Create a Personal Career Portfolio / Educational Development Plan

The purpose of this activity is to introduce you to Career Cruising's Educational Development Plan (EDP) Portfolio Tool. At the end of the activity, you will have an online career and education portfolio, called your EDP, that you can update, expand, modify, or print at any time.

Because the Portfolio allows you to organize so much information, this activity is divided into 3 Parts:
- Part One: Creating the EDP & Using Career Matchmaker
- Part Two: Exploring Career Choices & Planning Education
- Part Three: High School Education Plan, Extracurricular Activities & Career Goals

Part One: Creating the Portfolio & Using Career Matchmaker
1. Go to www.careercruising.com and enter your school/organization's username and password. You can log on to this application anywhere you have internet access.
Username: ghs Password: flyinggs
Creating your Portfolio
2. From the Main screen, click on the blue EDP button located in the menu bar across the top of the web page. Then "create a New EDP" or "login onto your EDP" by entering your personal username and password. There are no spaces included. The only capital letter is the first letter of your last name.
Your EDP username: LastnameStudentID# Password: Student ID#
3. You should now be at your Personal Homepage. You should have a welcome message at the top with a message from the Guidance Office Counselors. Look here each time you login to see future messages about education/career development.
4. Look over the features on your Personal Homepage. Other than your message box, there is an area for you to save links to education/career-related websites that interest you. You can also save personal files such as term papers or digital photos of projects or activities.
5. Under the Quick Links section, read "Things to Remember…". If you want to learn more about 'What is an EDP?', or about 'Protecting Your Privacy', click on the links at the bottom of the page.
6. Click on the blue PERSONAL PROFILE button in the "Things to Remember…" Fill out this section right now. It is also a good idea to fill in your email address, so that Career Cruising can email you your portfolio username and password if you ever forget them.
Using Career Matchmaker
7. From your Portfolio Homepage, click on the blue CAREERS THAT INTEREST ME button on the left side of the screen. Then select Career Matchmaker. Enter your first and last name. Click START A NEW CAREER MATCHMAKER SESSION. Then read the instructions and click START.
8. Answer the first 39 questions. Consider each question carefully. The more thought you put into your answers, the better your results will be. If a question seems unclear to you, click on the MORE INFO button next to the question. Career Matchmaker will suggest careers that match your answers.

9. When you've finished the first set of questions, you will arrive at your personalized Career Suggestions page. Click on CHOOSE A LEVEL OF EDUCATION if you would like to limit your suggestions to occupations with a certain type of education. Click the level of education you plan to pursue, then click UPDATE CAREER SUGGESTIONS. Next, click SAVE TO MY EDP, the grey button under the column of blue buttons. You will then see your Matchmaker results. You can access these results at anytime by clicking the blue Assessment Results Button and going to Matchmaker.

Part Two: Exploring Career Choices

Note: If you do not find the college or career you are interested in, click on the purple menu buttons at the top of your screen. Select either careers or schools and follow the search process under those links. Anytime you find an interesting career or school you can click the grey Save to My EDP button.

10. Look over your MATCHMAKER RESULTS. These are the careers that match your personal interests, based on your responses in Matchmaker. The ones closest to the top are the best matches.

12. Click on a few of these careers to learn more about them and see which one you would most like to pursue. By clicking on the column of blue buttons to the left of the screen, you can read about working conditions, earnings, education and even see interviews with real people in each occupation. Use the back button at the top of the screen to return to your list of careers in Matchmaker Results.

13. Whenever you find a career that interests you, click on the grey SAVE TO MY PORTFOLIO button, located in the bottom left of that career's web page. Click OK. This career will now be saved in the CAREERS THAT INTEREST ME section of your portfolio. Save at least three careers to your EDP.

14. Next to the career you selected, you will see the option to add a comment. Click ADD COMMENT. Type in what you like most about this career and/or why you want to pursue it. Click SAVE.

Planning Education

15. Click on one of the careers you selected. Click the EDUCATION button on the left. Scroll down and find links to Related College Programs (there are a couple of careers without related programs, but they are very rare). Depending on the career you are looking at, a college program may be required to get into the career, or it may be recommended, or it might just be in an area connected to the career. If you are unsure, read the general Education & Training information again. The programs closest to the top are usually the ones that relate most directly to the career. Click on one of the educational programs that interest you.

16. Click on your own state or another state where you might like to go to college. (If there is no suitable school in your state, you may wish to go back and click on the next most important program.) Now scroll through the list of schools and click on ones that might interest you. To return to the list of schools and look at a different one, just click on the back button.

17. Find some schools you are interested in attending. Each time you see a school you would consider attending, click on the grey SAVE TO MY PORTFOLIO button. Click OK. This school will now be saved in the SCHOOLS THAT INTEREST ME section of your portfolio. Try to save at least two schools you may be interested in attending.

18. Next to the school you selected, you will see the option to add a comment. Click

ADD COMMENT. Write down why this school interests you and what program you might pursue. Click SAVE.

(Note: If you want, you can also save other schools to your portfolio from this page. Simply click on the grey ADD SCHOOLS button then click on SEARCH FOR SCHOOLS.)

Part Three: High School Education Plan, Extracurricular Activities & Career Goals

High School Education Plan

19. Click EDUCATION PLAN. Select your Grade.

20. Type in the names of all the Courses you are already taking this year, as well as the Credit, Term, Type and Grade (if available). Then scroll to the bottom of the web page and click on the grey SAVE COURSES button.

21. Now select each of your previous grade levels. Type in all your previous coursework from other grade levels. If you are unsure of your grades or classes you have taken, you can get a copy of your transcript from the Counseling Center.

22. Lastly, select grade levels from upcoming years of high school. Select the courses you plan to take in the future. You do not need to enter grades for these courses until you have finished them. If you are unsure of what courses you should take, select the Careers that Interest Me button and see what the recommended courses are for those careers. If your school offers those courses, you should indicate you plan to take them.

23. Be sure to scroll down to the bottom of the page and click on the SAVE COURSES button each time you make changes.

(Note: The suggested subjects are general subject areas only. Your school may use different names for some of the courses (e.g. algebra and geometry, instead of mathematics). They may also offer subjects in different grades. Therefore, when choosing courses for next year, you may have to figure out how the suggested subjects match up with the courses offered by your school.)

Career Prepration

24. Now click on the Career Prepration button. A drop-down menu will appear, showing five subareas: Career Pathways, Plans and Preration, Career Planning Activities, Postsecondary plan and Career and Life Goals. Go through each of the five subareas and add information to each. Each area should direct you and provide examples.

Extracurricular Activities

25. Click EXTRACURRICULAR ACTIVITIES and add your activities. Select a general area using the drop down menu next to ' Add Extracurricular Activities'. Check off one or more specific activities, or enter your own activity. You can also type in your comments regarding an activity. Click the grey SAVE button near the bottom right of the web page.

26. Repeat step 8 to add activities in other general areas.

Work Experience

27. Click on the WORK EXPERIENCE button and add in any jobs you may have had or are currently working in. You can use any experience for which you have been paid. Don't worry if you can't determine exact beginning or ending dates, try to use approximate dates.

YOU'RE FINISHED! To view your complete EDP, click on the blue Printer Friendly Version button. Print a copy of this page by selecting File and Print from your browser menu.