



**MissouriConnections.org**  
Connect to Your Future

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Connect to Your Future

HOME STUDENTS PARENTS/GUARDIANS ADULTS EDUCATORS TRAINERS TECH SUPPORT

**my Plan**  
Personalized Education Plan

*Everybody needs a plan!*

A Person Plan of Study can help you achieve your goals - now and in the future. With Missouri Connections, you can make a plan that's right for you.

- ▶ Determine your skills and interests
- ▶ Explore careers
- ▶ Create an education plan
- ▶ Search for colleges and training options
- ▶ Find a job

**LOG IN HERE**

Guest User

Log in here with your portfolio or site user name and password.

Username  
Password  
Sign In

80% of middle- and high-skill jobs in Missouri require some type of education or training after high school.

College LEARN MORE Training LEARN MORE Careers LEARN MORE

**Start Your Career Plan Here!**

## **MISSOURI CONNECTIONS:** 2014 Presentation



**Jackie Coleman, Statewide Trainer**  
**Marilyn Dayton, User Support Services**

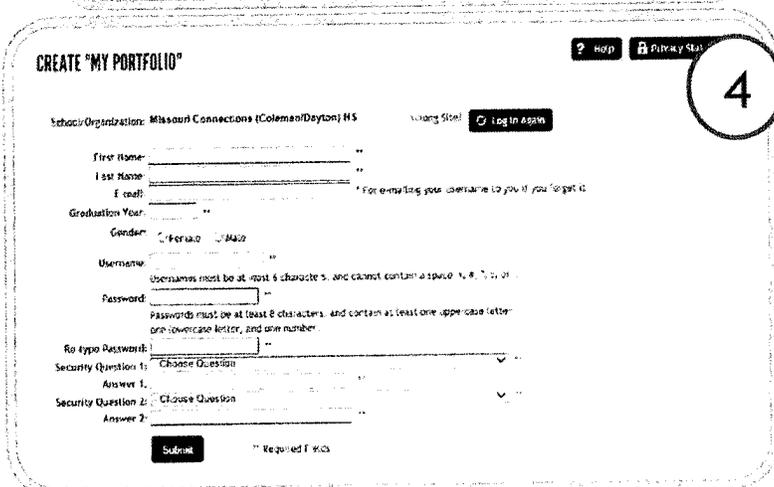
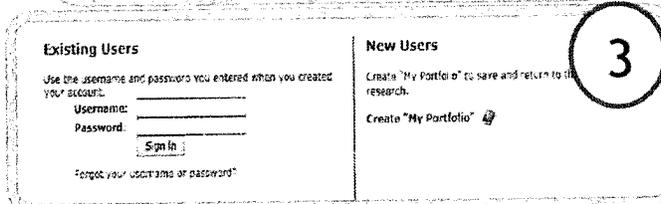
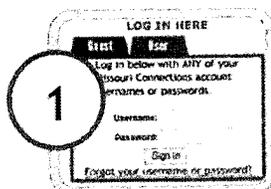
Ph: 573-634-0043

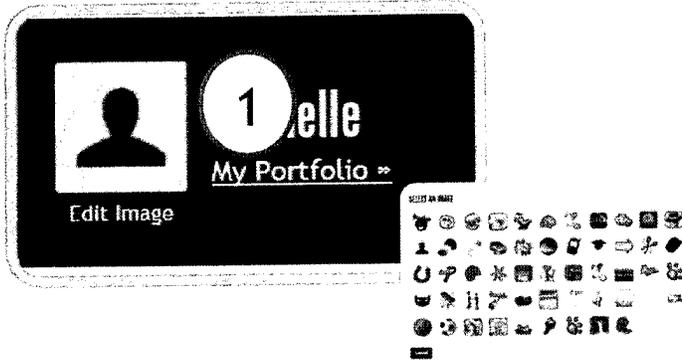
[jcoleman@motrainer.com](mailto:jcoleman@motrainer.com)

