My Career Plan: Student Guide

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Accessing My Career Plan

In order to access My Career Plan, the student must first login to the school’s student information system (Infinite Campus, PowerSchool, etc.), then click on the SLDS (Statewide Longitudinal Data System) link within the student information system to access the SLDS Student Portal.
Once logged in to the SLDS Student Portal, the student must click the My Career Plan icon (shown below).

Note: This guide contains instructions for completing the “Career Assessments” step within My Career Plan, however, all other steps work similarly.

The student will then see the My Career Plan landing page. On the landing page are the steps that the student is expected to complete beginning in grade 6 through grade 12. The arrows depicting the steps are color-coded according to the following legend:

- **Gray** if the step has not been started yet.
- **Yellow** if the step has been started, but not yet completed.
- **Green** if the step has been completed.

**Completing the My Career Plan Steps**

The student’s instructions for which step to complete is shown in the “Notes” bar just above the arrows. The instructions in the Notes bar will be customized based on the student’s current grade level.
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The instructions for each grade level are as follows:

**Grade 6:** Click on the “Career Assessments” step and complete one career assessment.

**Grade 7:** (1) Click on the “Career Assessments” step and complete one additional career assessment that you did not take in 6th grade. (2) Click on the “Career Cluster Exploration” step and select at least 3 career clusters.

**Grade 8:** (1) Click on the “Graduation Plan/IGP” step and select the courses for your Individual Graduation Plan. The IGP step will turn green only after your counselor marks you complete. (2) Click on the “Dual Enrollment” step and read the information available on this program. Then click the checkbox beside your grade level to mark yourself “complete.”

**Grade 9:** (1) Click on the “Occupation Exploration” step and select at least 3 occupations. (2) Click on the “Dual Enrollment” step and read the information available on this program. Then click the checkbox beside your grade level to mark yourself “complete.”

**Grade 10:** Click on the “Dual Enrollment” step and read the information available on this program. Then click the checkbox beside your grade level to mark yourself “complete.”

**Grade 11:** (1) Click on the “Dual Enrollment” step and read the information available on this program. Then click the checkbox beside your grade level to mark yourself “complete.” (2) Click on the “Post Secondary” step and select at least 3 post-secondary schools that match your career plan.

**Grade 12:** Click on “Next Steps” and select the path that you would like to pursue after high school.

The student may click on the appropriate step for his/her grade level.

The student may select any of the available assessments by clicking the “Take this Assessment” button.
The student will be automatically logged in to GCIS, and the assessment will open in a new window.

Note: Please see Issue #3 in the Troubleshooting section at the end of this guide if the student is not automatically logged in to GCIS.

Once the student has completed and saved the assessment in GCIS, he/she can return to My Career Plan. The dashboard will refresh automatically after 5 minutes, however the student can refresh the dashboard immediately by clicking the refresh button 🔄. Once refreshed, the dashboard will display the student’s progress in the Career Assessment step.
The student may also click “View Results” for a summary view of his/her assessment results.

Click the home button to return to the My Career Plan landing page. The landing page may also be refreshed by clicking the refresh button, however it will refresh automatically after 5 minutes. Once refreshed, the dashboard will display the student’s progress on all steps.
Logging Out
When you are finished using My Career Plan, remember to always logout of the Student Portal by clicking the “Logout” button.

You will see the below confirmation screen when you have logged out.
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Troubleshooting

**Issue 1:** A student has completed a My Career Plan step. The step is “green (Completed)” on the student’s My Career Plan dashboard, but the student is not showing as “Completed” in the counselor’s dashboard. Although the student’s progress will update immediately for the student, the Counselor Companion dashboard is updated overnight. Therefore, the counselor will not see the student in the Completed category until the next day.

**Issue 2:** A student has transferred to a new school, but the counselor at the new school cannot see the student’s progress on the Counselor Companion dashboard. What must the student do in order for the counselor at the new school to see his/her GCIS portfolio?

After a student is transferred to a new school, the student needs to login to the SLDS Student Portal once in order for the counselor at the new school to see the transferred student’s portfolio.

**Issue 3:** The student sees the page below when he/she clicks on an activity button to go to GCIS and complete a My Career Plan step.

This message will appear for one of two reasons:

1. The student’s GTID is not linked to a GCIS portfolio at his/her current school (either because there is no GTID in the unique ID field of his portfolio, there is an incorrect GTID in the unique ID field, or the student’s portfolio resides with another school rather than at his current school)

   -or-

2. The student has never had a portfolio created within GCIS.
In the case of reason #1, the student may select “Yes” if he/she remembers the username and password for his/her GCIS account.

Once the student selects “Yes”, he/she can enter his/her GCIS username and password.

From this point forward, the student will be automatically logged in to GCIS when he/she clicks on an activity button to go to GCIS and complete the steps in My Career Plan. He/she will no longer need to use the GCIS username and password, as the portfolio is now linked to his/her GTID.

In the case of reason #2, if the student has never had a GCIS portfolio, the student should select “No.”

He/she will then see the following message, letting him know that a new GCIS portfolio will be created for him. He may click “Yes” if he is certain that he wants to create a new portfolio (rather than login to an existing portfolio).

The student has now created a new GCIS portfolio. From this point forward, the student will be automatically logged in to GCIS when he/she clicks on an activity button to go to GCIS and complete the steps in My Career Plan, and the student’s new portfolio is now linked to his/her GTID.