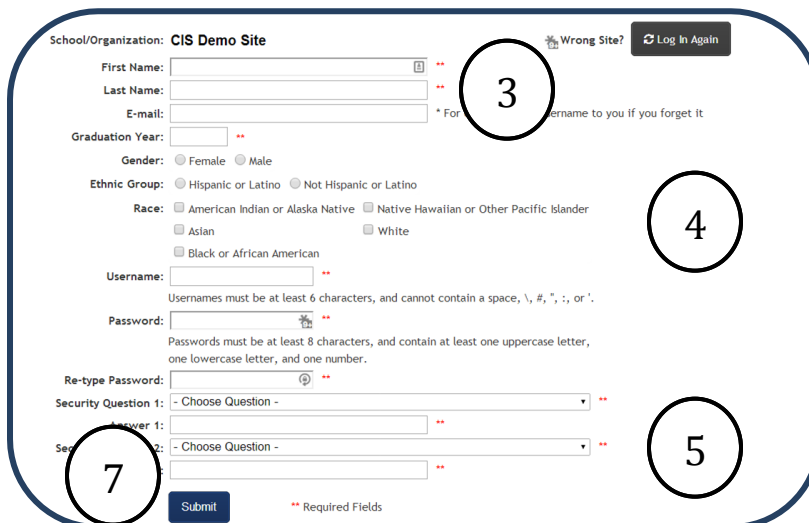
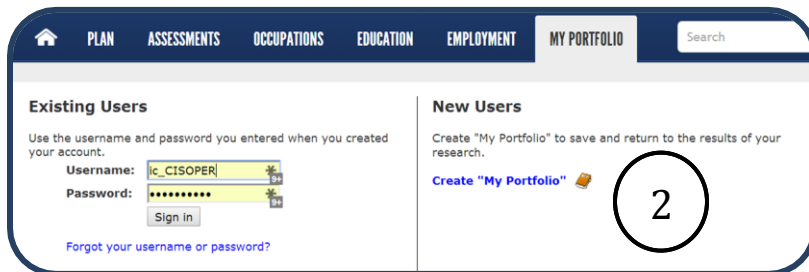


MY PORTFOLIO

My Portfolio is your electronic career folder, and it allows you to save items and organize your career research, exploration, and plans. My Portfolio saves information, stores your career assessment results, explorations, and notes about items you save. It also stores your education and work history, so you can create resumes, and it stores your career checklists, career plans, and tracks your college applications.

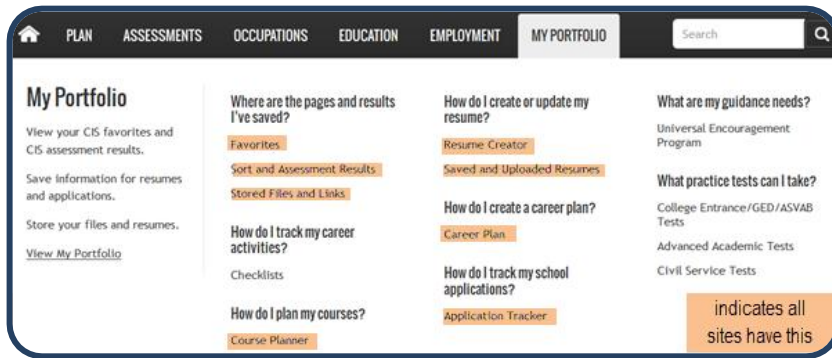


Instructions

1. Select **My Portfolio** on the menu bar at the top of the home page or **Create My Portfolio** in the user badge.
2. Select **Create “My Portfolio”**.
3. Complete as many of the fields as possible. This information will also be used for your resume. You must complete the required fields, marked with asterisks.
4. Set up a username and password.
Note: You may be instructed to set up your user name and password a certain way by your instructor.
5. Set up answers to the two security questions and click **Submit**.
6. Depending upon where you create your portfolio, a Portfolio Access page may display. Check the appropriate button. *You may be instructed to provide access by your instructor or counselor by checking Yes.*
7. Click **Submit**.
8. Return to the home page where you can access all the tools in your new portfolio. Click **My Portfolio** anytime to see your My Portfolio menu.