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

## CREATING MY PORTFOLIO

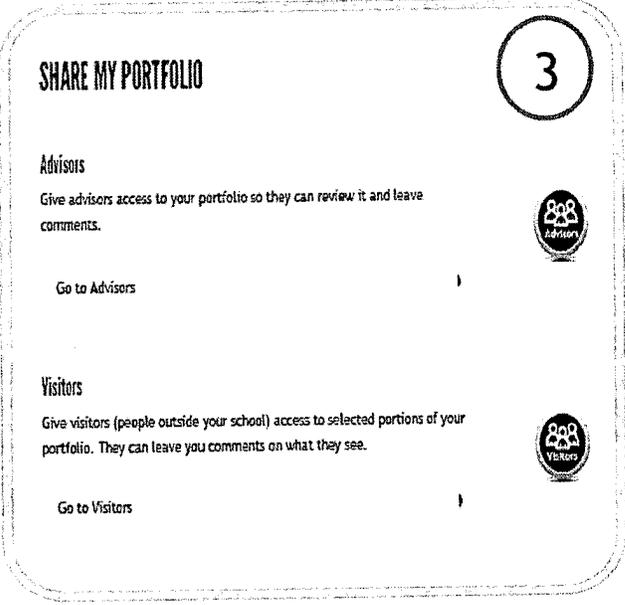
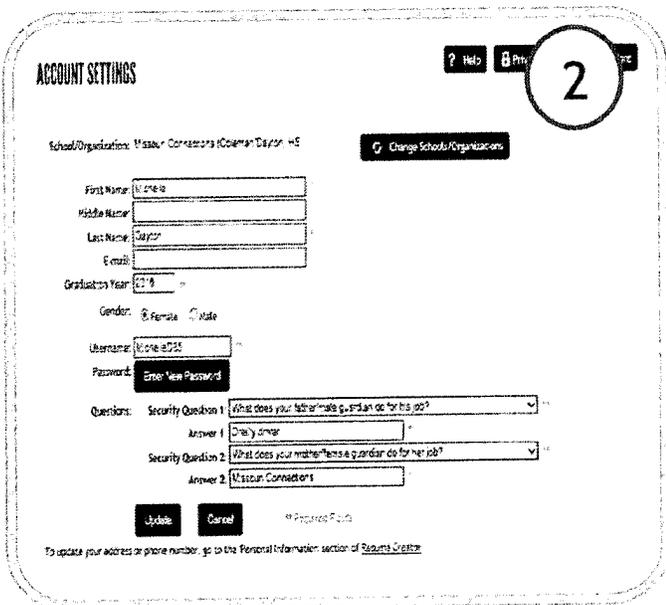
1. Log in as a User with your school's site username (username is unique to each site and is used only to log in the first login to create a portfolio) and password (password for first time log in is always 2viewmoc)
2. Select Create My Portfolio
3. Select Create "My Portfolio" again
4. Follow these rules when determining *username* and *password* if not supplied by the site/school staff:
  - Passwords must at least 8 characters, and contain at least one uppercase letter, one lowercase letter and one number. (example: Tigers2013)
  - There should be no spaces in either the username or password
  - Usernames must be at least 6 characters and cannot contain a space, \, #, ", : , or '.
  - Usernames must be unique within the state. (If an error message occurs that indicates duplicate username, simply add a number or change the username slightly and try again.)
  - Select and answer the two security questions.

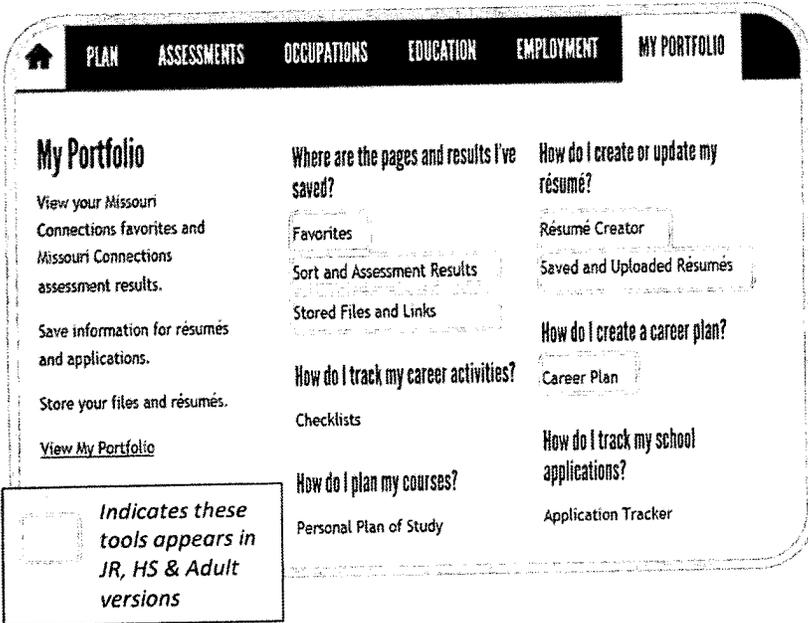




### Portfolio Settings

1. You can change your avatar by selecting Edit Image and choosing from one of the provided images.
2. From Account Settings you can:
  - Update your name,
  - graduation year,
  - username,
  - reset your password, and
  - select new security questions
3. Share My Portfolio allows you to share portions of your portfolio with others.





