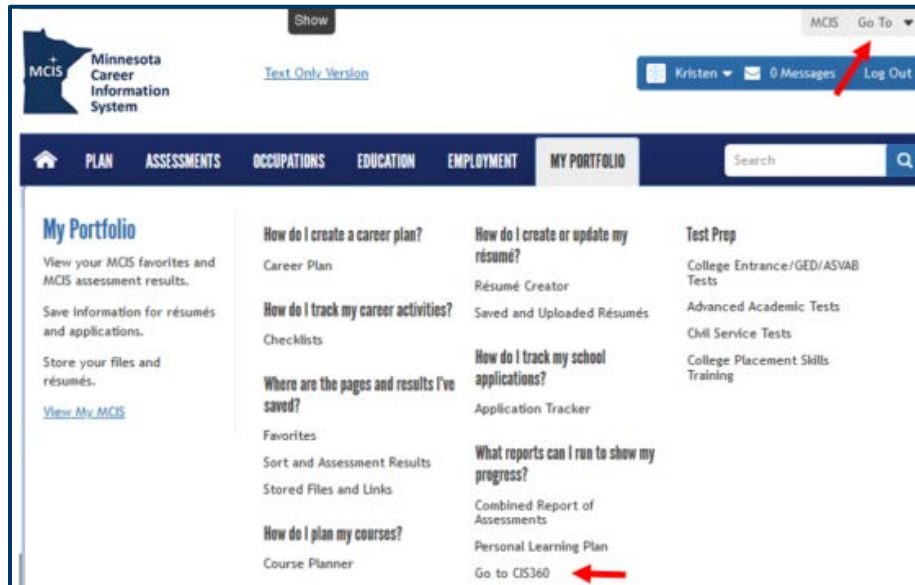


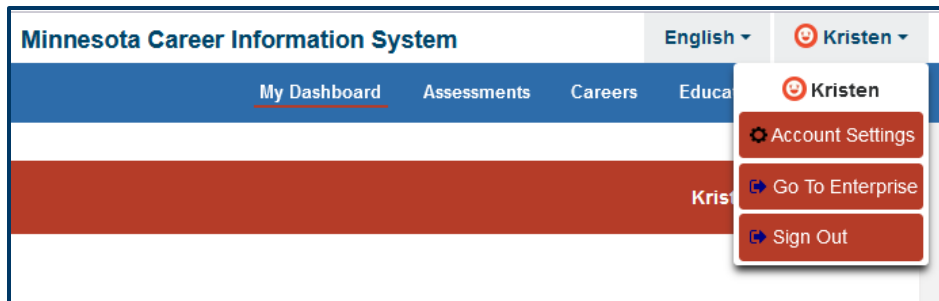


Navigating the Mega Menu in MCIS 360

Finding information in the Minnesota Career Information System (MCIS) is easier once you know the main menu navigation. This guide is intended to help you learn the new menu options in MCIS 360. Optimal viewing for MCIS 360 is on a tablet or cell phone or by using Chrome as your browser on a computer. There are two ways to access MCIS 360. In the upper right corner click on the drop down “Go To” select CIS360 or under the header “What reports can I run to show my Progress?” click on “Go to CIS360.”



To get back to the current version of MCIS from MCIS 360, again in the upper right corner click on the drop down under their name, click on “Go To Enterprise” and that will bring them back to the current version. The two versions do talk with each other. Saving in the current version will save to MCIS 360 and vice versa.



Administrative Side

Currently, the administrative side of MCIS is still housed in the current version of MCIS.

