Welcome to MCIS!

This document is designed to help you set up your MCIS site with administrative, staff and student user names and passwords; create groups, and set a few small customization features.

Let's first differentiate the Administrative Site and the Student Site of MCIS.

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Each school has one person to serve as the **Site Administrator** for MCIS who does the following:

- Create staff accounts
- Utilizes customization features
- Maintains one *master* administrative user name and password
- MCIS requests that administrators **do not change the administrator user name and password**

**Staff Accounts** can:

- View student data, including portfolio data
- Set up groups of students
- Manage portfolios: merge, transfer, hide portfolios
- Reset passwords for students
- Toggle between administrative and live site
Administrator Account

If you are the administrator of MCIS at your school, the master administrative user name and password assigned to your school is your password. We ask that you please do not change this password. Should you leave the school it will be passed on to the next administrator. As the administrator you will have access to all features of MCIS including both MCIS administration site and MCIS live site. Log into MCIS: https://mncis.intocareers.org when asked for user name and password use the master administration user name and password assigned to your school. After logging into MCIS, you can toggle between the two sites by clicking on “Go to CIS” in the upper left corner of the dashboard. To return to the MCIS administrative site, look for a “Return To” button in the upper left corner of any screen. If you do not see it, click the “Show” button, at the top center of any screen.

Creating Staff Accounts

Only the MCIS Site Administrator can create staff accounts. Staff accounts will allow staff at your school “limited” access to the MCIS Administration Site, and full access to the MCIS Live Site. This includes all portfolio components. Staff will not need to create a “mock student account,” to use for classroom demonstrations.

Staff can:

- Toggle between the two sites by clicking on “Go to CIS” in the upper left corner of the dashboard.
- View all student data, set up a group, add students to a group, manage portfolios, and reset passwords for students if needed.

(Staff will not see the customization tools except checklists, and will not see other staff accounts, and cannot create staff accounts.)

✓ Create the Staff Accounts

From the Red Mega Menu, click on “Other Accounts,” and “Add New Staff Accounts.” Click on “Help and Tutorials” and watch the tutorial if preferred. Fill in the screen.

User names: need to include at least six characters.

Passwords: need a minimum of eight characters, with one Upper Case Letter, one lower case letter, and one number or symbol.

Please note: When creating staff accounts you are always assigning a temporary password. You may use the same password multiple times. The staff person will set their own permanent password when they log in for the first time. Check the box “Automated” to send an email to the person with their user name and temporary password.
Creating Portfolios and Groups

✓ Create Portfolios Accounts

Student portfolios must first be created in order to add them to a group. You can either batch create portfolios for students or students can create their own portfolio. If students create their own account, they will use your school's general user name and password to start. Note: if you batch create portfolios you can add a student to the group as you create them. The group must be set up first for this feature to work. Also if you batch create portfolios you can use a protocol to create passwords. Students will not be asked to reset the password upon log in. You can keep the copy of the Excel spreadsheet with a list of the student passwords as a reference, in case students forget their passwords. You may also use/create user names and passwords that are used by the student for other use such as “Google Chrome” account as long as the passwords meets MCIS criteria stated in the Quick Starts. See attached Quick Starts for directions.

✓ Create Groups

Staff may want to create a group of students they are responsible for. Creating groups allows the staff to easily access their group of student’s data and access reports based on their groups work.

Begin with creating the group. From the Red Mega Menu, click on “Portfolios and Groups,” “Maintain Groups”, “Add New Group.” Type in the name of the group and click “Add.” Your group is now set up and ready to students portfolios to the group. Click on the Add Accounts to Group button, on the next screen choose your search method for the students you are looking for and generate the list. Now put a check in front of each name you want to add to this group and click Add to Group. Your group is set up. You will be able to always search by your group name to perform any functions or use report features.

Add Your School’s Graduation Requirements to the Personal Learning Plans (PLP)

To customize the PLP with your school’s graduation requirements, start at the Administration Site and from the Red Mega Menu click on “Customize.” In the second column under Personal Learning Plan, click on “Edit Personal Learning Graduation Requirements.” Click on the box.

You have three columns to use in case your school’s requirements will be changing in the next couple of years.

