page



When hovering over the words “**My ECAP**” on the bar at the top of the page with your mouse, you will click the words “**My ECAP Report**” on the right.



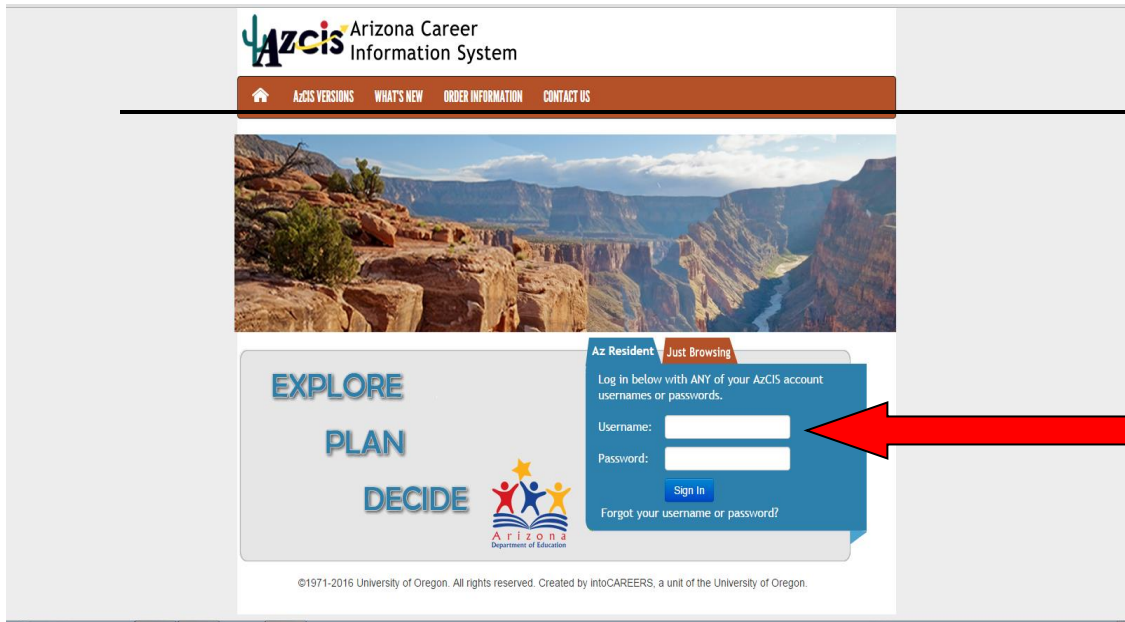
- Now it is time to update your plan, or in some cases, develop a plan for the first time. Please click the **+** next to the following areas and enter the information they request.



# Education and Career Action Plan (ECAP)

## Reality Check Assessment

- Click here to visit the Arizona Career Information System website.
- Enter the following:  
**Username:** S + student ID + @CUSD (example S123456@CUSD)  
**Password:** Chandler + year of graduation (example: Chandler2020)
- Click “*Sign In*” to login



- Click on “*Assessments*” in the upper banner



- Click on the **+** next to **“What Lifestyle Can I Afford?”**

The screenshot shows a list of assessment options under the heading "ASSESSMENTS". Each option has a title, a brief description, and a "View" link. A blue callout box on the right says "Answer questions about yourself and connect to occupations that may interest you." A red arrow points to the plus sign next to the "What lifestyle can I afford?" option.

**ASSESSMENTS**

**What can I do with assessments?** +  
Career assessments help you identify your interests, skills, and values. Find out how to choose an assessment and use your results to make career plans.  
[View](#)

**What are my interests?** +  
One of the best ways to explore occupations is to understand your interests. You can use these career assessment tools to match your interests to a wide variety of occupations.  
[View](#)

**What lifestyle can I afford?** + ←  
Expenses for rent, car payments, food, and clothes add up quickly. Find out how much money you'll need to cover those expenses.  
[View](#)

**What skills and work values are important to me?** +  
It's important to identify occupations that use skills that you find satisfying. Learning more about your work values can also help you decide what kinds of occupations you want to explore. Use these assessment tools to identify satisfying skills and to learn more about your work values.  
[View](#)

**What reports can I run to show my progress?** +

- Click **“Go to Reality Check”**

The screenshot shows the same list of assessment options. The "What lifestyle can I afford?" option is now expanded, showing a "Reality Check" section with a description and a "Go to Reality Check" button. A blue callout box on the right is the same as in the first screenshot. A red arrow points to the "Go to Reality Check" button.