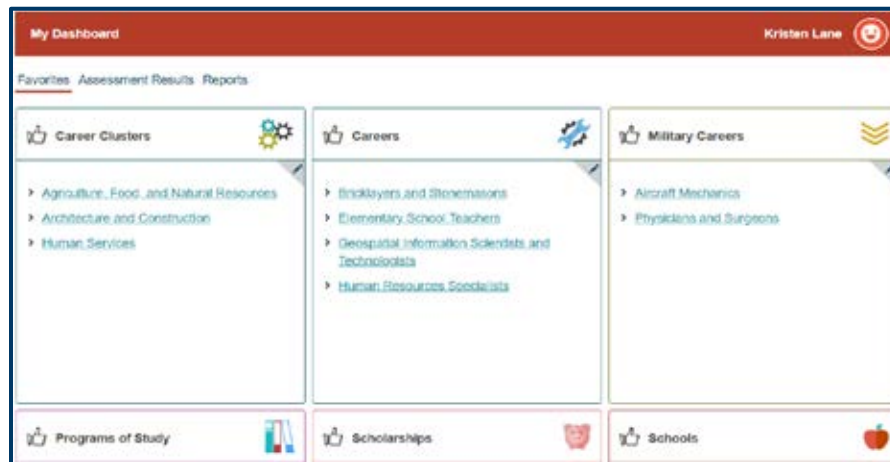
Student Side

The blue Mega menu on the Student side is divided in to five tabs: My Dashboard, Assessments, Careers, Education and Employment.



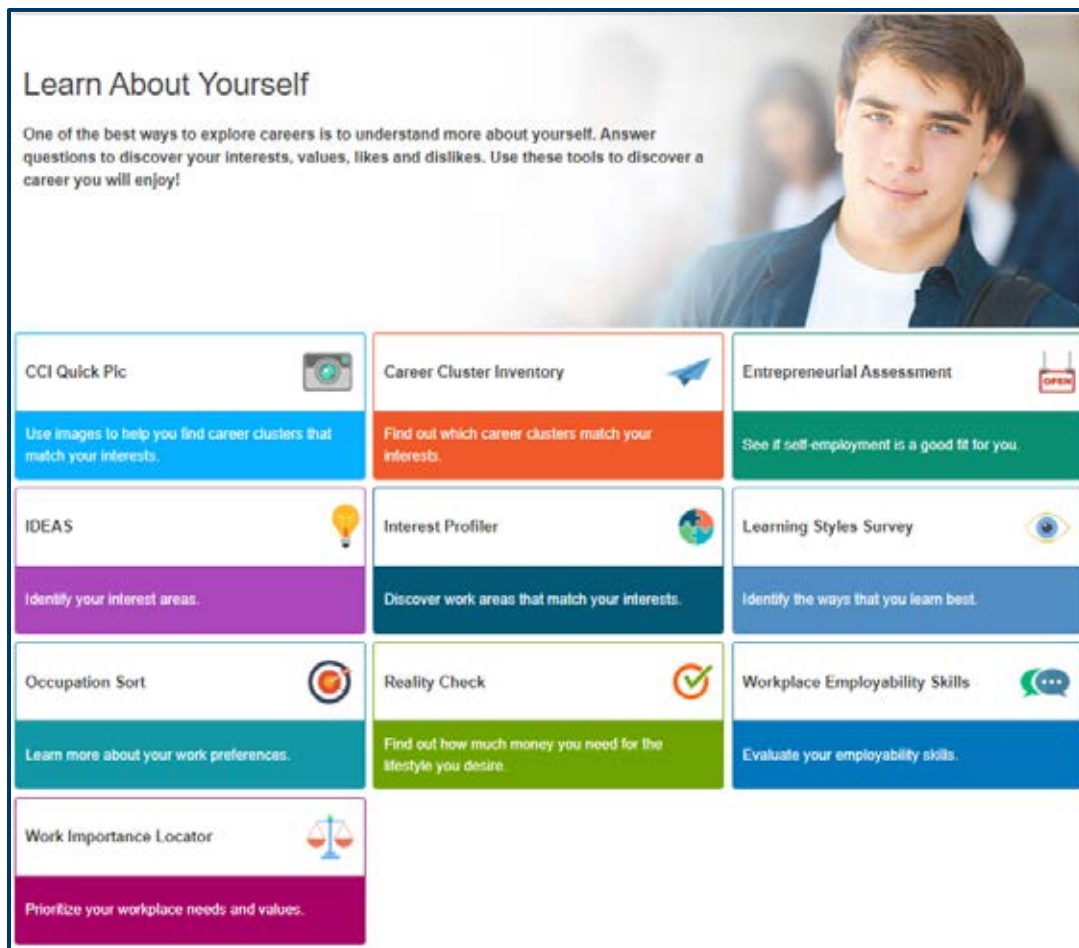
My Dashboard

The “My Dashboard” tab is where students can view and edit their saved favorites and assessment results. Students can also run their own reports from this section. Similar to the “My Portfolio” tab in the current version of MCIS, work that students do in MCIS 360 is stored here. Reports can be created and exported to a pdf to show what students have done.



