



OREGON CIS

Career Information System



Belonging • Influence • Excellence

Your Guide to:

- ✚ Setting up a CIS Portfolio
- ✚ School Sort
- ✚ Scholarship Sort
- ✚ Interest Profiler
- ✚ Occupation Sort
- ✚ Reality Check

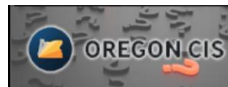


Roseburg High School
Career Center

Setting up a CIS Portfolio

Getting to Oregon CIS for the first time

1. Go to Roseburg High School Website: www.roseburg.k12.or.us/rhs
2. Click on the Career Center tab
3. In the center of the page click on the Oregon CIS Logo
4. Log in to CIS using the following information:
 - a. Username: roseburg
 - b. Password: indians



Once you have set up your portfolio you will use your own username and password. If you have already created a username and password, then use it.

Create your CIS Portfolio

- Access CIS and at the top of page, click on “Create a Portfolio”
- Enter your personal information
- Choose a language preference
- Set a password
- Choose your security questions
- Submit

We recommend the following guidelines for your username and password:

USERNAME

Use the format firstinitial middleinitial lastname (no spaces)

Example: amsmith

If you get a message that the username you entered “is already in use” try adding numbers to the end of your username – example: amsmith4

PASSWORD

Use the format fullgradyear Lastname (Capitalize)
2favoritenumbers (no spaces)

Example: 2014Smith34

CREATE "MY PORTFOLIO"®

PERSONAL INFORMATION
School/Organization: Roseburg Senior High School

**** Required Fields**

****First Name:** **Middle Name:** ****Last Name:**

E-mail: **Secondary E-mail:**

****Username:** ****Graduation Year:**

Usernames must be at least 6 characters, and cannot contain a space, \, @, ;, or '.

LANGUAGE PREFERENCE

☒ English ☐ Spanish

SET PASSWORD
Passwords must be at least 8 characters, and contain at least one uppercase letter, one lowercase letter, and one number.

****Password:**

****Re-type Password:**

SECURITY QUESTIONS

****Question 1:** ****Question 2:**

****Answer 1:** ****Answer 2:**

You will use this username and password to login to CIS from now on. Be sure to save this information for future use.

Congratulations!
You have successfully created a CIS Portfolio



School Sort

School Sort will suggest schools based on your preferences. The database includes 2 and 4-year colleges and universities offering associate and bachelor's degrees, as well as universities that offer graduate and professional degree programs. Simply select criteria that are important to you such as degrees offered, location, admissions, academics, size and type, tuition and financial aid, sports, and student life and activities.

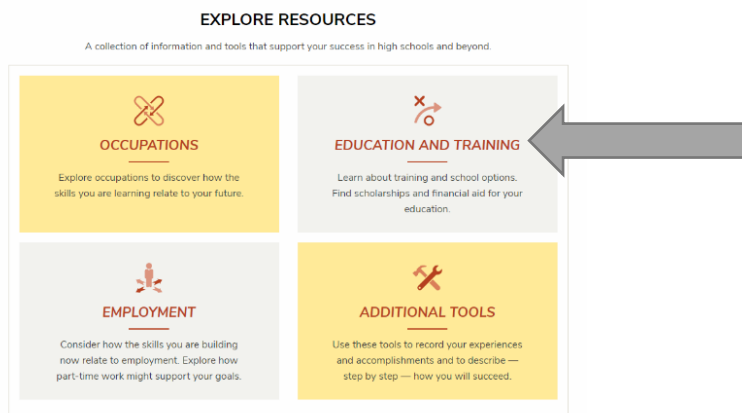
There is also a Certificate Sort. A certificate is typically a year long program offered by a community college. These programs include Administrative Office Professional, Practical Nursing LPN, Paramedicine – EMS Technician, Real Estate Broker, Truck Driver Training, Welding, and more. This search is limited to Oregon programs.