**ASSESSMENTS**

**What can I do with assessments?** +

**What are my interests?** +

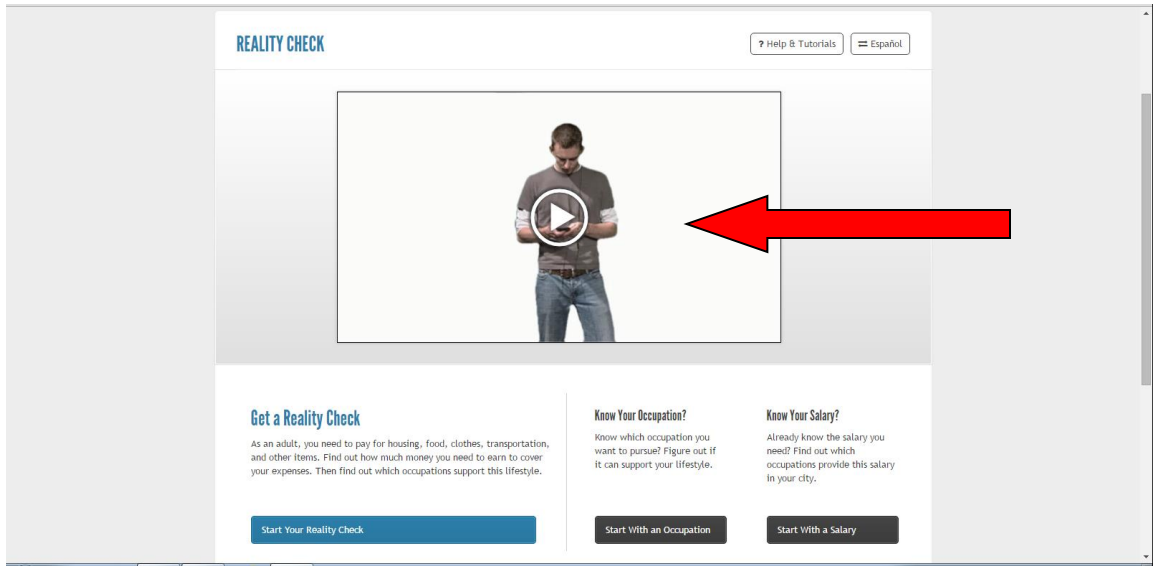
**What lifestyle can I afford?** -

**Reality Check**  
Find out how much money you will need to attain the lifestyle you desire. View occupations that pay enough to support your ideal lifestyle.

