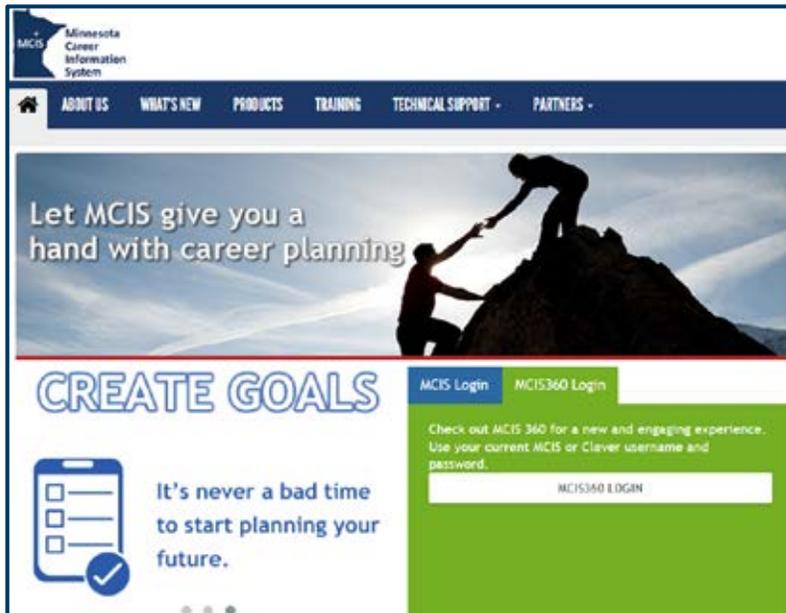




Navigating the Mega Menu in MCIS 360 Jr.

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.

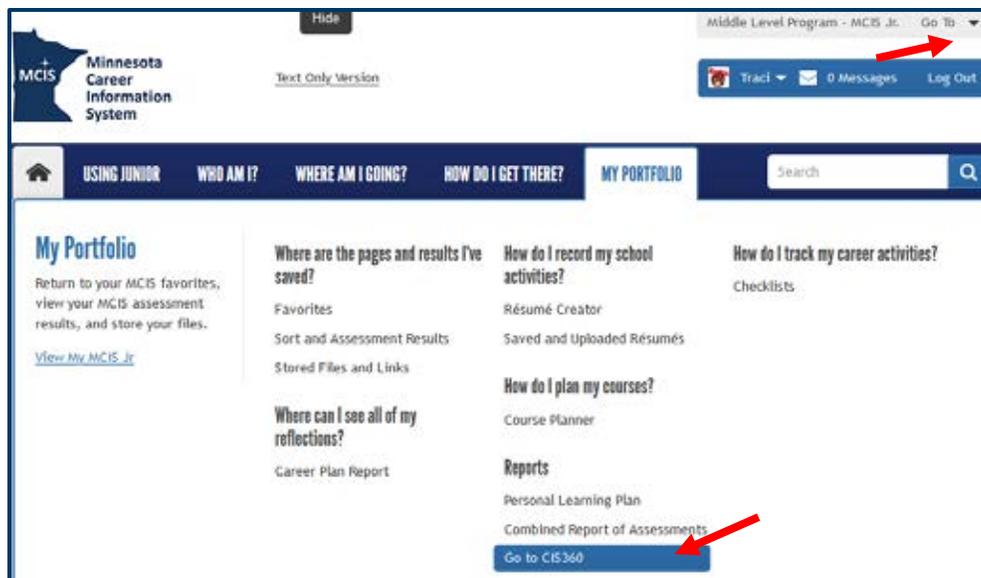
You can login directly into MCIS 360 from our login page by clicking on the “MCIS 360 login” button. On the next screen, enter your same MCIS username and password. If your school is using Clever, you can choose the Clever icon and enter your login information.



