

# *Freshman Career Information Sheet*

*Required for Portfolio for graduation*

Name: \_\_\_\_\_ TAP Teacher: \_\_\_\_\_

## 1. Get Started

- Login to [www.act.org/discover/login](http://www.act.org/discover/login)
- Enter the login instructions from your token sheet (use your birth date as your *Discover* password)
- After logging in and placing your personal information in, go to the red tab “**My Portfolio**”, click on “**Personal Information**”, then click on the red box, “**My User ID or Password**” on the left side of the page. Follow instructions to change your User ID info.

*Change your “User ID” to your UHS Student ID and make sure your password is your birth date ( MM-DD-YY)*

## 2. Click on the purple “**Inventories**” tab on top of page

- Click on “**Abilities Inventory**”
- Click on “**Take Inventory Now**”
- Scroll to the bottom of the page and click “**Next**”
- After taking the inventory, Review Your Abilities Ratings then click “**Next**”
- Now review your results on the World-of-Work Map
- Click on the pink “**Home**” tab at top of page

## 3. Researching a **Career Goal (Job Title)**: choose one of these two options

- Select the purple “**Inventories**” tab and click on “**Inventories Summary**”
  1. Choose a career area in the shaded box next to the map
  2. Click on a Career Goal (Job Title) from the list of jobs in one of the Career Areas in the box
- *or* Select the blue “**Occupations**” tab
  1. Search for a job by “**World of Work Map**”, “**Alpha**”, or “**Characteristics**”
  2. Find a Career Goal (Job Title) that interests you

## 4. Look up **information about this job**.

- Use the smaller blue bar to find: TRAINING needed, SALARY & OUTLOOK, QUALITIES of people in that job, and what people in that job LIKE/DISLIKE about it.
- *Write this information on the back of this page.* Be sure to add this job title to your e-portfolio by clicking on the blue “**Add to my Favorites**” box in the upper right of the screen.

Career Goal (Job Title)\_\_\_\_\_

Career Path\_\_\_\_\_

- ✓ Remember to select: **4 year degree** , **2 year degree**, or **some training** under the “educational level”
- ✓ Choose two or more informational items to write down in the following areas:

Training:

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Salary and Outlook:

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Qualities:

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Likes and Dislikes:

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Describe why you think this would or would not be a good job for you:

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