Assessments

The “Assessments” tab is very similar to the current version. Most of the assessments will still direct students to the careers they may be interested in based on their results. All assessments can be taken multiple times and are stored in “My Dashboard.” Not all assessments are available for all site types. New to MCIS 360 is the CCI Quick Pic – which is a version of the Career Cluster Inventory that provides images for the statements students are asked to rate. Ratings now also have face emoji’s that relate to level of interest they are choosing.



Learn About Yourself

One of the best ways to explore careers is to understand more about yourself. Answer questions to discover your interests, values, likes and dislikes. Use these tools to discover a career you will enjoy!

CCI Quick Pic Use images to help you find career clusters that match your interests.	Career Cluster Inventory Find out which career clusters match your interests.	Entrepreneurial Assessment See if self-employment is a good fit for you.
IDEAS Identify your interest areas.	Interest Profiler Discover work areas that match your interests.	Learning Styles Survey Identify the ways that you learn best.
Occupation Sort Learn more about your work preferences.	Reality Check Find out how much money you need for the lifestyle you desire.	Workplace Employability Skills Evaluate your employability skills.
Work Importance Locator Prioritize your workplace needs and values.		

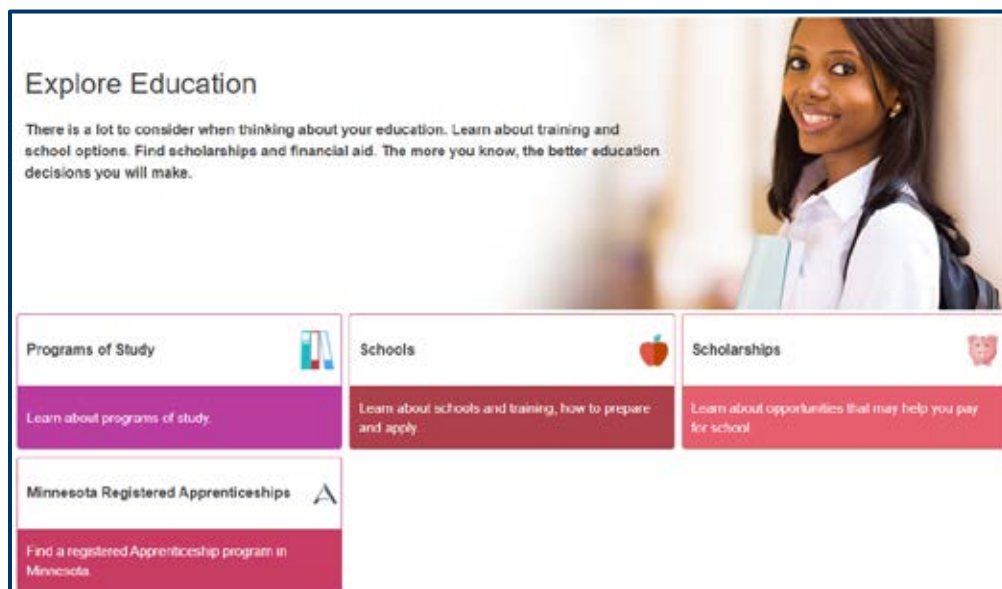
Careers

The “Careers” tab contains information from O*NET that is re-written at an 8th grade reading level. Though the information is now presented in a new format, the information is much the same. They can still learn about job tasks, wages, helpful high school courses, employment and outlook and more. This information will continue to be updated annually.



