

Instructions for CIS Skills Assignment

Step

- 1 Click on either **Safari** or **Firefox** at the bottom of the monitor.
- 2 Go to: www.ddhspage.net
- 3 Click on "Agenda Page" and copy information to your sheet
- 4 Click on "Links" and then click on "Oregon CIS"
- 5 Type in User name: **ddouglas**
- 6 Type in Password: **ddhs**
- 7 On CIS home page click on "**Create My Career Planning Portfolio**"
- 8 Under *New Users* click on "**Create My Career Planning Porfolio**"
- 9 Fill in the following information:
 - First Name
 - Last Name
 - User name (year of graduation, last name, first name) example...10smithjoe
 - Password (student ID number)
 - Re-type Password
- 10 Click on "**Submit**" button when done.
- 11 Click on the "**Yes, it is OK...**" button.
- 12 Once back at the CIS home page you will click on "**SKILLS Assessment**" in the lower left column
- 13 Click on "**Select Skills**"
- 14 Click on the button "Occ Select" at the bottom
- 15 You will be given the list of careers in alphabetic order. Select your first Career.
- 16 The system will ask you if it is "OK". Click "OK"
- 17 The next page will show the "Very", "Moderate" and "Somewhat" satisfying skills for that career.
- 18 Click on "Rate Skills"
- 19 The system will default to the "Summary of Selected Skills" page.
- 20 Click on the "Print" icon in the Skills Assessment Tool Bar (next to Espanol)
- 21 Click on the "Select All" button
- 22 Click on "Print Selected Item(s)" and complete the printing process.
- 23 Click on "Top 30 Occupations"
- 24 Find your job on the list and click on it.
- 25 Print the Overview page...the first page that comes up. You can do this from the tool bar.
- 26 Click on the "Back" button to return to your "Top 30 Occupations" page.
- 27 Click on "Save" on the Skills Assessment Tool Bar
- 28 Click on "Save Information"
- 29 It will show you that it is saved. Click on "Skills Assessment" at the right-hand side
- 30 Click on "Change Skills"
- 31 Choose a 2nd career using "Occ Select" and repeat the above information.
- 32 When you are done, staple the Overview of your career to the top of your Skills Information and log out.
- 33 Go back to www.ddhspages.net
- 34 Click on "Agenda Page"
- 35 Click on "Skills Side 1", download it and print it.
- 36 When you are finished, please quit Firefox or Safari.