Important: From now on you will use your personal user name and password to log into this program.

MY PORTFOLIO



Explore My Portfolio

Portfolios may vary by site. All portfolios contain these tools:

Favorites

This tool organizes the files you save. You can view your saved files and notes.

Sort and Assessment Results

View the sort or assessment results you saved or **Restore Answers** to go to that file or your results.

Stored Files and Links

Save and view saved documents and links to work samples. You have up to 5 MB of storage.

Course Planner

Plan your school coursework for several years in advance.

Resume Creator & Saved and Uploaded Resumes

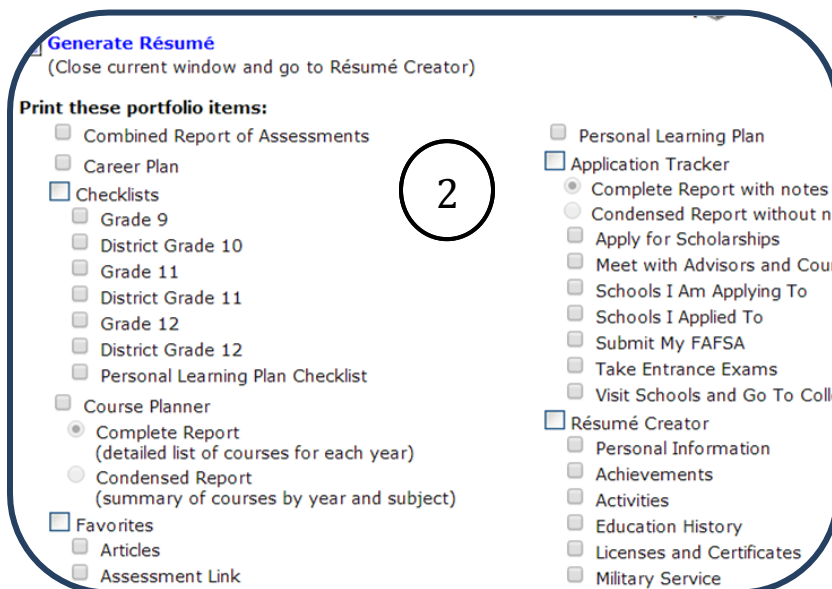
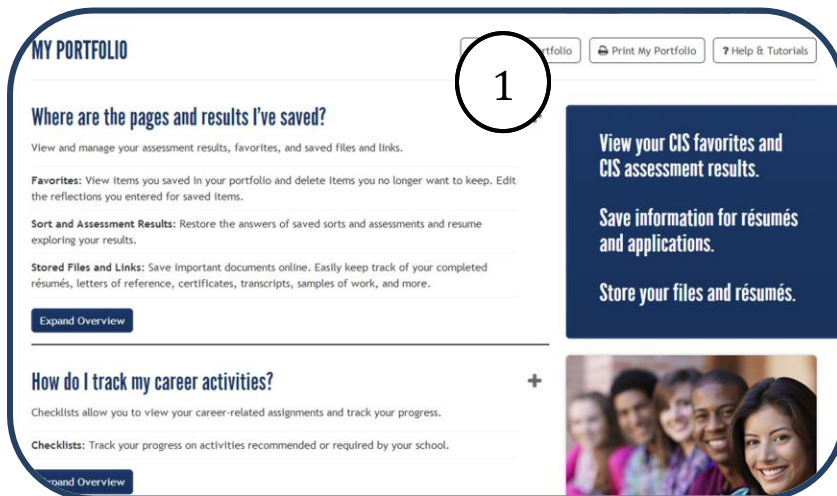
Enter and save your work and education history. You can select one of four different résumé styles (or build your own).

Career Plan

Learn more about yourself, research and evaluate your options, set and update goals, and make plans.

Application Tracker

Record and track college applications (not in Junior).



8. Select **Print** to print your notes and information you save in your portfolio.
9. Select items to print.
10. Select home icon to return to home page.