

NAME: _____ DATE: _____

- Go to <http://www.careercruising.com/login/CVS> to Start. Login using your CVS username and password.
- CVS Username** = CVS-(CVS dash "-") plus first name initial, followed by your last name, plus the LAST 3 digits of your student ID number.

e.g.: Mary Smith, ID Number: 1234560789; **Sample CVS Username:** [cvs-msmith789](#)

Password = [Student ID Number \(usually 10 digits\)](#), e.g.: [1234560789](#) Click **"Log In"** to get to My EDP Page

3. After logging in, your first name will appear above **My EDP** in the top left box, just under the Career Cruising logo.

4. Before you start, click on **My Account** in the upper right corner of the screen.

A) Go to **Profile** and **Click on the Pencil Icon** (upper right corner) to start edit process

B) Please update your profile information. (Especially email address) Click **SAVE** at bottom of page. Click **MY EDP** to return to your EDP.

When you log into Career Cruising, your name will be above **My EDP** at the top left corner under the Career Cruising logo. Click **"My Progress"** in the tan band near the completion bar or click the drop down menu next to your name and "My EDP" and your EDP completion standards will appear. To find whether your EDP information was saved, click on the number on the **Progress Bar** to determine which categories you need to still complete to achieve 100%.

The red **X** = **Incomplete, please click on that section to complete it.** The **✓** = **Complete.** Once you complete a section, then you will also need to click the checkbox next to the text **"I have reflected on this section of My EDP and have confirmed that it is up to date,"** in order for that item to be marked complete. The name of the activity will change to **"Complete"** in your EDP standards. If you see a yellow explanation point, you need to click on that section, and you need to review the information to ensure that it is up to date, then click the checkbox next to the text **"I have reflected on this section of My EDP and have confirmed that it is up to date."** *Your goal is to achieve 100% for your grade level except 11th graders only need to get to 92% completion.*

1 Career Matchmaker

Grades 7 8 9 10 11 12

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- Click on the link **"Assessments"** at the top of the screen in the blue menu. Click start **"+ Start New Matchmaker"** button, to complete a new Matchmaker. Under the matchmaker label is a box to insert your initials and today's date for this matchmaker activity. After labeling your Matchmaker, move to the right and **click on the blue "Start Now"** button.
 - Answer the 39 questions. *"More Information"* explanations for each question are located in the right column. *If you like any of the careers listed on this list, save one or more of them to your EDP.*
 - You may clarify your options by answering more questions by clicking on **"Answer More Questions."**
- Once you have answered the interest inventory questions, your **Career Matchmaker is automatically saved**

2 My Skills

Grades 7 8 9 10 11 12

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- Click on the link **"Assessments"** link at the top of the screen in the blue menu bar. Click **"Start my Skills"** link under Matchmaker & My Skills Heading, then click "Start Now" button to respond to 45 skills statements. Your results are automatically saved. Click **"My Assessments"** from left menu, click **Matchmaker & My Skills**, then click checkbox **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

3 Learning Styles Inventory

Grades 8 10 12

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- Click **"My EDP"** button in the top left corner, Click **"My Assessments"** from the left menu, click on **Learning Styles**. Click on the **blue "Start Now"** button at the bottom of the screen and respond to **all 20 questions**. Your results will automatically be saved. Click checkbox next to text that says **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

4 Career Selector

Grades 11 12

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- Click **"My EDP"** button in the top left corner, click **"My Careers"** button from the left menu, and then click **career selector results**. Click the grey **"Start Career Selector"** button. Answer the questions in each section, click the right arrow at the top or bottom of the section to move to the next section, then click on view results. Click on the blue **"Save to my EDP"** button. Use the left menu, click **"My EDP"** button in the top left corner, then click **"My Careers"** button, and click **career selector results**. Click checkbox next to text that says **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

5 My Careers – Minimum 3

Grades 7 8 9 10 11 12

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- You must save at least (3) careers** to the **"My Saved Careers"** section of your EDP. You can explore careers by clicking on the **Careers** button in the blue menu bar at the top of the page. There are a variety of search options available. When you find a career that you are interested in, click on the **blue "Save to My EDP"** button at the top right corner of the screen. (The star will turn yellow when it is successfully saved). Add comments. Click **"My EDP"** button in the top left corner, **My Careers** from the left menu, then click, **My Saved Careers**, then click checkbox **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

6 School Selector

Grades 11 12

- Click **"My EDP"** button in the top left corner. Click **"My Education"** button from the left menu, and then click **"School Selector Results"**. From the drop-down box, choose **career technical schools** or **undergraduate schools**. Answer the questions in each section, click the right arrow at the top or bottom of the section to move to the next section, then click on view results. Click on the **blue "Save to my EDP" button**. Use the left menu, Click **"My Education" button**, and then click **"School Selector Results"**. Click **"My EDP"** button in the top left corner. Click **"My Education" button**, then click school selector results, then click checkbox next to text that says **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