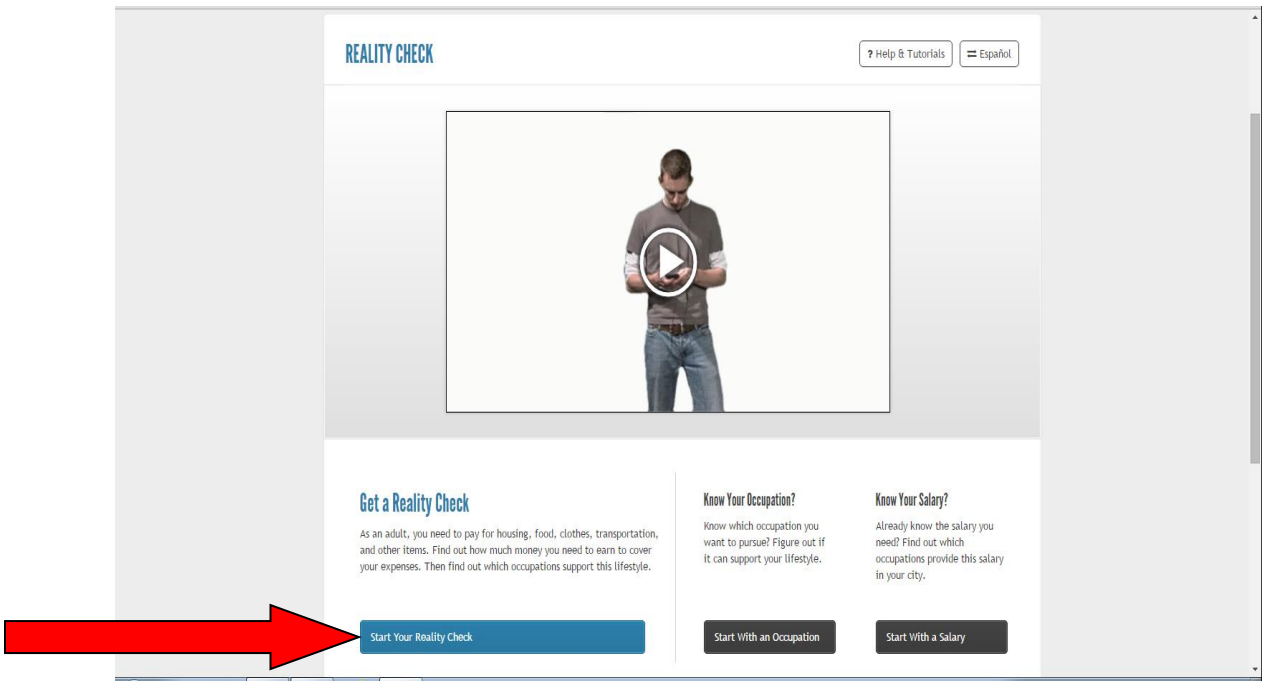
[Go to Reality Check](#) ←

**What skills and work values are important to me?** +

- Watch the one-minute video at the top of the page. This will explain the information you will get when you take this Reality Check.



- Click on ***“Start Your Reality Check”***



- Answer the questions that follow. When you finish answering each question, please click “Next”.

**REALITY CHECK** Help & Tutorials Español Start Over

### Where Do You Want to Live?

Living expenses vary by city size and region of the state. Larger cities tend to be more expensive than small towns and rural areas, however they may offer higher wages.

**Select a City**

Chandler-Mesa

Use the drop-down list to select the city where you want to live.

**PREVIOUS** **NEXT**

- Record the “Total Salary Needed” on the Activity chart below and then click “Next”

### Adding it All Up

Below are the amounts for the items you have selected. Now that you know how much your expenses are, the next step is to find out which occupations pay you the salary you need to afford your lifestyle.

Your Monthly Expenses	Totals for Chandler-Mesa
Housing	\$0
Utilities	\$0
Communications	\$0
Food	\$0
Transportation	\$0
Clothes	\$0
Health Care	\$0
Entertainment	\$0
Personal Care	\$0
Miscellaneous	\$0
Student Loans	\$0
Savings	\$0
<b>Monthly Expenses</b>	<b>\$0</b>
<b>Annual Expenses</b>	<b>\$0</b>
Federal Taxes	\$0
State Taxes	\$0
<b>Total Salary Needed</b>	<b>\$0</b>

