


CAREER CRUISING 2.0 9TH GRADE EDP DIRECTIONS


NAME: _____ DATE: _____

1. Go to <http://www.careercruising.com/login/CVS> to Start. Login using your CVS username and password.
2. **CVS 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; Sample **CVS Username:** [cvs-msmith789](#)
Password = **Student ID Number (usually 10 digits)**, **e.g.:** [1234560789](#) Click **"Log In"** to get to My EDP Page
3. After logging in, your first name will appear above **My EDP** in the top left box, just under the Career Cruising logo.
4. Before you start, click on **My Account** in the upper right corner of the screen.
 - a. Go to **Profile** and **Click on the Pencil Icon**  (upper right corner) to start edit process
 - b. Please update your profile information. (Especially email address)
 - c. Click **SAVE** at bottom of page.
5. Click **MY EDP** to return to your EDP.

When you log into Career Cruising, your name will be above **My EDP** at the top left corner under the Career Cruising logo. Click **"My Progress"** in the tan band near the completion bar or click the drop down menu next to your name and "My EDP" and your EDP completion standards will appear. To find whether your EDP information was saved, click on the number on the **Progress Bar** to determine which categories you need to still complete to achieve 100%.
The red **X** = **Incomplete, please click on that section to complete it.** The **✓** = **Complete.** Once you complete a section, **Your goal is to achieve 100% for your grade level.**

1 Career Matchmaker

Grades 7 8 9 10 11 12

- Click on the link **"Assessments"** at the top of the screen in the blue menu.  Click to complete a new Matchmaker. Under the matchmaker label is a box to insert your initials and today's date for this matchmaker activity. After labeling your Matchmaker, move to the right and **click on the blue "Start Now"** button.
- Answer the 39 questions. *"More Information"* explanations for each question are located in the right column.
*If you like any of the careers listed on this list, **save one or more of them to your EDP.***
- You may clarify your options by answering more questions by clicking on **"Answer More Questions."**
Once you have answered the interest inventory questions, your **Career Matchmaker is automatically saved**

2 My Saved Careers – Minimum 2 - 3

Grades 7 8 9 10 11 12

- You must save at least (2) careers for 7th and 8th grades to the **"My Saved Careers"** section of your EDP. For grades 9-12, you must save at least (3) careers. You can explore careers by clicking on the **Careers** button in the blue menu bar at the top of the page. There are a variety of search options available. When you find a career that you are interested in, click on the **blue "Save to My EDP" button** at the top right corner of the screen. (The star will turn yellow when it is successfully saved). Add comments. Click **"My EDP"** button in the top left corner, **My Careers** from the left menu, then click, **My Saved Careers**,

- 3 **My 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 **“My EDP”** button in the top left corner, then click on **My Education Plan** from the left menu. Grades 9, 10, 11 or 12 are all on the same page. To add the classes that you have completed, plan to take, or are taking, Click on the **+ Add Course box** to find a subject area, such as Math, English, or CTE from the drop down menu. After you select the subject area, the classes identified for your grade and subject will appear below. Click on the name of the **class listed in blue** that you have taken are currently taking, or plan to take. To the right of the class list, a box with the information about this class will appear. If the class you selected is correct, click on the blue **Select Course** box to successfully add this class to your Education Plan. If your class is not listed by **subject area**, click the **+ Add Course box**, then click on my own course tab, enter in course name, credits, and course length. (You do not need course number) **Include 6 credits for each year to complete your Education Plan.** Click checkbox **“I have reflected on this section of My EDP and have confirmed that it is up to date.**
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- 4 **My Saved Clusters/Career Pathways– select 2** **Grades 7 8 9 10 11 12**
- To select a career cluster / pathway, click **“My EDP”** button in the top left corner, then click **My Careers** from the left menu, click **My Saved Career Pathways**, then select the 2 pathways that most interests you from the drop-down list. Click the **Blue Save** button.
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- 5 **Career Planning Activities – Minimum 1 (grade 9); 2 (grade 10,11) and 3 Grade 12** **Grades 10 11 12**
- To access this section, click **“My EDP”** button in the top left corner, then click on the **My Goals and Plans** tab on the left menu. Under My Goals & Plans, click on **Career Planning Activities**. **Explore MI Bright Future** career information. To add an activity, click on **+ Add an Activity.”** A drop down menu will appear for you to identify: the category of activity, specific activities, start and end dates and a description. **Add 1 career planning activity.** 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 each activity, **click the blue save box.**
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- 6 **Career and Life Goals** **Grades 7 8 9 10 11 12**
- To complete your Short Term and Long Term career and life goals, click **“My EDP”** button in the top left corner, then click **“My Goals and Plans”** on the left menu. Under My Goals & Plans, click on **Career & Life Goals**. Click on the **+Enter your Short Term Goals”** and a comment box will appear. Include **3 short term goals in this text box**, and when finished, **click the blue save box.** To enter **Long-Term** goals, then click on the **+Enter your Long Term Goals”** and a comment box will appear. Include **3 long term goals in this text box**; when finished, **click the blue save box.** 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 **“?”** in each section. Be sure to **save your work by clicking the blue save box.**
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My Activities and Experiences

- 7 **Extracurricular Activities - minimum 1** **Grades 9 10 11 12**
- To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”** button, and then click on **Extracurricular Activities** in the left menu. To add an activity, click on **+ Add an Activity.”** A drop down menu will appear for you to identify the category of activity, specific activities, start and end dates and a description. When you have completed the requested information, **click the blue save box.** If there are activities you participate in that do not appear on the list, you can use the **Enter Your Own Activity** in the **open box next to Activity.** Once you have completed the information for each activity, **click the blue save box.** Add as many activities as you want.