



ORDER CIS PRODUCTS

1. Select “Order” under the primary CIS product type your clients or students will use.
2. Choose a site size from the left side order menu based on the total number of students or clients at your site, not only the expected number of users.
3. Click the gray Up arrow on the right to show 1 selected product.
4. Select any optional add-ons from the right side menu, such as assessments or other products for your CIS.
5. Input your site’s name and address on the right.
6. Add more sites by selecting another site size on the left side menu or using the arrows on the top right to add sites with the same range of students or clients as your site.
7. Use the “Account” and “Payment” links on top of the order menu to input account details and submit the order.
8. The system will be turned on once payment has been received.

Current subscription ends Sept. 4, 2016

Please call CIS at the number below if you need help ordering products for 2016-2017.

IdahoCIS.org

Idaho Department of Labor
C.L. “Butch” Otter, Governor
Kenneth D. Edmunds, Director

Idaho Career Information System
317 W. Main St. • Boise, ID 83702
(208) 334-3705 or (800) 935-4247