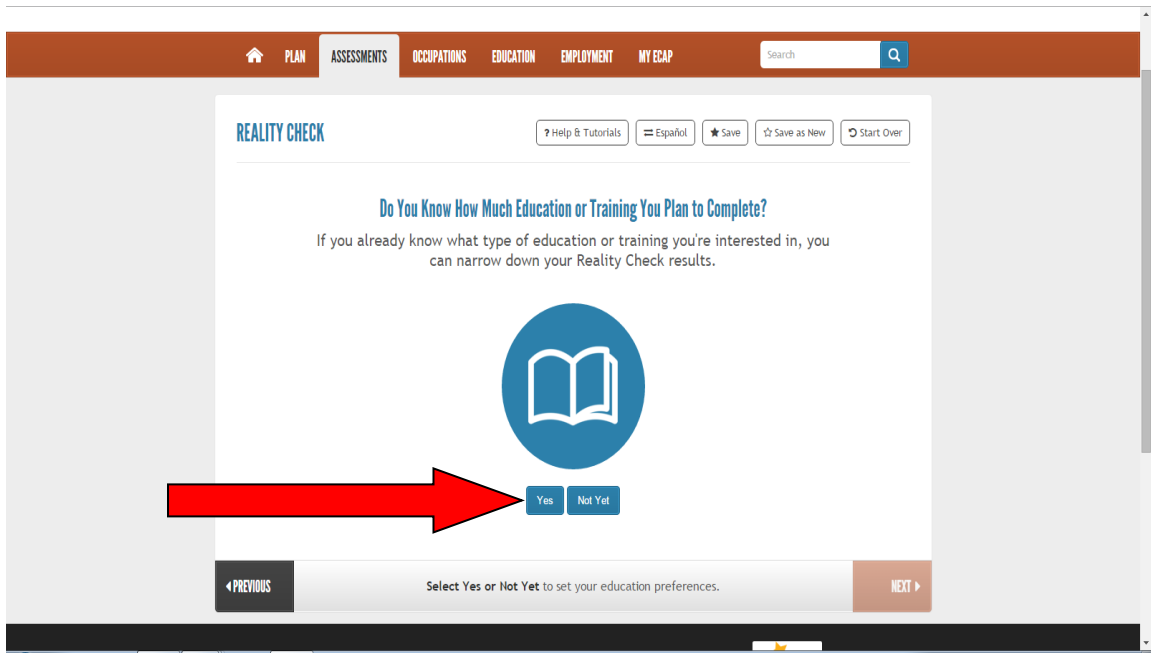
Investigate Family Expenses

Review your expenses and then select Next to continue to your results.

**PREVIOUS** **NEXT**



- Click **“Yes”** under **“Do You Know How Much Education or Training You Plan to Complete?”**




REALITY CHECK

Help & Tutorials Español Save Save as New Start Over

### Do You Know How Much Education or Training You Plan to Complete?

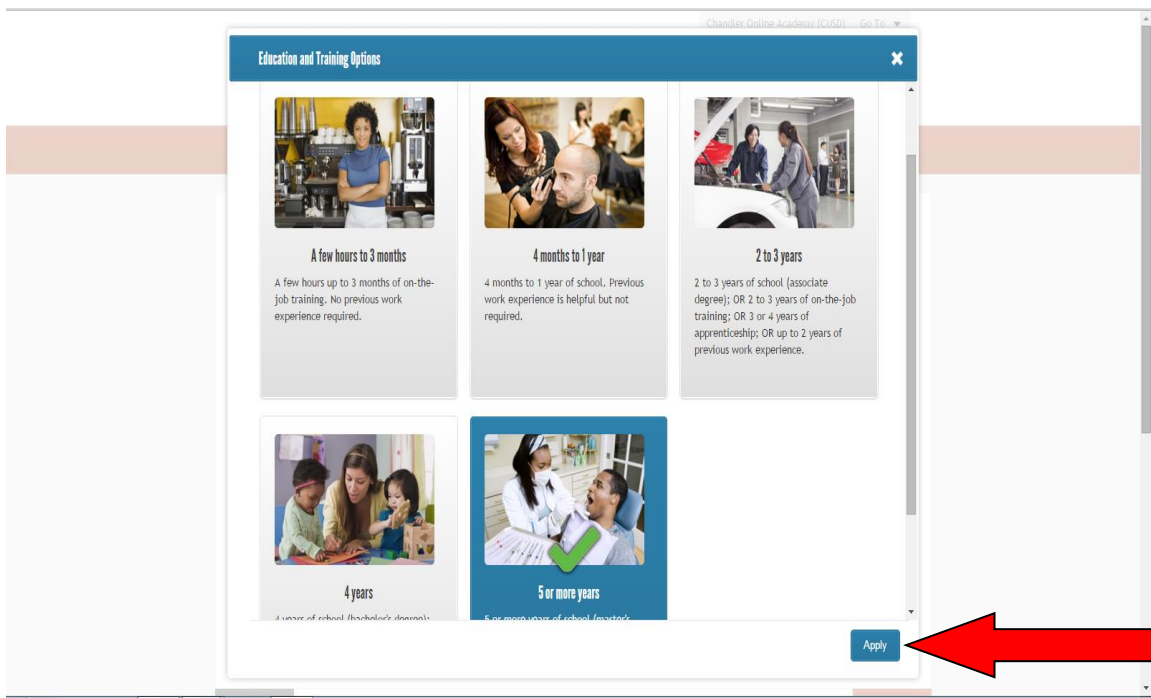
If you already know what type of education or training you're interested in, you can narrow down your Reality Check results.



