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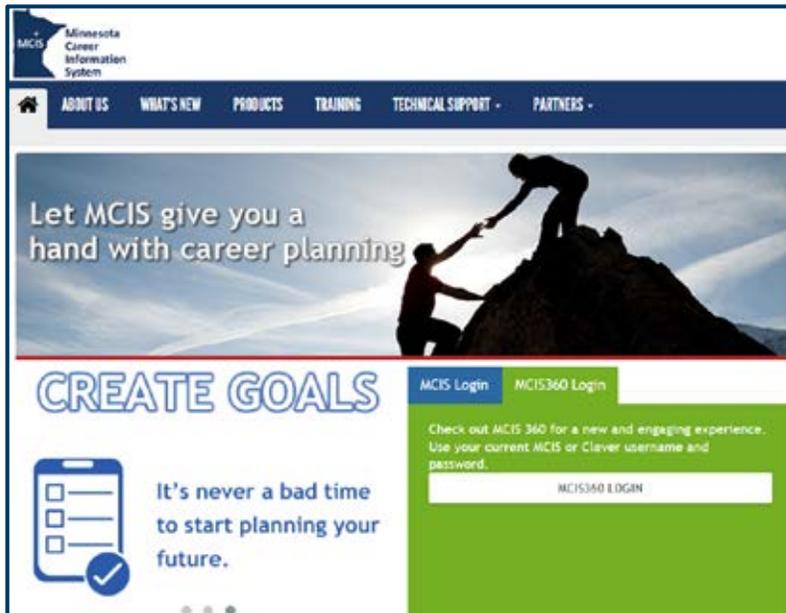
You can continue to login into using the blue "MCIS Login" tab and then navigate to MCIS 360.

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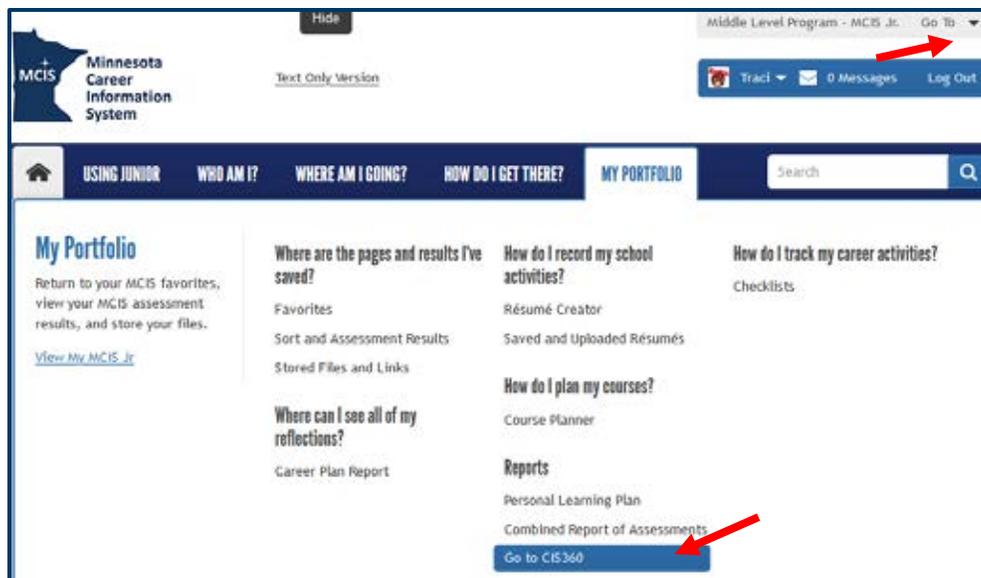
To get back to the current version of MCIS from MCIS 360, again in the upper right corner click on the drop down under their name, clicking on "Go To Enterprise" will bring you back to the current version. The two versions do talk with each other. Saving in the current version will save to MCIS 360 and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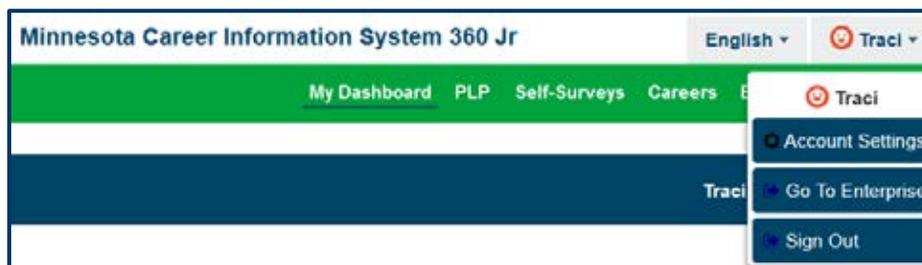
Administrative Side

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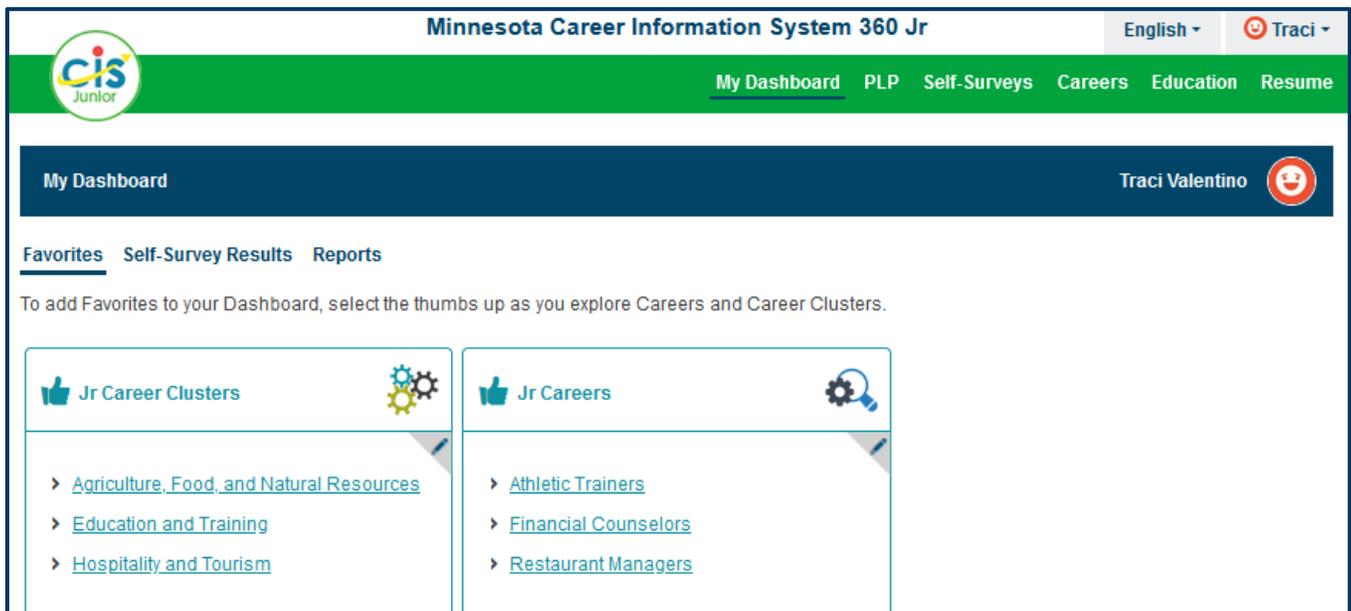
Student Side

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.

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.

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.

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.

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.

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