The screenshot shows the 'MY PORTFOLIO' menu with a navigation bar at the top containing: HOME, PLAN, ASSESSMENTS, OCCUPATIONS, EDUCATION, EMPLOYMENT, and MY PORTFOLIO. The 'MY PORTFOLIO' section is expanded, showing a list of tools and their descriptions:

- Where are the pages and results I've saved?**
  - Favorites
  - Sort and Assessment Results
  - Stored Files and Links
- How do I create or update my résumé?**
  - Résumé Creator
  - Saved and Uploaded Résumés
- How do I create a career plan?**
  - Career Plan
- How do I track my career activities?**
  - Checklists
- How do I track my school applications?**
  - Application Tracker
- How do I plan my courses?**
  - Personal Plan of Study

On the left side of the menu, there is a 'My Portfolio' section with the following text:

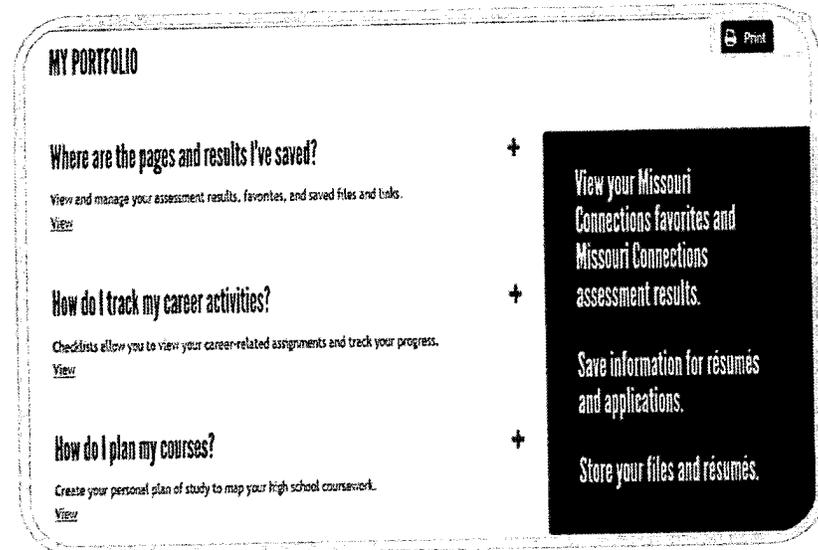
View your Missouri Connections favorites and Missouri Connections assessment results.

Save information for résumés and applications.

Store your files and résumés.

[View My Portfolio](#)

A callout box with a dashed border points to the tool titles and contains the text: "Indicates these tools appears in JR, HS & Adult versions".



This screenshot is similar to the previous one but includes a 'Print' button in the top right corner. The 'MY PORTFOLIO' section is expanded, and a dark grey sidebar on the right side of the menu is visible, containing the following text:

- View your Missouri Connections favorites and Missouri Connections assessment results.
- Save information for résumés and applications.
- Store your files and résumés.

The main menu items are: "Where are the pages and results I've saved?", "How do I track my career activities?", and "How do I plan my courses?". Each item has a plus sign (+) to its right and a "View" link below its description.

**Important:** Click Print to print your notes and information you save in your portfolio. Click My Portfolio to return to the portfolio menu. Click Home to return to the Home page.

## Exploring My Portfolio

The My Portfolio menu varies slightly depending on where you created it. However, all portfolios contain these tools.

### Favorites

This tool organizes the files you save. Once you save something, you can find it here. Click the folder title on the left and those files with your notes display in the middle of the page.

### Sort and Assessment Results

Click the title of the sort or assessment you saved or Restore Answers to go to that file or your results. You can easily edit and delete your notes and the folder.

### Stored Files and Links

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

### Course Planner

Plan your school coursework for several years in advance.

