**Missouri Connections**

**Portfolio and Career Cluster Inventory**

**SETTING UP A PORTFOLIO if you DO NOT already have a portfolio:**

1. Log into [www.missouirconnections.org](http://www.missouirconnections.org)
2. Scroll to bottom down and click on **New User**
3. Type in:
* Guest user name: **Ask your school’s guidance office for your**
* Guest password:  **school’s guest username and guest password**
1. Click on **Create “My Portfolio”**
2. Click on **Create “My Portfolio** in the New User Box
3. Fill in only the following required fields marked by **\*\***
* First Name
* Last Name
* Graduation Year
* Date of Birth
* User Name
* Password
* Re-type password
* Click Submit
1. Click on Go to My Portfolio
2. Choose a wallpaper background by clicking on **Style** in the upper right hand corner of your portfolio

**LOGGING ON if you DO already have a portfolio:**

1. Log into [www.missouriconnections.org](http://www.missouriconnections.org)
2. Log-in on left side of home page with user name and password
	* If you cannot remember your log-in information, ask your guidance office or careers teacher.
3. Click on “My Portfolio” (top right)
4. Update any personal information you may want
5. Choose/Change a wallpaper background by clicking on **Style** in the upper right hand corner of portfolio.

**TAKING CAREER CLUSTER INVENTORY after completing the above:**

1. Log in using user name and password and remember it is case sensitive.
2. On your home page, click on **Career Cluster Inventory** under **Assessment Tools** on left hand side of page.
3. Read directions and take inventory – Even if you have already taken one in prior years, you will be able to compare your interests to see if they have changed since 6th or 7th grades. **BE SURE TO ASK IF YOU ARE NOT SURE WHAT A WORD MEANS. This is not a vocab test. For best results, you need to know what you are answering. If you do not finish, click on “Save “, and it will be in your portfolio to finish later.**
4. If you have finished, you can do any/all of the following:
* Compare your interest inventories with inventories taken in 6th or 7th grade found in your portfolio under **My CIS Sorts and Assessments**. Pull up past inventory results by clicking on **Restore Answer Set**
* If certain clusters continue to rank high each year, you need to be researching careers in those areas. Take this home and share what you found out about your career interests. Write your log in information on your results page so you can access your folder at home.

**Researching Careers and Building Your Portfolio on**

**MISSOURI CONNECTIONS website**

**RESEARCHING OCCUPATIONS:**

1. Log in using user name and password created
2. Go to **“My Portfolio”**
3. Click on **My CIS Sorts and Assessments**
4. Open your Career cluster inventory results by clicking on **Restore Answer Set**
5. Click on the top ranking clusters and research careers in that cluster. If head phones are available, listen to videos of careers that are in your top clusters.
6. If you like a career, click **Save i**t in upper right hand corner and it will save in your portfolio under **My CIS Favorites**. Be sure to say why you liked that career e.g. “good salary”, “I like working outside not at a desk”, my dad does this job and I’ve helped him”

**TAKING OTHER ASSESSMENTS:**

1. Log in using user name and password created (see #6 from Day 1 for format and remember it is case sensitive)
2. On the left side of the home page under **Assessment Tools** are other inventories you may want to take to learn more about your career interests – **Interest Profiler, Reality Check, SKILLS, and Work Importance Locator**. Remember you can retake these throughout high school and compare to your 8th grade results.

**RESUME BUILDER:**

1. Log in using user name and password created (see #6 from Day 1 for format and remember it is case sensitive)
2. Go to **“My Portfolio”**
3. Click on **Education and Work History**
4. Listen to the tutorial or click on each category on the left and read how to complete each section. Students who had Mrs. Otto last year may be able to help if you have a question.
5. BE TO COMPLETE **ACHIEVEMENTS AND ACTIVITIES**. You will be able to add to this section each year throughout high school to keep a résumé.

**MY FILES AND LINKS**

1. Log in using user name and password created (see #6 from Day 1 for format and remember it is case sensitive)
2. Go to **“My Portfolio”**
3. Click on **My Files and Links** where you can save documents that you have worked on at school and be able to pull them up to work on them at home or to show parents/grandparents/guardians a project. There is not much memory, so power points or large video files may not work.

**EXPLORING OTHER RESOURCES ON MISSOURI CONNECTIONS:**

1. Go to main page at [www.missouriconnections.org](http://www.missouriconnections.org) DO NOT LOG INTO YOUR PORTFOLIO
2. On left side of page click
	* **Career Exploration** to find Career Clusters interactive poster, Hot Careers in Missouri, Family Wage Calculator
	* **College Exploration** – ACT practice, comparison of MO colleges

**MY PERSONAL PLAN OF STUDY**

1. Fill in boxes to keep plan and keep track of high school courses, grade points, credits earned, etc. throughout your high school career.
2. Remember this is **your** worksheet in **your** portfolio. You will still need to go through the enrollment process with your counselors.