

# **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



# Setting up a CIS Portfolio

### Getting to Oregon CIS for the first time

- 1. Go to Roseburg High School Website: <u>www.roseburg.k12.or.us/rhs</u>
- 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 (Capatlize) 2favoritenumbers (no spaces) Example: 2014Smith34

School/Organization: Roseburg S	senior High School			
* Required Fields				
**First Name:	Middle Name:		*Last Name:	
E-mail:		Secondary E-mail:		
	Person *			Perso *
**Username:			**Graduation Ye	ar:
			2019	-
Usernames must be at least 6 o	characters, and cannot	contain a space, \ #, '	.;, or '.	
english	Spanish			
SET PASSWORD Passwords must be at least 8 che ne number. **Password:		least one uppercase	letter, one lowerd	ase letter, and
SET PASSWORD Passwords must be at least 8 che ne number.		least one uppercase	letter, one lowerc	ase letter, and
SET PASSWORD Passwords must be at least 8 che ne number. **Password:		least one uppercase	letter, one lowerc	ase letter, and
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SET PASSWORD asswords must be at least 8 che ne number. **Pessword: **Re-type Password: SECURITY QUESTIONS	aracters, and contain at		letter, one lowerc	ase letter, and
SET PASSWORD hasawords must be at least 8 che re number. **Persond: **Re-type Password: **Re-type Password: **ECURITY QUESTIONS **Question 1:	aracters, and contain at	**Question 2:		ase letter, and
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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 activates.

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
- Dashboard Career Plan 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:

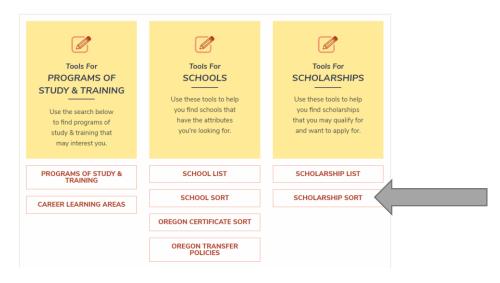
1. Go to Explore Resources

Dashboard Career Plan Explore Resources

2. Click on Education and Training

EXPLORE RESOURCES A collection of information and tools that support your success in high schools and beyond.			
A collection of information and tools that su	pport your success in high schools and beyond.		
\$2	×		
<u> </u>			
OCCUPATIONS	EDUCATION AND TRAINING		
Explore occupations to discover how the kills you are learning relate to your future.	Learn about training and school options. Find scholarships and financial aid for your		
	education.		
	×		
EMPLOYMENT	ADDITIONAL TOOLS		
Consider how the skills you are building	Use these tools to record your experiences		
now relate to employment. Explore how	and accomplishments and to describe —		
part-time work might support your goals.	step by step — how you will succeed.		

3. Under Tools for Scholarships select Scholarship Sort

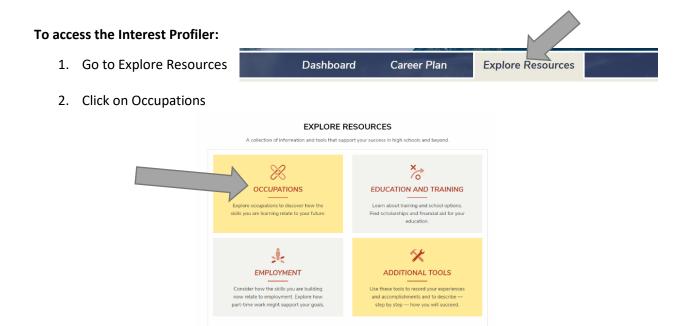




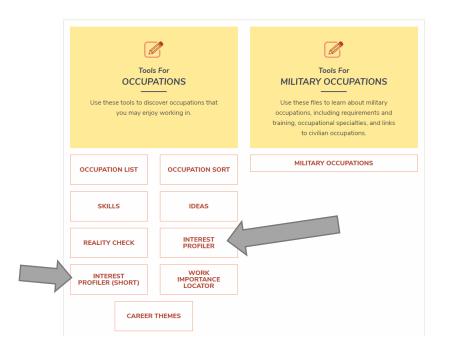
# Interest Profiler

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.



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.

То ассе	ess the Occupation Sor	t:			
1.	Go to Explore Resour	Ces Dashboar	rd Career Plan	Explore Resources	
2.	Click on Occupations				
		EXPLORE R A calaction of information and tools that supp			
		EMPLOYMENT Consider how the skills you are building now relate to employment. Explore how not, there used render toward near once	ADDITIONAL TOOLS		

3. Under Tools for Occupations select Occupation Sort

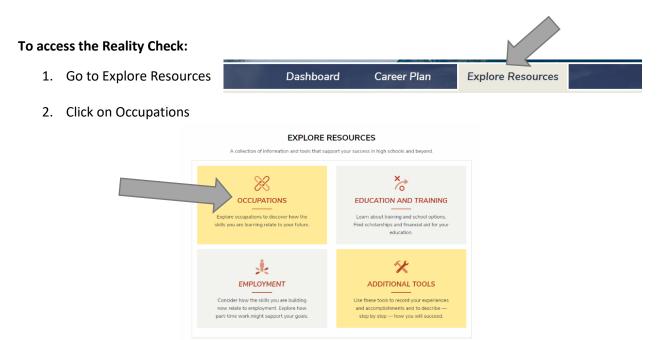
part une trainingit support from goons.

Tools For OCCUPATIONS Use these tools to discover occupations that you may enjoy working in.		Tools For MILITARY OCCUPATIONS
		Use these files to learn about military occupations, including requirements and training, occupational specialties, and links to civilian occupations.
OCCUPATION LIST	OCCUPATION SORT	MILITARY OCCUPATIONS
SKILLS	IDEAS	
REALITY CHECK	INTEREST PROFILER	
	WORK	



# 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.



3. Under Tools for Occupations select Reality Check