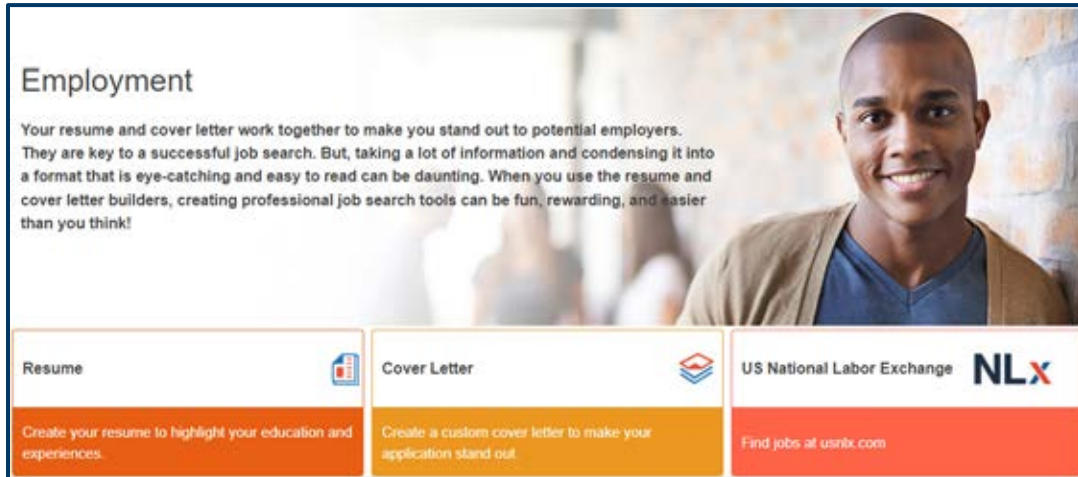
Education

The “Education” tab is one of the largest sections of MCIS 360. Students can find Programs of Study and see the program description, admissions information and the courses they might take. Schools gives students general information about the college, tuition rates and application deadlines. Scholarships will help students learn about the scholarships available to them. They can look up scholarships by title, by cluster or by filtering results based on the criteria provided. A link to Minnesota Registered Apprenticeships is also found in the “Education” tab.



Employment

The “Employment” tab is where students can begin to build their resume. They can then export their resume to a pdf or Word document to make any additional changes. A cover letter template is also available for students. Finally, they can link to the National Labor Exchange to search for job postings.



The image shows a screenshot of a web interface for the 'Employment' section. At the top, the word 'Employment' is written in a large, dark font. Below it, a paragraph of text explains the importance of resumes and cover letters. To the right of this text is a photograph of a smiling young man. Below the text and photo is a navigation menu with three items: 'Resume', 'Cover Letter', and 'US National Labor Exchange NLX'. Each item has a small icon and a brief description of the service.

Employment

Your resume and cover letter work together to make you stand out to potential employers. They are key to a successful job search. But, taking a lot of information and condensing it into a format that is eye-catching and easy to read can be daunting. When you use the resume and cover letter builders, creating professional job search tools can be fun, rewarding, and easier than you think!

Resume 	Cover Letter 	US National Labor Exchange NLX
Create your resume to highlight your education and experiences.	Create a custom cover letter to make your application stand out.	Find jobs at usnlx.com

Careers to Programs of Study to Postsecondary Institution

Navigating between the different information files in MCIS 360 is the final piece. For example, finding a career and seeing which program of study is needed to work within that career. Then looking up which postsecondary institutions offer that program of study and finally learning about the school that offers that program.

Agents and Business Managers Compare Careers List Export PDF

Rate this Career

At a Glance | Job Description | Wages | Employment & Outlook | **Education & Training** | Personal Qualities | Related Careers

Preparation

Helpful High School Courses

Knowledge

Related Programs of Study

These programs of study will help you prepare for the career you are exploring.

Programs of Study Directly Related to this Career

- Arts Administration
- Business Management and Administration
- Marketing
- Public Relations
- Purchasing and Contracts Management

Schools On Your List

Schools that offer the program of study you are currently exploring are listed below:

Business Management and Administration

Cluster | Title | In-state National | Search for... | [Y]

Schools :	Interest :	Type :	Financial Aid :
Minnesota			
Academy College	👍👎	4 Year	✓
Alexandria Technical and Community College	👍👎	2 Year	✓
Anoka-Ramsey Community College - Cambridge Campus	👍👎	2 Year	✓
Anoka-Ramsey Community College - Coon Rapids	👍👎	2 Year	✓
Augsburg University	👍👎	4 Year	✓

For more information, please contact MCIS at mcis.team@state.mn.us.