



Minnesota Career Information System

Frequently Asked Questions for Families

Q: How do I access MCIS?

A: You can access MCIS from the MCIS website: portal.mncis.intocareers.org

Q: Can parents/guardians use MCIS?

A: Yes., you may log in using your students credentials, or by using the schools general username and password

Username: _____

Password: _____

Q: What does MCIS offer for career planning?

A: MCIS offers several options for career planning. The “Assessments” tab on the blue Mega menu has tools to help identify career interests and skills. Each assessment can be taken multiple times and will be saved to your portfolio when you are logged in. From the “Occupations” tab on the blue Mega menu, you are able to search occupations by name, field. You can also compare two different occupations and learn about the military.

Q: What does MCIS offer for college planning?

A: MCIS offers a wealth of tools to help students discover their options. From the “Education” tab on the blue Mega menu, students can search for colleges by name or by sorting based on factors that are important to them. Factors in the sort include degree type, school size, location, tuition costs and much more. Once options are narrowed as much or as little as desired, you can save the results to keep as a reference. A good place to start is in Programs of Study. This will show which occupations are related to certain types of study areas (for example in Accounting someone could be an Accountant, Auditor, Tax Examiner).

There is also a section on the different ways to pay for school, including a list of nearly 3,000 scholarships. Information on federal financial aid and links to the FAFSA and FAFSA 4-caster are included. Short-term training and apprenticeships resources for those who may not be interested in a 2-year or 4-year college is available as well. All of this information can be saved to your portfolio for later review.

Q: What does MCIS offer for high school planning?

A: Students can use the course planner to keep track of which classes they are taking, how many credits they are and the grade they received. Schools can add courses offered into the site and they can be selected by using the drop down menu. If your school does not offer this, courses can be added manually. The Course Planner can be found from the “Plan” tab on the blue Mega menu.

Q: Where do I find things that I have saved?

A: In the My Portfolio tab, you can find everything you’ve saved. Assessments you’ve taken can be found by clicking on “Sort and Assessment Results.” Saved colleges, programs of study and occupations can be found by clicking on “Favorites.” Resumes and other files can also be uploaded and saved to their portfolio.

Q: What else can I find in MCIS?

A: There are several other resources in MCIS:

- A resume creator
- Job search information (how to search, job interviews, salary negotiations, employment laws)
- Some schools also offer entrance exam practice test
- Access to a Personal Learning Plan and PLP on the Go
- And much more!

If you need any assistance or would like to learn more, contact your school counselor or advisor.