

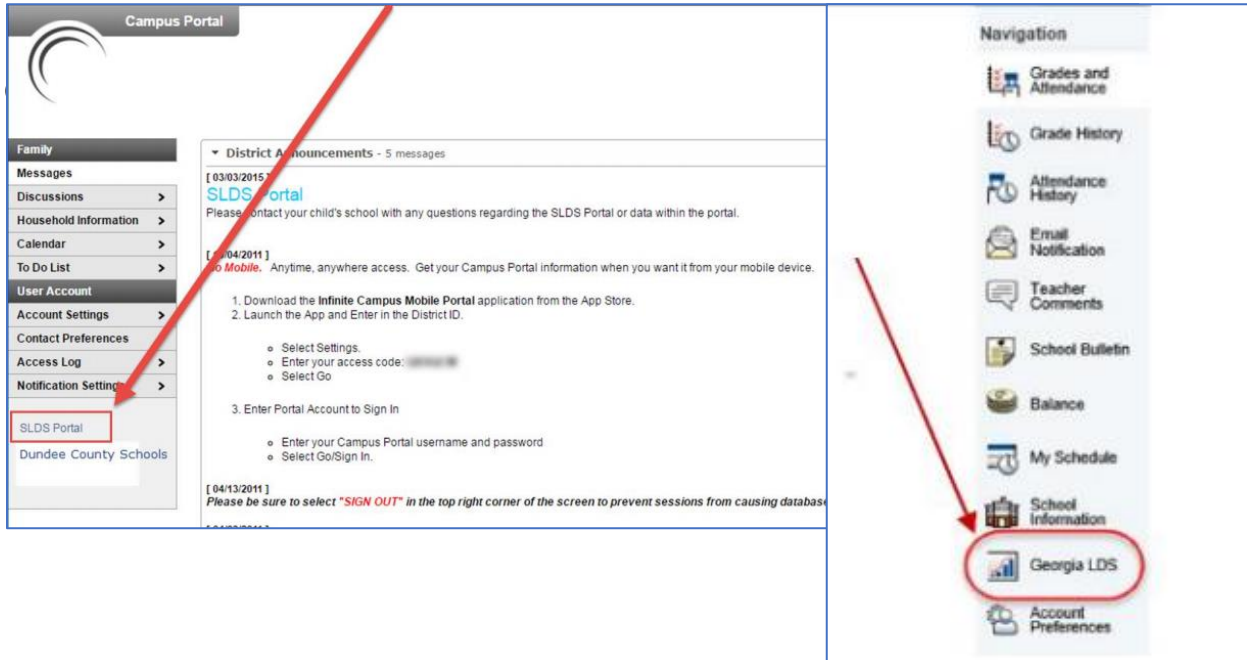
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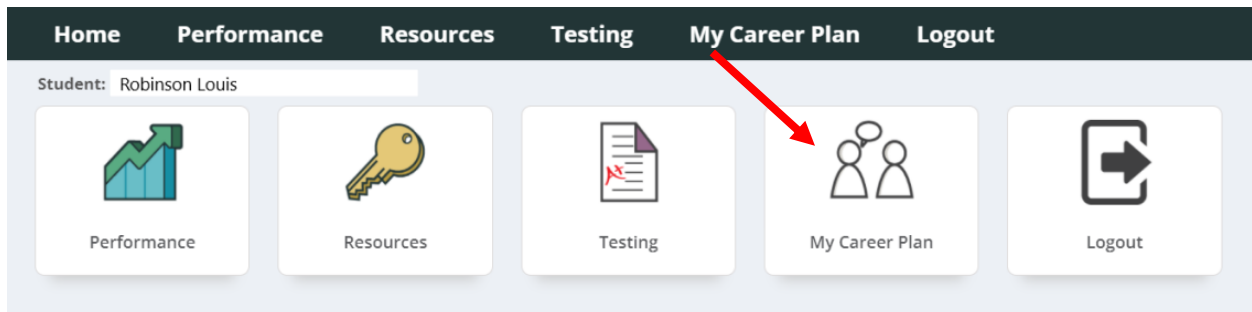
My Career Plan: Student Guide

Accessing My Career Plan

In order to access My Career Plan, the student must first login to the school's student information system (Infinite Campus, PowerSchool, etc.), then click on the SLDS (Statewide Longitudinal Data System) link within the student information system to access the **SLDS Student Portal**.



Student Portal, the student must click the **My Career Plan** icon (shown below).



Note: This guide contains instructions for completing the "Career Assessments" step within My Career Plan, however, all other steps work similarly.

The student will then see the My Career Plan landing page. On the landing page are the steps that the student is expected to complete beginning in grade 6 through grade 12. The arrows depicting the steps are color-coded according to the following legend:

- **Gray** if the step has not been started yet.
- **Yellow** if the step has been started, but not yet completed.
- **Green** if the step has been completed.

