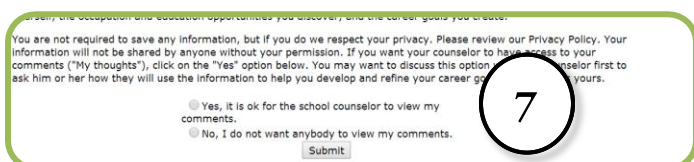
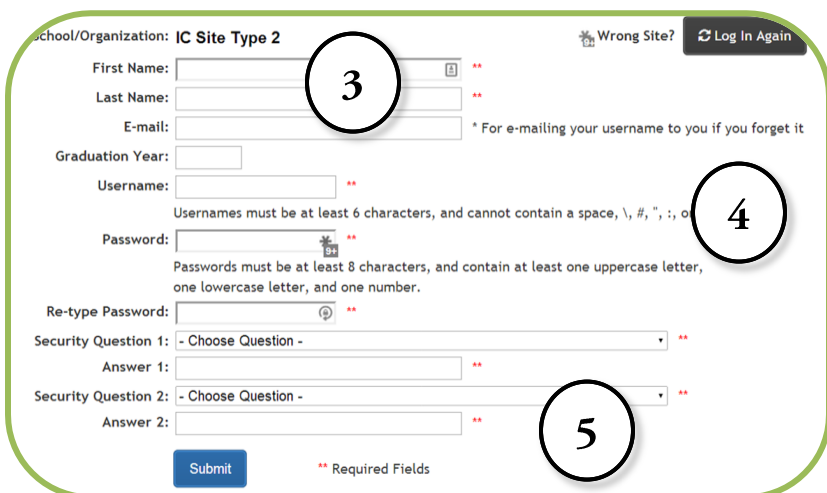
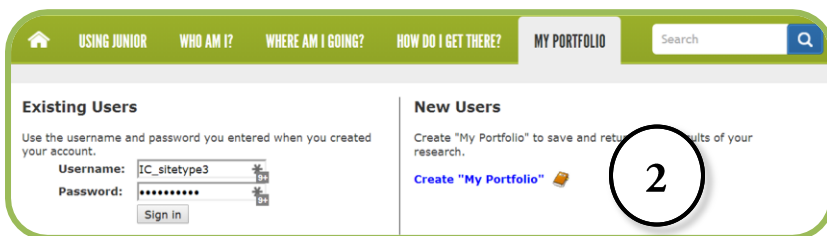
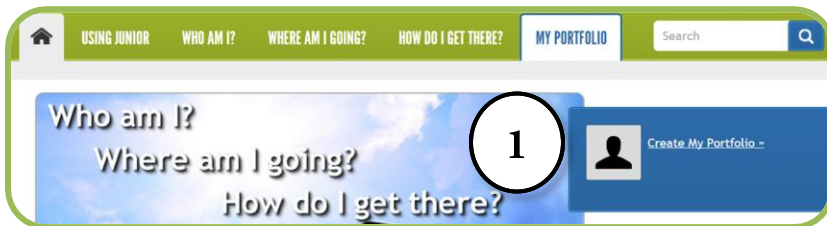


CREATE MY PORTFOLIO

My Portfolio is your electronic career folder. It allows you to save items and organize your career research, exploration, and plans. My Portfolio also stores your career assessment results, explorations, and notes about items you save. It stores your education and work history, so you can create resumes, and it can store career checklists and your career plans.



Instructions

1. Select **Create My Portfolio**.
2. Select **Create "My Portfolio"** under the New Users header to create your portfolio.
3. Complete as many of the fields as possible. This information will also be used for your resume. You must complete the required fields, marked with asterisks (**).

4. Set up a username and password.

Note: You may be instructed to set up your username and password a certain way by your instructor.

5. Set up answers to two security questions and click **Submit**. Select questions that you will remember the answers to.

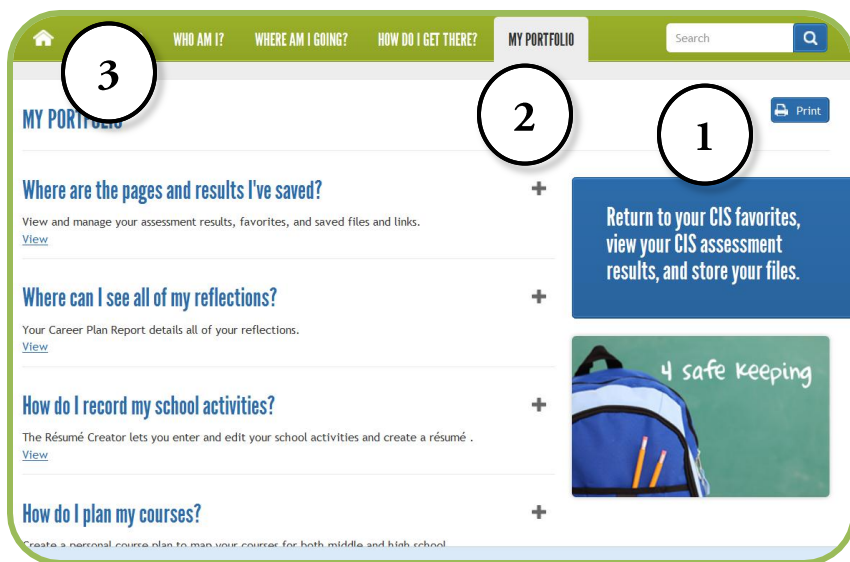
6. Depending upon where you create your portfolio, a Portfolio Access page may display. Check the appropriate button. You may be instructed to provide access by your instructor or counselor by checking **Yes**.

7. Select **Submit**.

8. You will return to the home page where you can access all the tools in your new portfolio. Click **My Portfolio** anytime to see your My Portfolio menu.

Important: From now on you will use your personal username and password to log into this program.

CREATE MY PORTFOLIO



Explore My Portfolio

Portfolios may vary by site. All portfolios contain these tools:

Favorites

This tool organizes the files you save. You can view your saved files and notes.

Sort and Assessment Results

View the sort or assessment results you saved or **Restore Answers** to go to that file or your results.

Stored Files and Links

Save and view saved documents and links to work samples. Your portfolio has 5 MB storage.

Career Plan Report

See a report of all that you have learned **about yourself, options you researched, goals you set and plans you made.**

Resume Creator & Saved and Uploaded Resumes

Enter and save your work and education history. You can select one of four different résumé styles (or build your own).

Course Planner

Plan your school coursework for several years in advance.

1. Select **Print** to print your notes and information you save in your portfolio.
2. Select **My Portfolio** to return to the portfolio menu.
3. Select the **Home** icon to return to the Home page.