1. Decide which years you would like the students to view. Edit the graduation year or use the 2015 and beyond.

2. Click on the Edit in the sixth column. Begin to enter your subject, and total credits required for that subject area. Continue the same step until all subject requirements are complete.

3. Add your total credits.

4. Enter any additional requirements or information the students must need.
Setting Your School’s Privacy Policy

Individual schools can set their own Privacy Policies. By setting this policy you either decide that all students “opt in” which means that you as an administrator or staff can view all content of a student portfolio; or “let the student decide” (the default) means the students can opt out and you will only see limited information in the portfolio. When you change the setting to “always opt in” students will receive a message on the screen the first time they log in to MCIS. The message informs them that the school has permission to view all items in their portfolio. Each school can decide which option they prefer.

If you want the student to decide you do not need to do anything. If you want to change the setting to always opt in, click on “Customize” from the Red Mega Menu. Click on the button “Always opt-in portfolios” and click on button. This only needs to be set once.

Start Using MCIS

You are now ready to have your students start using MCIS. Remember if students are going to create their own portfolios, students will sign in with the general school’s user name and password. Once they are logged in click from the opening screen. If you created portfolios for your students, they will log in using the assigned user name and password. Once students have a personal user name and password they should always sign in with that personal user name and password.

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**Batch Uploading Portfolios**

Site staff and administrators can create portfolios for every student in advance using the Administration Tools. You can create portfolios individually or create them in batches. Batch uploading facilitates quick and easy creation of many student portfolios at one time.

**Instructions**

**Important:** Log in to Administrative Tools using your Site Administrator or staff username and password.

1. Select Upload Several Portfolios under the Portfolios & Groups tab.
2. Download the Portfolio Upload Template.
3. Fill out the template with students/clients listed on individual lines.
   - Green fields are required; yellow fields are optional. Note: a few states require Graduation Year, but the Graduation Year field header will never display green. Check with your state contact to learn if your state requires portfolios to enter graduation year.
   - You may identify one or more groups that portfolios should be included in using the optional Groups columns. **NOTE:** These groups must already exist in your administration tools.
4. When finished with data entry, save this file to your computer with a new name.
5. Return to Upload Portfolios, and **Browse** for your saved template.
6. Check the Trial Run box and select Upload Portfolios. This allows you to find out if the file will upload successfully – or if there are errors that need to be corrected.

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7. After running Upload Portfolios, a list displays all portfolios in your spreadsheet.
   a. Portfolios that contain no errors will show nothing in the Status column.
   b. Portfolios that will not process properly include a status code error in the Status Column in red.

8. If you see an error code, link to the Status Codes document and locate the corresponding status code error. In this example, P4 means the passwords were not formatted correctly. Fix the identified error in the spreadsheet and save changes to your computer.

9. After fixing all errors in the spreadsheet, Browse for the document again, select Trial Run, and Upload Portfolios.

10. If necessary, repeat steps 7 and 8 until no status code errors appear for any portfolios.

11. When no status code errors appear, uncheck Trial Run and select Upload Portfolios. You will see a list of successfully uploaded portfolios.

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**MY PORTFOLIO**

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

**Instructions**

1. Select My Portfolio on the menu bar at the top of the home page or Create My Portfolio in the user badge.

2. Select Create “My 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 user name and password a certain way by your instructor.

5. Set up answers to the two security questions and click Submit.

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. Click Submit.

8. 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 user name and password to log into this program.

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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. You have up to 5 MB of storage.

Course Planner
Plan your school coursework for several years in advance.

Resume Creator & Saved and Uploaded Resumes
Enter and save your work and education history. You can select one of four different resume styles (or build your own).

Career Plan
Learn more about yourself, research and evaluate your options, set and update goals, and make plans.

Application Tracker
Record and track college applications (not in Junior).

1. View your CSS favorites and CSS assessment results.
2. Print and save documents.
3. Save and view saved documents and links to work samples. You have up to 5 MB of storage.
4. Plan your school coursework for several years in advance.
5. Enter and save your work and education history.
6. Select one of four different resume styles (or build your own).
7. Learn more about yourself, research and evaluate your options, set and update goals, and make plans.
8. Record and track college applications (not in Junior).
9. Select Print to print your notes and information you save in your portfolio.
10. Select items to print.

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