

Using Oregon Career Information System (CIS)

Getting Started:

Go to Internet Explorer. Type in the CIS website address - <http://oregoncis.uoregon.edu/webcis>

(*if you do not have a username and password follow the directions on the back of this sheet)

Login comes up automatically. Type in User name: firstnamelastname1 Password: initialsstudentID#

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- **For Occupational Information:** general description of occupation, how to prepare, courses to take now, wage, skills and abilities needed, outlook

Directions: 1. On the left hand side of the home page, look for **Occupations and Employment**.

Click on **Occupations**.

2. Decide which occupation you will explore and click on the first letter of the occupation.
3. Read over the topics on the left. Click on each one to learn more about the occupation.

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- **For My Career Planning Portfolio:** your personal career and education plan that helps you set goals and update them along the way

Directions: 1. On the top right of the home page, Click on **My Career Planning Portfolio**.

2. On the next page, read over the topics on the left. Click on each to learn more about what you can do there.

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- **For College Sort:** identify colleges and universities that match your criteria for post high school education

Directions: 1. On the left hand side of the home page, look for **Exploration Tools**. Click on **Undergraduate School Sort**.

2. On the next page, read the instructions and click **Continue**.
3. Answer the questions to get a list of colleges that matches your preferences.

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- **For Financial Aid Sort:** locate resources to help finance post high school education and training

Directions: 1. On the left hand side of the home page, look for **Exploration Tools**. Click on **Financial Aid Sort**.

2. On the next page, read over the instructions and continue with the questions.
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- **For IDEAS Assessment:** survey to identify occupations that match your interests

Directions: 1. On the left hand side of the home page, look for **Exploration Tools**. Click on **IDEAS Assessment**.

2. Read over the instructions and then go to IDEAS profile to get started.
 3. Answer all the questions to develop a list of occupations that match your interests.
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- **For Job Search:** information on resume writing, how to find a job, interviewing tips

Directions: 1. On the left hand side of the home page, Look for **Occupations and Employment**. Click on **Job Search**.

2. Read over the Job Search Index and click on the various steps on how to get and keep a job.
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Follow these directions if you do not have a username and password for CIS.

1. **Type in User name:** CVHSCIS **Password:** goraiders
2. At top of page, **click on My Career Planning Portfolio**
3. On right hand side, **click on Create “My Career Planning Portfolio”**
 - a) **Fill in** boxes with your personal information (first name, last name, graduation year).
Username needs to be your firstnamelastname1 all one word and lowercase letters. **Password** needs to be your initials and student ID # all one word and lowercase letters.
 - b) **Click Submit. Very Important! Click** the button next to **“Yes, it is OK for the person helping me to view my portfolio.”** Click Submit.