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Completing the My Career Plan Steps

The student's instructions for which step to complete is shown in the "Notes" bar just above the arrows. The instructions in the Notes bar will be customized based on the student's current grade level.

The screenshot shows the 'My Career Plan' interface for a student. On the left, a sidebar displays the student's name 'LOUIS ROBINSON' and 'Grade 12'. The main content area has a header 'My Career Plan' and a 'Go To YouScience' button. Below this is a progress bar with nine steps: Career Interest, Career Aptitude, Career Clusters, Careers / Occupations, Graduation Plan / IGP, Dual Enrollment, Post Secondary, Workforce Development Initiative, and Next Steps. A red box highlights the instructions: 'Click the "Go To YouScience" link below and use the YouScience Summit to select the Next Steps that you will pursue after high school.' A legend at the bottom indicates 'NOT STARTED' (grey), 'IN-PROGRESS' (yellow), and 'COMPLETED' (green).

The instructions for each grade level are as follows:

Grade 6: Click the "Go To YouScience" link below and take the YouScience Snippet to complete your Career Interest Inventory.

Grade 7: Click the "Go To YouScience" link below and (1) Take the YouScience Snapshot to complete your Career Interest Inventory and explore three career clusters based on your results.

Grade 8: Click the "Go To YouScience" link below and (1) Take the YouScience Snapshot to complete your Career Aptitude Inventory, (2) Verify that you have been informed about Dual Enrollment, and (3) Complete your Individual Graduation Plan.

Grade 9: Click the "Go To YouScience" link below and (1) Use your YouScience Snapshot results to save 3 Careers, OR Take the YouScience Summit to save 3 Careers (2) Verify that you have been informed about Dual Enrollment, and (3) Review your Individual Graduation Plan.

Grade 10: Click the "Go To YouScience" link below and (1) Take the YouScience Summit to complete your Career Interest and Aptitude Inventory, (2) Verify that you have been informed about Dual Enrollment, and (3) Review your Individual Graduation Plan.

Grade 11: Click the "Go To YouScience" link below and (1) Verify that you have been informed about Dual Enrollment, (2) Complete the Workforce Development Initiative step, (3) Use the YouScience Summit to select at least 3 Post-Secondary schools that match your career plan and (4) Review your Individual Graduation Plan.

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Grade 12: Click the "Go To YouScience" link below and use the YouScience Summit to select the Next Steps that you will pursue after high school.

Once the student has completed and saved an activity in YouScience, he/she can return to My Career Plan. The My Career Plan will update overnight. Once updated, the My Career Plan will display the student's progress for the completed YouScience activity. See example below.

This screenshot shows the 'My Career Plan' interface for a student. On the left, a sidebar displays the student's information: 'GTID# 900000000', 'LOUIS ROBINSON', and 'Grade 12'. The main content area is titled 'My Career Plan' and includes a 'Go To YouScience' button. A red-bordered instruction box states: 'Instructions: Click the "Go To YouScience" link below and use the YouScience Summit to select the Next Steps that you will pursue after high school.' Below this is a progress bar with nine chevron-shaped stages: 'Career Interest', 'Career Aptitude', 'Career Clusters', 'Careers / Occupations', 'Graduation Plan / IGP', 'Dual Enrollment', 'Post Secondary', 'Workforce Development Initiative', and 'Next Steps'. A legend at the bottom indicates that grey chevrons represent 'NOT STARTED', yellow chevrons represent 'IN-PROGRESS', and green chevrons represent 'COMPLETED'. In this view, 'Career Interest' through 'Careers / Occupations' are green, 'Graduation Plan / IGP' is grey, 'Dual Enrollment' is green, and 'Post Secondary', 'Workforce Development Initiative', and 'Next Steps' are grey.

The student may click on the arrow to review additional results. For example, click on the Career Interest arrow.

This screenshot is identical to the one above, showing the 'My Career Plan' interface. A red arrow points from the left sidebar towards the 'Career Interest' chevron in the progress bar, highlighting it as an example of a stage that can be clicked to review results.

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GTID# 9000000

LOUIS ROBINSON

Grade 12

You are logged in as a **Student**



Career Interest

Status : **Completed**

Data updated on : 2021-10-20


Career Interest - GCIS

Assessment	Progress	Date Saved	In Calculation?	
Career Cluster Inventory (48 Questions)	48 / 48 (100%)	2/15/2017	No	View Results
Reality Check		2/28/2017	No	

Data updated on : 2021-10-20

Career Interest - YouScience

Assessment	Progress	Date Saved	In Calculation?	
Summit	11 / 11 (100%)	8/12/2021	Yes	View Results

Click the **home button**  to return to the My Career Plan landing page.