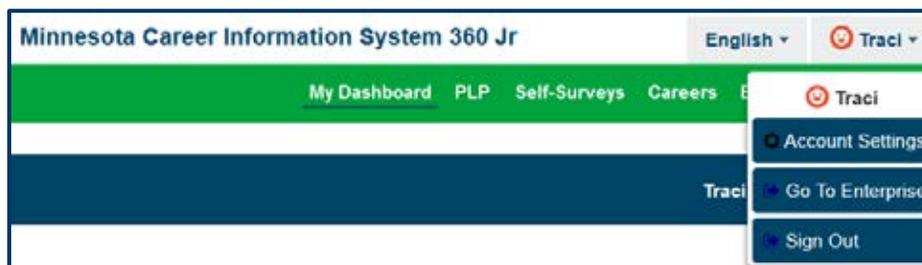
You can continue to login into using the blue “MCIS Login” tab and then navigate to MCIS 360.



Once logged in, 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, clicking on “Go To Enterprise” will bring you 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

The administrative side of MCIS is still housed in the current (Enterprise) version of MCIS.

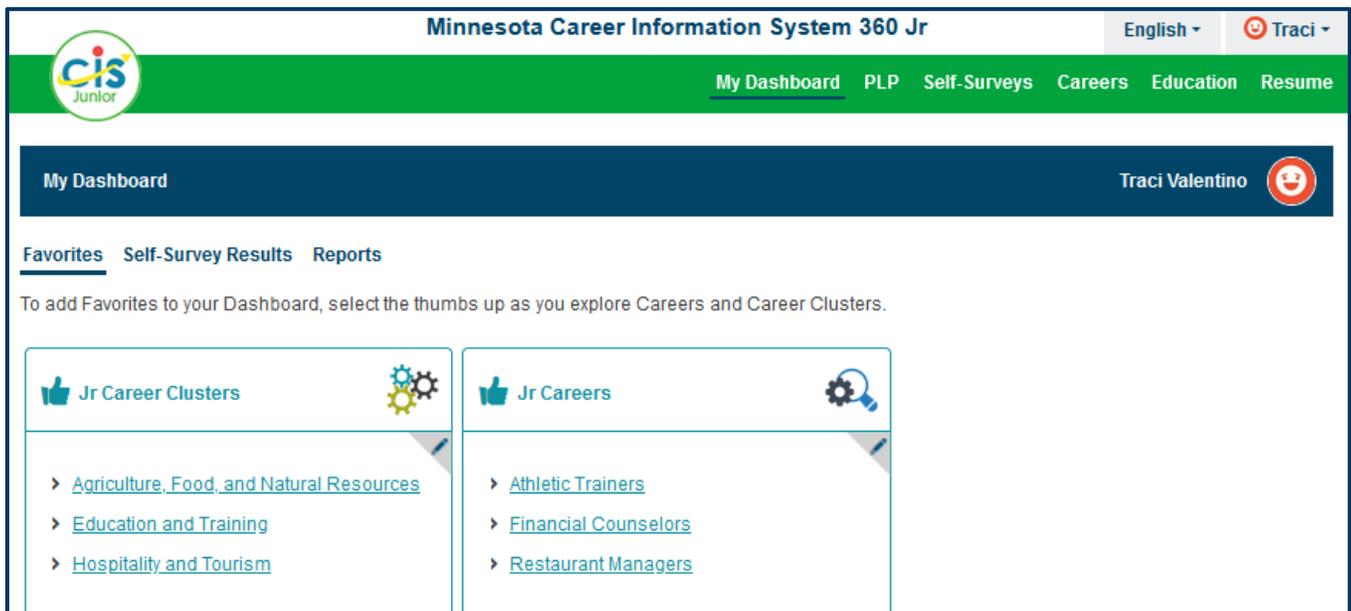
Student Side

The green menu on the Student side is divided in to five tabs: My Dashboard, Career Plan, Self-Surveys, Careers and Resume.



My Dashboard

The “My Dashboard” tab is where students can view and edit their saved favorites and self-survey 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.



The screenshot shows the user interface for the Minnesota Career Information System 360 Jr. At the top, there is a header with the logo on the left, the title "Minnesota Career Information System 360 Jr" in the center, and language and user selection options on the right. Below the header is a green navigation bar with tabs for "My Dashboard", "PLP", "Self-Surveys", "Careers", "Education", and "Resume". The "My Dashboard" tab is active. Below the navigation bar is a dark blue bar with the text "My Dashboard" on the left and the user's name "Traci Valentino" and profile picture on the right. Underneath, there are three tabs: "Favorites", "Self-Survey Results", and "Reports". The "Favorites" tab is selected. A message reads: "To add Favorites to your Dashboard, select the thumbs up as you explore Careers and Career Clusters." Below this message are two columns of favorite items. The first column is titled "Jr Career Clusters" and contains three items: "Agriculture, Food, and Natural Resources", "Education and Training", and "Hospitality and Tourism". The second column is titled "Jr Careers" and contains three items: "Athletic Trainers", "Financial Counselors", and "Restaurant Managers".

PLP (Personal Learning Plan)

The PLP is a built in career exploration curriculum that guides students through a variety engaging activities to support self-exploration of their values, interests and skills and to find careers that align with those values, interests and skills. The PLP is currently being worked on so that sites will be able to easily customize for their students and run reports to monitor student progress.



CCI Quick Pic

CCI Quick Pic uses pictures to help you think about activities that you like. Quick and easy, after you rate your interests they are matched to career clusters. This can help you find a career you will enjoy!

Instructions: 45

- Time to complete: about 5 to 10 minutes
- Number of items: 88
- Each statement describes a different activity
- For each activity take time to imagine doing it
- Rate how much you would like or dislike each activity

Options: 40

The response choices are:

Like Very Much Like Not Sure Dislike

Education Plans

It is important to start thinking about what you might want to do after high school. There are many education options, such as attending a career technical program, a four-year college, or an apprenticeship. Explore what the preparation is for the careers you are interested in and choose the options that align with your career interests.

Save your work before you move away from this activity.

Education Options

- Direct to workforce (on the job training)
- Military
- Tech School/Trade Career Center
- Vocational Training (Apprenticeship)
- 2-Year College
- 2-Year College Transfer to 4-Year College
- 4-Year College or University
- Other (please describe)

Self-Surveys

The “Self-Surveys” tab was previously called Assessments and is very similar to the current version. Most of the Self-Surveys will still direct students to career clusters they may be interested in based on their results. They can be taken multiple times and are stored in “My Dashboard.” Not all Self-Surveys 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. Interest Profile Mini is a revised version of the Interest Profiler specifically designed for middle school students connecting interests to careers.

CIS Junior My Dashboard PLP Self-Surveys Careers Education Resume

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.	IDEAS  Identify your interest areas.	Interest Profiler Mini  Discover work areas that match your interests.
Learning Styles Survey  Identify the ways that you learn best.	Reality Check  Find out how much money you need for the lifestyle you desire.	Workplace Employability Skills  Evaluate your employability skills.

Careers

The “Careers” tab contains information from O*NET that is re-written at a 6th grade reading level. The information is now presented in a new format and defaults to students to explore Career Clusters. Students can still look up individual careers by choosing the “Title” button. Students will learn about job tasks, wages, helpful high school courses, employment and outlook and more. This information will continue to be updated annually.

The screenshot shows the 'Career Clusters List' page. At the top, there is a navigation bar with 'My Dashboard', 'PLP', 'Self-Surveys', 'Careers', 'Education', and 'Resume'. Below the navigation bar is a header with the CIS logo and the title 'Career Clusters List'. A large image shows a diverse group of professionals in various careers. Below the image, there is a 'View:' section with buttons for 'Cluster', 'Title', and 'Compare'. A search bar is also present. The main content area displays a list of career clusters with their respective icons and favorite status:

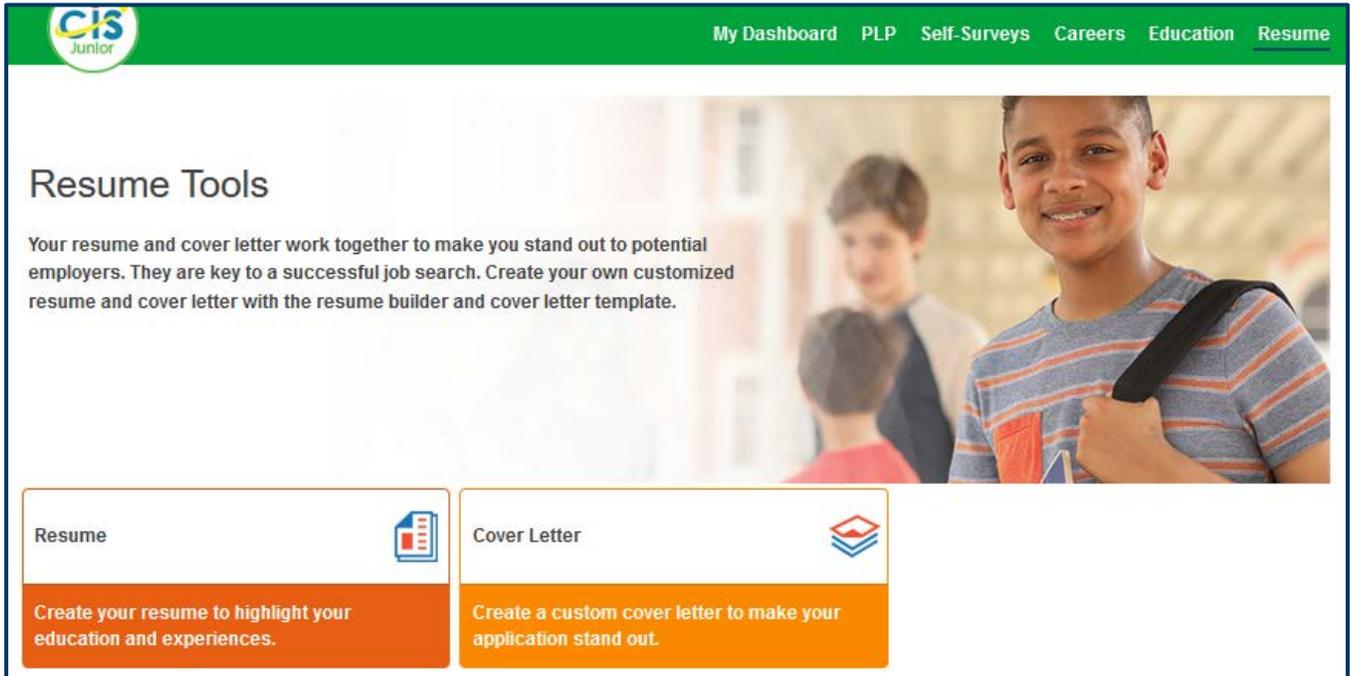
Career Clusters	Favorite
Agriculture, Food, and Natural Resources	👍
Architecture and Construction	👍
Arts, Audio/Visual Technology, and Communications	👍

The screenshot shows the 'Human Resources Specialists' page. At the top, there is a navigation bar with 'My Dashboard', 'PLP', 'Self-Surveys', 'Careers', 'Education', and 'Resume'. Below the navigation bar is a header with the CIS logo and the title 'Human Resources Specialists'. There are buttons for 'Compare', 'Career Clusters List', and 'Export PDF'. A large image shows a group of people in a meeting. Below the image, there is a 'Favorite Career' button. The main content area displays a navigation bar with tabs for 'At a Glance', 'Things to Know', 'Wages', 'Employment', 'Education', and 'Related Careers'. Below the navigation bar, there are three summary cards:

- Wages:** Above Average, \$65,400
- Education:** 4 Years
- Employment:** Above Average, 1,422 Jobs

Resume

The Resume Tool will help students begin to save important contacts, education, experiences and other information they will need when applying for a job, college applications and scholarships. MCIS student portfolios are sustainable after graduation so your students will be able to access their resume long after graduation as long as your site maintains and MCIS license.



CIS Junior My Dashboard PLP Self-Surveys Careers Education Resume

Resume Tools

Your resume and cover letter work together to make you stand out to potential employers. They are key to a successful job search. Create your own customized resume and cover letter with the resume builder and cover letter template.

Resume  Create your resume to highlight your education and experiences.	Cover Letter  Create a custom cover letter to make your application stand out.
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For more information, please contact MCIS at mcis.team@state.mn.us.