

2015 Career Development Workshop

PORTFOLIO ADMINISTRATION

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We'll learn about:

- The importance of logging with personal portfolio username and password
- Different types of counselor/teacher accounts
- Locating, grouping and organizing students' portfolios
- Reports – Who's using CIS, what parts are used most or not enough?
- Help, resources and support materials for you







1 Password Manager + Multiple Staff accounts

Every school has one **Password Manager**, the main person in charge of administering CIS.
Who has accounts at your school?

The Password Manager sets up **Staff accounts** for any other counselors, teachers, assistants, etc. who will also use CIS administration tools.





http://idahocis.org

Idaho Career Information System - CIS

Providing comprehensive career information, resources and services to help you make successful education and career decisions.

Idaho CIS Contact Information
Phone: (208) 334-3705
Toll Free: (800) 935-4247
Email: idahocis@labor.idaho.gov

[READ MORE & REGISTER](#)

[WATCH A VIDEO ABOUT THE 2015 WORKSHOPS](#)

[LOGIN - CIS](#) [IDAHOWORKS](#) [GUEST - CIS](#)

Access your site, administration, staff, parent or visitor account here:

Username:

Password:

[» Don't have a login?](#) [» Forgot your password?](#)

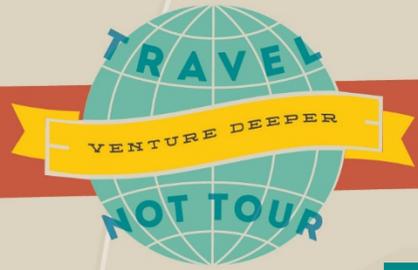




CLS username and password rules:

- Username must be at least 6 characters with no spaces
- Username is NOT case-specific
- Username must be unique – no one else in Idaho
- Password must be at least 8 characters with no spaces
- Password must include at least 1 uppercase letter, at least 1 lowercase letter, and 1 number.
- Password IS case-specific.
- Any number of portfolios can use the same password.





Privacy Option

- Yes, it is OK for faculty and staff in the organization that provided CIS to access my portfolio.

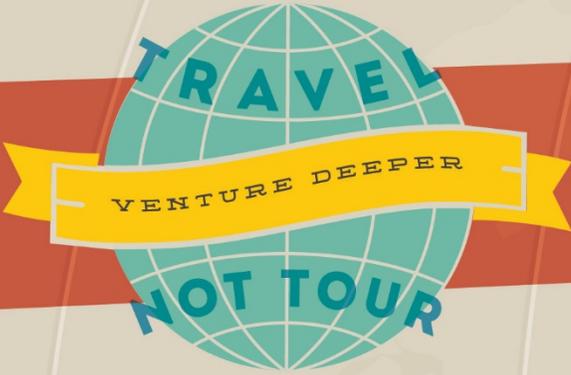
You will see all saved files and accompanying thoughts, planning tools, uploaded files and links, and Career Plan reflections.

- No, I do not want anybody to access my portfolio.

You will see all of the above except for reflections (?and thoughts?)

CIS Administrator can set to give “Staff and faculty will be able to see your Portfolio information” disclaimer.





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