GTID# 9000000

LOUIS ROBINSON

Grade 12

You are logged in as a **Student**



Career Interest

Status : **Completed**

Data updated on : 2021-10-20


Career Interest - GCIS

Assessment	Progress	Date Saved	In Calculation?	
Career Cluster Inventory (48 Questions)	48 / 48 (100%)	2/15/2017	No	View Results
Reality Check		2/28/2017	No	

Data updated on : 2021-10-20

Career Interest - YouScience

Assessment	Progress	Date Saved	In Calculation?	
Summit	11 / 11 (100%)	8/12/2021	Yes	View Results

The student may click the download button  to view or print a PDF version of his/her Personal Learning Plan. The Personal Learning Plan provides a printout of all activities that the student has or has not completed within YouScience.

My Career Plan: Student Guide

GTID# 900000000

LOUIS ROBINSON

Grade 12

You are logged in as a **Student** [Help](#)

My Career Plan

Instructions: Click the "Go To YouScience" link below and use the YouScience Summit to select the Next Steps that you will pursue after high school.

[Go To YouScience](#)

Career Interest
Career Aptitude
Career Clusters
Careers / Occupations
Graduation Plan / IGP
Dual Enrollment
Post Secondary
Workforce Development Initiative
Next Steps

NOT STARTED

IN-PROGRESS

COMPLETED

Personal Learning Plan

Last Name: Robinson **First Name:** Louis **Middle Name:** _____

System Name: Dundee County **School Name:** High School **Grade Level:** 12

Career Interest (Status: Completed)				
Assessment	Progress	Date Saved	Required	Vendor Name
Career Cluster Inventory (48 Questions)	48 / 48 (100%)	2/15/2017	No	GCIS
Reality Check		2/28/2017	No	GCIS
Summit	11 / 11 (100%)	8/12/2021	Yes	YouScience

Career Aptitude (Status: Completed)				
Program	Progress	Date Completed	Required	Vendor Name
Career Aptitude	0%		N/A	GCIS
Career Aptitude	11 / 11 (100%)	8/12/2021	Yes	YouScience

Career Clusters (Status: Completed)	
Agriculture, Food, and Natural Resources Career Cluster	Architecture and Construction Career Cluster
Arts, Audio/Video Technology, and Communications Career	Business Management and Administration Career Cluster

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Logging Out

When you are finished using My Career Plan, remember to always logout of the Student Portal by clicking the “Logout” button.

Home Performance Resources Testing My Career Plan Library Logout

My Career Plan Interest Career Aptitude Clusters Occupations Graduation Plan Dual Enrollment Post Secondary Workforce Development Initiative Next Steps

You are logged in as a Student

GTID# 900000000

LOUIS ROBINSON

Grade 12

My Career Plan

Instructions: Click the "Go To YouScience" link below and use the Youscience Summit to select the Next Steps that you will pursue after high school.

Go To YouScience

Career Interest Career Aptitude Career Clusters Careers / Occupations Graduation Plan / IGP Dual Enrollment Post Secondary Workforce Development Initiative Next Steps

NOT STARTED IN-PROGRESS COMPLETED

You will see the below confirmation screen when you have logged out.

You have signed out.

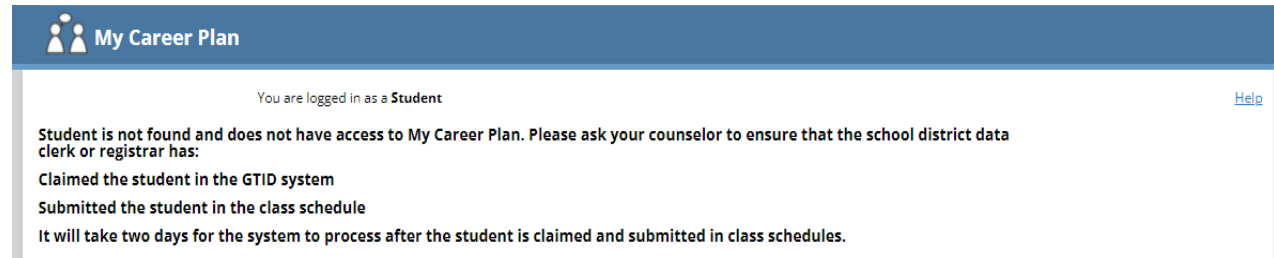
For improved security, we recommend that you close all browser windows at the end of your online session.

My Career Plan: Student Guide

Troubleshooting

1. What do I do when I see **the student not found message** below after clicking on My Career Plan?

You see this message since you are a new student in your district and school and/or not included in the class schedules. Please ask your counselor to talk to the data clerk or registrar staff to claim you in the GTID system and to include you in the daily class schedules. You will be able to access the My Career Plan after 48 hours.



The screenshot shows the 'My Career Plan' interface. At the top, there is a blue header with the text 'My Career Plan' and an icon of two people. Below the header, the user is logged in as a 'Student'. A message states: 'Student is not found and does not have access to My Career Plan. Please ask your counselor to ensure that the school district data clerk or registrar has: Claimed the student in the GTID system Submitted the student in the class schedule It will take two days for the system to process after the student is claimed and submitted in class schedules.' A 'Help' link is visible in the top right corner of the message area.