### Resume Creator & Saved & Uploaded Resumes

Enter and save your work and education history and with a few clicks of the mouse, you can select one of four different resume 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 version)

	<b>PLAN</b>	ASSESSMENTS	OCCUPATIONS	EDUCATION	EMPLOYMENT	MY PORTFOLIO	Search				
<table border="0"> <tr> <td style="vertical-align: top;"> <h2>Plan Your Future</h2> <p>Learn more about yourself, plan your education, and create a career plan.</p> </td> <td style="vertical-align: top;"> <h3>How do I track my career activities?</h3> <p>Checklists</p> </td> <td style="vertical-align: top;"> <h3>How do I create a career plan?</h3> <p>Career Plan</p> </td> <td style="vertical-align: top;"> <h3>How do I plan my courses?</h3> <p>Personal Plan of Study</p> </td> </tr> </table>								<h2>Plan Your Future</h2> <p>Learn more about yourself, plan your education, and create a career plan.</p>	<h3>How do I track my career activities?</h3> <p>Checklists</p>	<h3>How do I create a career plan?</h3> <p>Career Plan</p>	<h3>How do I plan my courses?</h3> <p>Personal Plan of Study</p>
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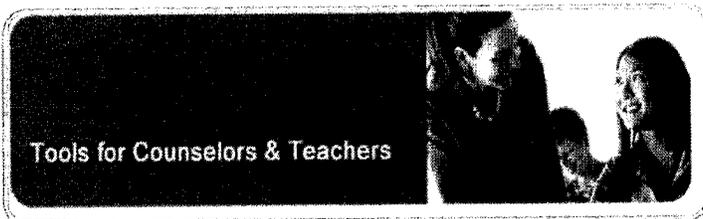
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## Tools for Counselors and Teachers

Missouri Resources	MissouriConnections Resources	About Us	  
G.E Guidance Standards	Article Directory	About Us	
	Glossary	Privacy Statement	
	Tools for Users	Terms for Use	
<b>1</b> Tools for Counselors and Teachers	Technical Support	Comments	
	Employer Locator		



News **2**

Quick Starts **3**

Tutorials **4**

Classroom Activities **5**

Guides & Instructional Tools **6**

More Resources **7**

## Tools for Counselors & Teachers

Go to Missouri Connections  
[www.missouriconnections.org](http://www.missouriconnections.org)  
Enter your site username and password or portfolio username and password

1. At the bottom of each page there is a link to Tools for Counselors and Teachers
2. News
  - a. What's New
3. Quick Starts
  - a. Quick Starts for commonly used Site Administration tasks
4. Tutorials
  - a. Narrated tutorials with actual demonstration
  - b. Narrated Curriculum Tutorial
5. Classroom Activities
  - a. Curriculum - includes online learning activities with common core standards
  - b. Pre activities
  - c. Other activities
6. Guides & Instructional Tools
  - a. Printable manuals with in-depth preparation information.
7. More Resources
  - a. Abstracts
  - b. Materials



Common Core State Standards (CCSS) provide a framework for providing nationally consistent, clear standards depicting what students need to learn. These robust standards offer relevance and reflect the knowledge and skills that students need for success in college and careers. Learn more about CCSS at [www.corestandards.org](http://www.corestandards.org).

### CIS Curriculum Sort Now Includes CCSS...

Sorting by CCSS is done at the highest level of the Career Anchor and Mathematical Practice Standards to help educators identify lessons that target these broad and practical life skills. You can sort the lessons using the CCSS in conjunction with other sorting factors or sort using one of these factors alone.

The CCSS sorters used in this curriculum include:

#### English Language Arts Career Anchor

- Reading literature
- Reading informational text
- Writing
- Speaking & listening
- Language

#### Mathematical Practice

- Make sense of problems
- Persevere in solving them
- Reason abstractly & quantitatively
- Construct viable arguments
- Critique the reasoning of others
- Model with mathematics
- Use appropriate tools strategically
- Attend to precision
- Look for & make use of structure
- Look for & express regularity in repeated reasoning

*Welcome to the CIS*  
**Online Learning Activities**

(For best results, sort on one or two criteria:)

● **Find learning activities by curriculum objective:**

Career Plan Level  
-- Any Level ▾

Career Plan Themes  
-- Any Theme ▾

Common Core State Standards  
English Language Arts Career Anchor - Reading Literature

American School Counselor Association (ASCA) Domains  
-- Any Domain ▾

Subject Areas  
-- Any Subject Area ▾