Yes Not Yet

PREVIOUS Select Yes or Not Yet to set your education preferences. NEXT

- Click on the Option that applies to you. Record this information in the activity below and then click **“Apply”**



Education and Training Options

**A few hours to 3 months**  
A few hours up to 3 months of on-the-job training. No previous work experience required.

**4 months to 1 year**  
4 months to 1 year of school. Previous work experience is helpful but not required.

**2 to 3 years**  
2 to 3 years of school (associate degree); OR 2 to 3 years of on-the-job training; OR 3 or 4 years of apprenticeship; OR up to 2 years of previous work experience.

**4 years**  
4 years of school (bachelor's degree)

**5 or more years**  
5 or more years of school (master's)

Apply

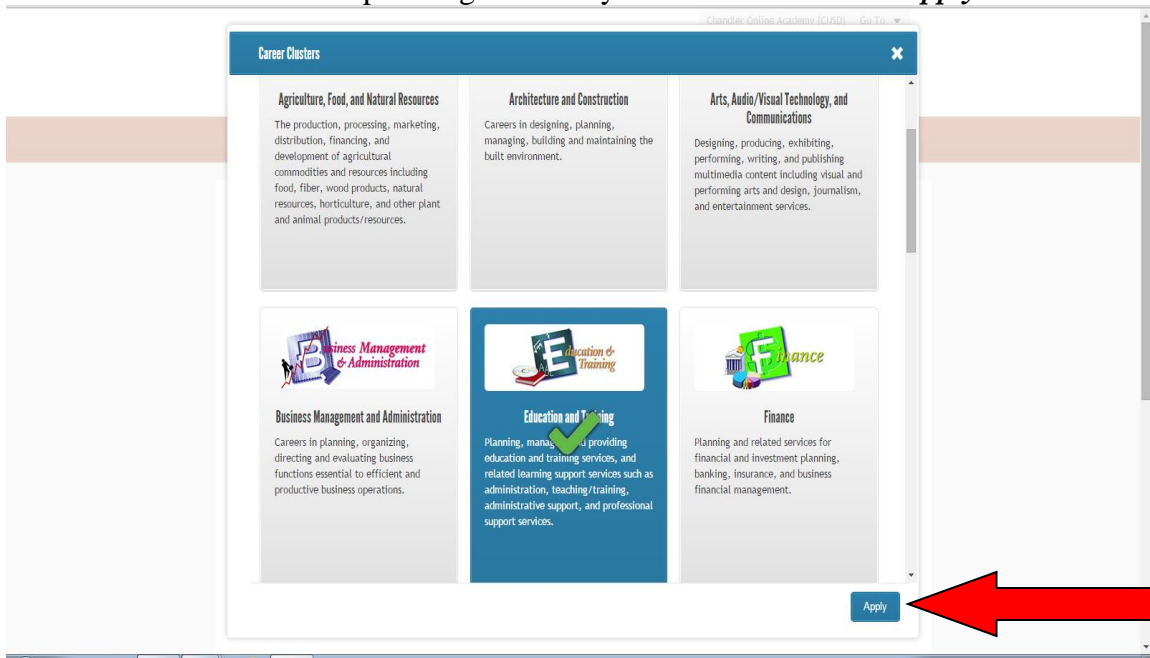
- On the next screen it will confirm the education you selected and then you will need to click **“Next”**.

The screenshot shows the REALITY CHECK interface. At the top, there is a navigation bar with tabs for PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY ECAP. Below the navigation bar, the main content area is titled "REALITY CHECK" and contains the question: "Do You Know How Much Education or Training You Plan to Complete?". Below the question, there is a blue circular icon of an open book. To the right of the icon, it says "Below are the education or training options you've selected:" followed by "5 or more years" and a link for "Edit Choices". At the bottom of the main content area, there are two buttons: "Yes" and "Not Yet". Below the main content area, there is a footer bar with a "PREVIOUS" button on the left, the text "Select Yes or Not Yet to set your education preferences." in the center, and a "NEXT" button on the right. A large red arrow points from the right side of the screen towards the "NEXT" button.

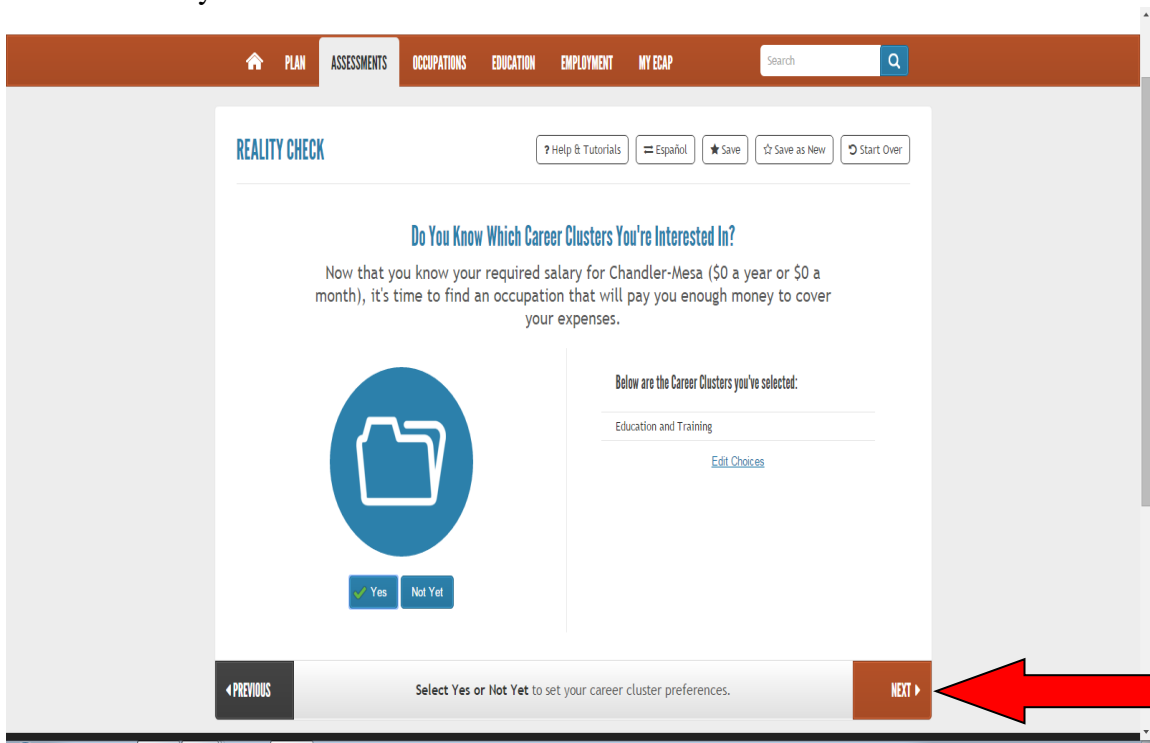
- On the next screen it will ask *“Do You Know Which Career Clusters You’re Interested in?”* Click **“Yes”**

The screenshot shows the REALITY CHECK interface. At the top, there is a navigation bar with tabs for PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY ECAP. Below the navigation bar, the main content area is titled "REALITY CHECK" and contains the question: "Do You Know Which Career Clusters You're Interested In?". Below the question, there is a blue circular icon of a folder. Below the icon, there are two buttons: "Yes" and "Not Yet". A large red arrow points from the left side of the screen towards the "Yes" button. Below the main content area, there is a footer bar with a "PREVIOUS" button on the left, the text "Select Yes or Not Yet to set your career cluster preferences." in the center, and a "NEXT" button on the right.

- On the next screen it will ask you to choose the Career Cluster you are interested in pursuing and then you will need to click **“Apply”**.



- On the next screen it will confirm the Career Cluster you chose and then you will need to click **“Next”**.



- On the next screen you will see all the jobs that would provide you the lifestyle you want, based on the survey questions you answered. Please use the information provided to finish filling out the chart below.

REALITY CHECK Help & Tutorials Español Save Save as New Start Over Print

Your Reality Check is complete, and the results have been saved to your portfolio. You may add a note.

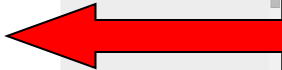
### Your Results

These occupations meet [your education and training and career cluster preferences](#), and pay enough to meet your required salary (\$0) for [Chandler-Mesa](#).

9 occupations. Stars indicate occupations you have previously saved.

Save Checked

Education and Training	Education Level	Wages
<input type="checkbox"/> Archivists ⚠️	5 or more years	\$44,530 ⓘ
<input type="checkbox"/> College and University Administrators	5 or more years	\$93,160 ⓘ
<input type="checkbox"/> Curators	5 or more years	\$49,010 ⓘ
<input type="checkbox"/> Education Administrators	5 or more years	\$57,875 ⓘ
<input type="checkbox"/> Farm and Home Management Advisors ⚠️	5 or more years	\$51,800 ⓘ
<input type="checkbox"/> Instructional Coordinators	5 or more years	\$51,100 ⓘ
<input type="checkbox"/> Librarians	5 or more years	\$46,990 ⓘ
<input type="checkbox"/> School Counselors	5 or more years	\$46,020 ⓘ
<input type="checkbox"/> University and College Teachers	5 or more years	\$70,047 ⓘ





# Education and Career Action Plan (ECAP)

## Create a Resume

Hamilton High School (CUSD)

Arizona Career Information System

Text Only Version John 0 Messages Log Out

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT **MY ECAP**

Click MY ECAP to Begin

“The best way to predict the future is to create it!”  
Abraham Lincoln

John  
My Education Career Action Plan

Check out fall test dates for the ACT.

Get Started

- Use these tools to manage your career development.
- Learn more about yourself and create a career plan.
- Map your high school classes.

Learn about Myself

- Answer questions about yourself and connect to occupations that may interest you.

Arizona Career Information System

Text Only Version John 0 Messages Log Out

PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT **MY ECAP** Search

My Education Career Action Plan

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

How do I create a career plan?  
Career Plan

How do I plan my courses?  
Course Planner

How do I create or update my résumé?  
Résumé Creator  
Saved and Uploaded Resumes

Where are my saved results?  
Favorites  
Sort and Assessment Results  
Stored Files and Links

How do I track my school applications?  
Application Tracker

What guidance do I need?  
What reports can I use to track my progress?  
Combined Report of Assessments  
My ECAP Report

Click RESUME CREATOR

Career Plan: Learn more about yourself. Research your options, set goals, and make plans for your future.

Expand Overview

nainmenu.aspx

Hamilton High School (CUSD)

**AZCIS** Arizona Career Information System

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PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT **MY ECAP** Search

### RÉSUMÉ CREATOR

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- Education and Training
- Paid and Unpaid Work
- Achievements, Activities, and Skills
- Contact Information and References
- Create Résumé

#### Overview

**Résumé Creator.** This is an area where you can enter and save your employment and educational history. Once you enter your information, with a few clicks of the mouse you can select one of four different résumé styles (or build your own!), choose what information you wish to include, then generate a professional looking résumé. The information you enter into this section can be printed and thus useful when filling out job application and reference forms.

Fill out each Section above

Hamilton High School (CUSD)

**AZCIS** Arizona Career Information System

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PLAN ASSESSMENTS OCCUPATIONS EDUCATION EMPLOYMENT **MY ECAP** Search

### RÉSUMÉ CREATOR

[? Help & Tutorials](#) [Print](#)

- Education and Training
- Paid and Unpaid Work
- Achievements, Activities, and Skills**
- Activities
- Skills
- Contact Information and References
- Create Résumé

#### Achievements

Use this section to document significant achievements, recognitions, or professional memberships. If you don't find an appropriate label in the dropdown list, enter your own.  
NOTE: If you use the enter or return key to separate text in the Description field, the information will display as a bulleted list on your résumé.

Résumé: Achievements will appear on the Recent Grad résumé and can be included in the Build Your Own Résumé. The fields marked with (R) will appear on the résumés.

[+ Add Achievement](#)

No achievement entries have been added

Each page will have an ADD button!

When completed, make sure you **SAVE** your Resume!