7 My Schools – Minimum 3

Grades 10 11 12

- You must save at least (3) **post-secondary schools** to the Education tab on the top menu bar of your EDP. You can explore schools by clicking on the **"Schools and Majors"** tab. (** see *Majors note below***) There are a variety of search options available, either by Colleges or Majors. Scroll down to the US map and click on the state(s) you are interested in considering. There is a **"filter"** that you can select depending upon your interests in attending a 2 year, 4 year, Career and Technical School and/or Graduate School. To remove options of no interest, click on the check mark. To include your choices, leave the checkmark on the screen. When you find a school that you are interested in, review the information page on that institution, and if you are still interested, click on the **"Save to My EDP"** button at the top right corner of the screen. A **yellow star** will appear in the **"Save to My EDP"** button when you have successfully saved the school to your EDP. Use the Back Arrow to return to the list of schools or majors. Click **My Education** from left menu, click **My Saved Schools**, then click checkbox, **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

8 Financial Aid Selector

Grades 12

- Click **"My EDP"** button in the top left corner, click **"My Scholarships & Financial Aid"** button from the left menu, and then click **Financial Aid Selector results**. Click on the gray **"Start Selector" button**. Answer the questions in each section, click the right arrow at the top or bottom of the section to move to the next section, then click on view results. Click on the **blue "Save to my EDP" button**. Click **"My EDP"** button in the top left corner, click **"My Scholarships & Financial Aid"** from the left menu and click **Financial Aid Selector results**. Click checkbox next to text that says **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

9 My Education Plan Grades 9-12 – Include 6 credits per year.

Grades 8 9 10 11 12

- The Education Plan allows you to keep track of your high school courses. Click **"My EDP"** button in the top left corner, then click on **My Education Plan** from the left menu. Grades 9, 10, 11 or 12 are all on the same page. To add the classes that you have completed, plan to take, or are taking, Click on the **+ Add Course box** to find a subject area, such as Math, English, or CTE from the drop down menu. After you select the subject area, the classes identified for your grade and subject will appear below. Click on the name of the **class listed in blue** that you have taken are currently taking, or plan to take. To the right of the class list, a box with the information about this class will appear. If the class you selected is correct, click on the **blue Select Course** box to successfully add this class to your Education Plan. If your class is not listed by **subject area**, click the **+ Add Course box**, then click on my own course tab, enter in course name, credits, and course length. (You do not need course number) Include 6 credits for each year to complete your Education Plan. Click checkbox **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

10 Career Pathways / Career Cluster – select 2

Grades 7 8 9 10 11 12

- To select a career cluster / pathway, click **"My EDP"** button in the top left corner, then click **My Careers** from the left menu, click **My Saved Career Pathways**, then select the 2 pathways that most interests you from the drop-down list. Click the **Blue Save** button. Click checkbox **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

My Goals and Plans**11 Career and Life Goals**

Grades 7 8 9 10 11 12

- To complete your Short Term and Long Term career and life goals, click **"My EDP"** button in the top left corner, then click **"My Goals and Plans"** on the left menu. Under My Goals & Plans, click on **Career & Life Goals**. Click on the **" +Enter your Short Term Goals"** and a comment box will appear. Include **3 short term goals in this text box**, and when finished, **click the blue save box**. To enter **Long-Term** goals, then click on the **" +Enter your Long Term Goals"** and a comment box will appear. Include **3 long term goals in this text box**; when finished, **click the blue save box**. If you are in High School, graduating from High School is a "short term goal." If you plan to attend college or a post-secondary program, include applying and being accepted to these programs. For "long term goals," if you listed college, you could include "attend and graduate from college." If you need some ideas, click on the **?"** in each section. Be sure to **save your work by clicking the blue save box**. Click checkbox **"I have reflected on this section of My EDP and have confirmed that it is up to date."**

12 Post Secondary Plan

Grades 11 12

To record your post-secondary plan, click **My EDP** button in the top left corner, then click **“My Goals and Plans”** on the left menu, then click **Post-Secondary Plan**.