To access the School Sort:

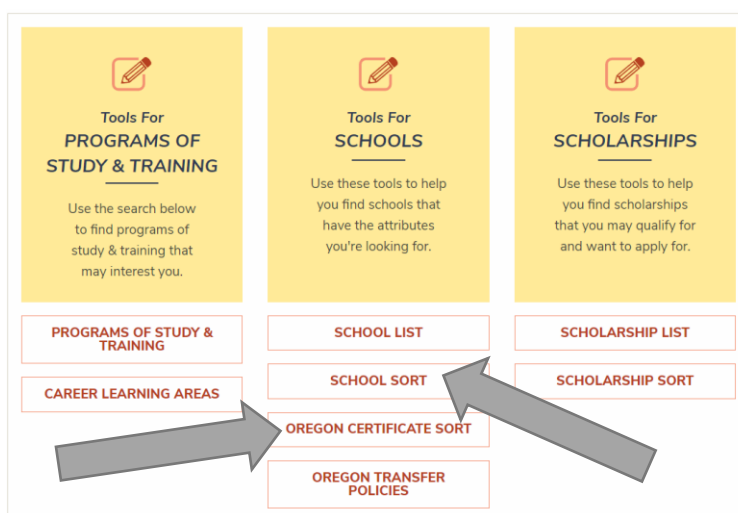
1. Go to Explore Resources



2. Click on Education and Training



3. Under Tools for Schools select School Sort or Oregon Certificate Sort



Scholarship Sort

The Oregon CIS database has over 4,000 scholarships. These include national, state, and local scholarships. The Scholarship Sort allows you to filter these scholarships by personal characteristics, academics, postsecondary plans, programs of study, financial need, more information about yourself, award requirements, and deadlines.

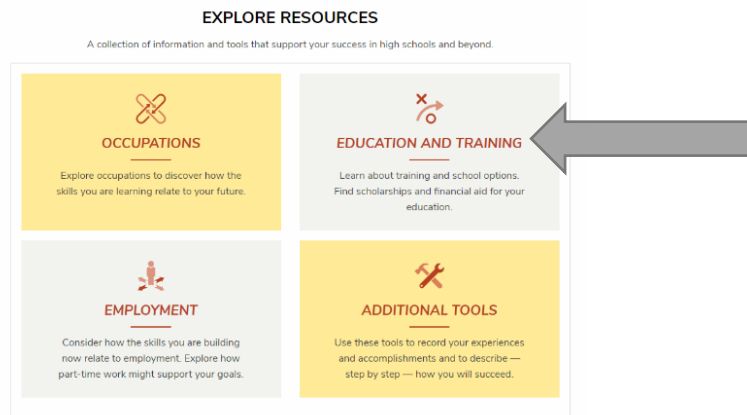
Each listing will describe the award, deadline, application requirements and contact information for that scholarship.

To access the Scholarship Sort:

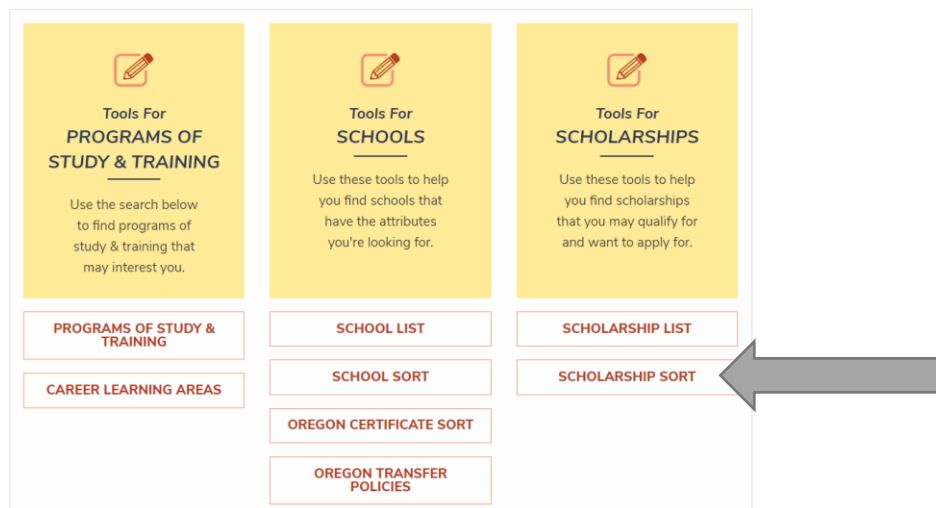
1. Go to Explore Resources



2. Click on Education and Training



3. Under Tools for Scholarships select Scholarship Sort



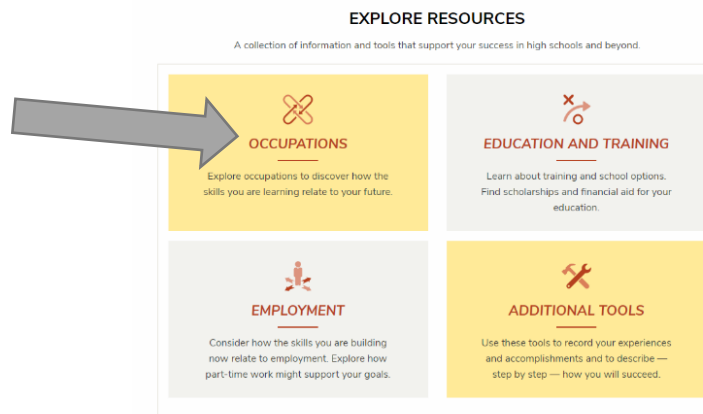
Interest Profiler

The Interest Profiler will suggest occupations that match your interests. You will be asked to rate how you would feel about doing different types of work. There are 180 statements that describe different activities. It takes approximately 25 to 30 minutes.

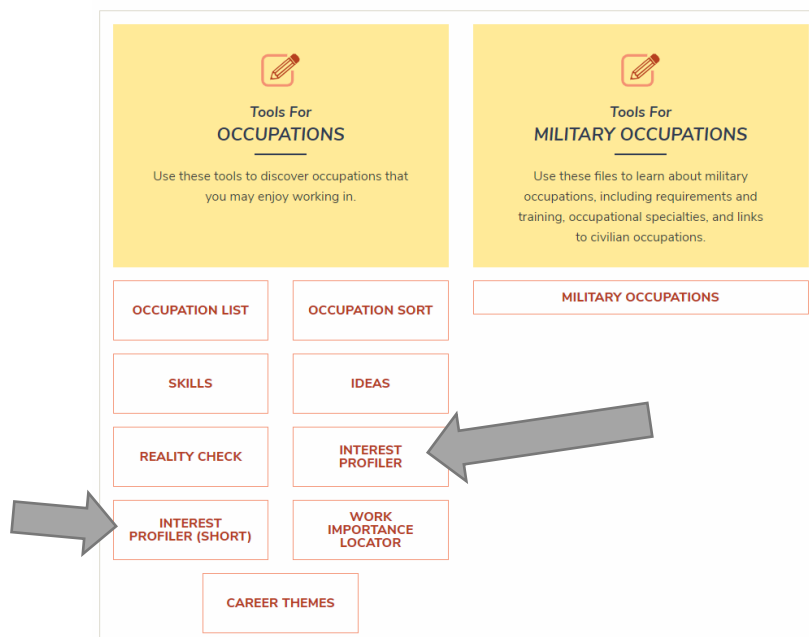
There is also an Interest Profiler—Short Form. This has 60 statements and takes about 15 to 20 minutes.

To access the Interest Profiler:

1. Go to Explore Resources
2. Click on Occupations



3. Under Tools for Occupations select Interest Profiler or Interest Profiler (Short)



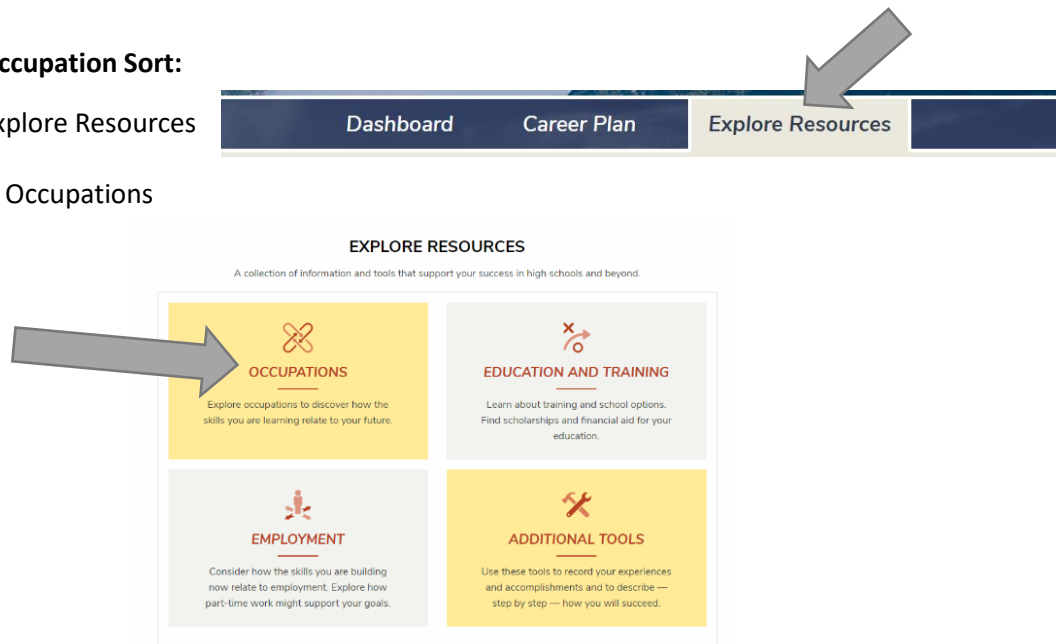
Occupation Sort

The Occupation Sort creates a list of occupations that may interest you based on factors you consider important. You select 10 to 15 factors in order of importance and the level of each factor you want in an occupation.

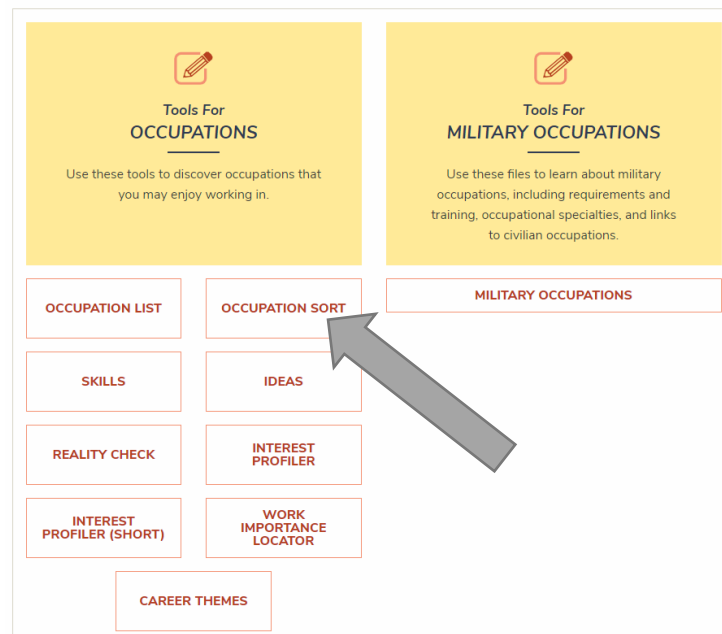
If you are not sure what factors are important to you, choose the Recommended List for 10 factors many people find important.

To access the Occupation Sort:

1. Go to Explore Resources
2. Click on Occupations



3. Under Tools for Occupations select Occupation Sort

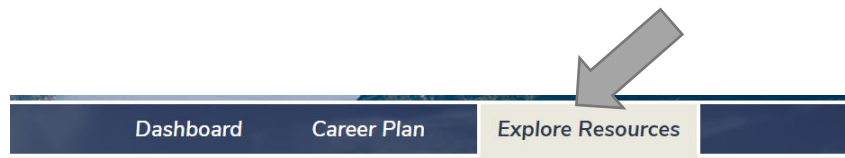


Reality Check

The Reality Check helps you determine how much money you will need to make to pay for housing, food, transportation and other items. You can start by making choices about your lifestyle and a list of occupations will be generated that make enough to cover your life style choices. Or you can start with an occupation and see how your lifestyle choices will impact the monthly budget.

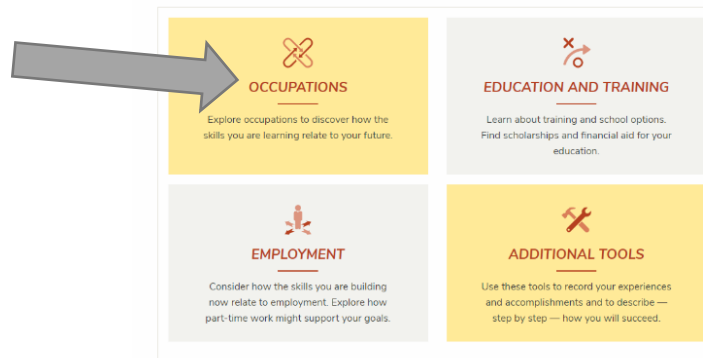
To access the Reality Check:

1. Go to Explore Resources
2. Click on Occupations



EXPLORE RESOURCES

A collection of information and tools that support your success in high schools and beyond.



3. Under Tools for Occupations select Reality Check

