

Name _____

ID _____

Grad Year _____

Grade 10 Checklist for Career and College Planning

www.collegeincolorado.org

Register for the College Opportunity Fund (only if you have not completed)

- Click on the white “College Opportunity Fund” tab at the top on the right.
- Read the screen then click “Apply for COF” at the bottom of the screen.
- Then click where it says “Apply for the Stipend” and fill out the form.
- You will need your Social Security Number to complete this step.
- You can proceed without entering your Driver’s License Number when it asks for one but you will have to send this in when you get one.

(from the Confirmation Page) user ID: _____ Password: _____

Log in to your College In Colorado Account

- Return to www.collegeincolorado.org
- Click on “Log On” in the top right corner.
- You should have created an account last year. Your username and ID should be:
Username = first initial, last name, birth month, birth date (thawko713)
Password = student ID #
- **If you know your username and password, you can log-on, then skip to the next page.**

****Don’t remember your log in? Never done this before?? There are two ways to proceed. You can either retrieve it using your email address or create a new a new account.

Retrieve Log-in using email

OR

Create an Account

- Click on Log On in the top right corner
- Click on Can’t Log On?
- Click on “Yes, search for my password”
- Enter the information in Option 1 or 2 and then click submit.
- You information will be emailed to you, check your email

- Click on “Create an Account” in the top right corner.
- Fill in the blanks on the form.
- If you do not have an email account, leave that blank but click in the box below it so that College in Colorado can create an email address for you.
- Make sure you find (School Name) High School for the school you attend.
- Your graduation date will be 05/2011.
- **When creating your username and password, you MUST use this format:**
Username = first initial, last name, birth month & date
Password = (SCHOOL NAME) ID #
Example: Tony Hawk, born May 10th =

Username: _____

Password: _____

Email you used: _____

Answer to security question: _____

Identify Work Values

- Click on the orange PLAN tab at the top.
- Click on “Explore Career Options”.
- Scroll down and click on Choices Planner.
- Click “Access Choices Planner”.
- If this is the first time you have been to Choices Planner, you will need to Create a Portfolio. Use the same username and password that you used for your CIC account.
- Once you are in Choices Planner, you will see a blue “Work” section and a purple “Learn” section. In the “Work” section, click on “Work Values Sorter.”
- Sort the cards on the screen based on what is important to you in a future career.
- When you are done, click on “Continue to Work Values Profile” to see your results.

#1 Work Value: _____ Explain: _____

#2 Work Value: _____ Explain: _____

Interest Profiler

- In Choices Planner, in the blue “Work” section, select “Interest Profiler”.
- Answer all of the questions.

List your top 2 Areas of Interest and three words to describe each interest area.

Area of Interest #1 _____

3 words: _____

Area of Interest #2 _____

3 words: _____

Career Finder

- In Choices Planner, in the “Work” section, select “Career Finder”.
- This program matches careers to the Work Values and Interest Areas you identified in the previous steps. Your results from these 2 surveys are already in there. You can also limit the number of career matches by entering more information into the areas listed on the left hand side, such as Education Level (how long do you plan to go to school?), School Subjects (what classes are your favorite?) and Earnings (how much money do you hope to earn?).
- Once you have entered all of your requirements, click “See Your Matching Careers”.

Choose 2 careers to add to your portfolio and answer the questions below for each.

Career #1: _____

- Minimum Education Required (what to learn): _____
- Cluster this career is part of (what to learn): _____
- Related Programs/Majors (what to learn): _____
- Average Entry Level Salary in Colorado (money & outlook): _____
- Added to “My Portfolio” (top right)

Career #2: _____

- Minimum Education Required (what to learn): _____
- Cluster this career is part of (what to learn): _____
- Related Programs/Majors (what to learn): _____

- Average Entry Level Salary in Colorado (money & outlook): _____
- Added to “My Portfolio” (top right)

Explore Programs and Majors

- In Choices Planner, in the purple “Learn” section, find the list of “Colorado Career Clusters” below the “Programs & Majors” heading.
- Select a Career Cluster from the list, either one that matched the careers you identified in the last step or for a description of all of the Career Clusters, click on “View Description of Clusters”.
- One you are in a specific Career Cluster, you get a list of all of the Programs/Majors you can study in college related to this Career Cluster. Read through them and then pick 2 to Add to your Portfolio and answer the questions below.
- When you are looking at a Program/Major page, select “GO” in the bottom right corner to get a list of colleges that offer that Program/Major.
This will allow you to see what colleges offer your program!

Write down 2 programs/majors and the colleges where they are available.

Program/Major

#1 _____

Colleges _____

Added to “My Portfolio” (top right)

Program/Major

#2 _____

Colleges _____

Added to “My Portfolio” (top right)

Review Your Portfolio

Before leaving Choices Planner, click on the green “My Portfolio” tab. Make sure that you have saved all of the careers, program/majors, and colleges that you want to keep for next time.

Begin to Explore Colleges

- Click on the blue APPLY tab at the top.
- Click on “Virtual Campus Tours”
- Select 3 colleges to “Add to My Account” and answer the questions below

College #1 _____

Type of School: _____

Main homepage: _____

Priority filing date for the fall: _____

College #2 _____

Type of School: _____

Main homepage: _____

Priority filing date for the fall: _____

College #3 _____

Type of School: _____

Main homepage: _____

Priority filing date for the fall: _____