- 1) Under **Career Goals** tab, select the pathways that most interest you from the drop down list.
- 2) Next, select your **top three Career Interests** from the drop down list. **Click the blue save button.**
- 3) Click on the **Education Goals** tab. Select **Undergraduate Schools** as the level of Education that you plan to pursue.
(Note: Graduate School comes after you earn your Bachelor’s degree - a 4 year college degree)
Then, select the **top three schools** that interest you from the drop down list. **Click on the blue save button.**
- 4) Click on the **Financial Plans** tab. Select the sources of your education funding. You may select more than one source. **If you are unsure**, select **Don’t know button**. **Click on the blue Save to my EDP button.** Click checkbox next to text that says **“I have reflected on this section of My EDP and have confirmed that it is up to date.”**

13 Career Planning Activities – Minimum 3

Grades 7 8 9 10 11 12

To access this section, click **“My EDP”** button in the top left corner, then click on the **My Goals and Plans** tab on the left menu. Under My Goals & Plans, click on **Career Planning Activities**.

To add an activity, click on **+ Add an Activity.** A drop down menu will appear for you to identify: the category of activity, specific activities, start and end dates and a description. **Add at 3 least career planning activities.** Enter information on the career planning activities you have either completed or would like to explore. **If you are taking a Career Tech Ed class, include that class in your Career Planning Activities, including the dates of the class (one class per entry.)** If you visit a college or post-secondary program, include that experience in this category. After entering each activity, **click the blue save box.** Click checkbox **“I have reflected on this section of My EDP and have confirmed that it is up to date.”**

My Activities and Experiences**14 Extracurricular Activities - minimum 1**

Grades 9 10 11 12

To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”** button, and then click on **Extracurricular Activities** in the left menu. To add an activity, click on **+ Add an Activity.** A drop down menu will appear for you to identify the category of activity, specific activities, start and end dates and a description. When you have completed the requested information, **click the blue save box.** If there are activities you participate in that do not appear on the list, you can use the **Enter Your Own Activity** in the **open box next to Activity.** Once you have completed the information for each activity, **click the blue save box.** Add as many activities as you want.

15 Hobbies & Interests – Minimum 1

Include if Available

To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”** and then click on **Hobbies & Interests** in the left menu. To add a new interest, click on **+ Add an Activity.** A drop down menu will appear for you to identify: the category of activity, specific activity, and a description. For each completed hobby or interest, **click the blue save box.** Add as many hobbies and interests as you want.

16 Skills and Abilities – Minimum 1

Include as Available

To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”** and then click on **Skills & Abilities** in the left menu. To add a new skill, click on **+ Add a Skill.** A drop down menu will appear with three skill sections – Attributes, Computer Skills, and Foreign Language Skills. The Activity drop down menu will give you options you may select that reflect you. You can add any descriptive information in the comment box at the bottom of the screen. When you have completed the requested information, **click the blue save box.** Add as many skills and abilities as you want. If there are skills or abilities you have that do not appear on the list, you can use the **Enter Your Own** box next to the “Activity” menu.

17 Awards and Certificates

Include if Available

To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”**, then click on **Awards & Certificates** in the left menu, then click the blue **+ Add an Award** button. Enter: the title of your award and any other relevant information in the information box. **Click the blue save box** to save.

18 Volunteer Experience

Include if Available

To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”**, then click on the blue **“Volunteer Experience”** and then click on the **+ Add Experience** button. Enter: the organization’s name, your position or function, the city, state, the dates of your experience(s), a brief description of what you accomplished, the number of hours you participated and if desired, the name of your reference/supervisor. **Click the blue save box.**

19 Work Experience

Include if Available

To access this section, click **“My EDP”** button in the top left corner, click **“My Activities and Experiences”**, click **“Work Experience”**, and then click on the **+ Add Experience** button. Enter: the company /employer /organization’s name, the title of your position, the city, state, the dates of your experience(s), a description of what you accomplished, the number of hours you participated, and if desired, (optional) the name of a reference/supervisor. Include a brief description of the tasks you performed. **Click the blue save box.**

20  **Print your EDP** Optional
 To print your EDP: Click on **Your Name/My EDP**, click **Print My EDP** in the menu bar.

Review your EDP with a parent. You can view your EDP online or print a hardcopy. We have found that it is parents who are the most help in their student’s career and educational development. This is a good time to open a conversation about your future.


**** Choices of MAJORS are located under the EDUCATION tab**

Note: If you have an area that is of interest to you, please click on the EDUCATION tab to find a list of majors under some topical areas. Click on the area and you will be directed to a variety of majors that may be of interest to you:

Explore Education

Colleges

Majors

Learn more about majors that interest you. 

Keyword Search: Q Search

Biology, Agriculture & Environment

Business

Creative Arts and Design

Education

Health & Medicine

Information & Communications

Law & Protective Services

Liberal Arts & Social Sciences

Math & Computers

Physical Sciences and Engineering

Service Industry

Skilled Trades

School Selector

Use School Selector to find schools that match the criteria you choose. Start by selecting a type of school:

Compare Schools

Compare and view school profiles side-by-side. Start by selecting a type of school: