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Password Security Updates for All Users

AKCIS password management has undergone an important internet privacy and security update. Convenient password reset options – both for the student/client and for staff – will replace the current system in which passwords are displayed on screen.

What does this mean for users?

Students or clients who forget passwords will control their own password reset, using security questions. Students/clients with existing portfolios will be asked to implement their security questions the first time they log in. If their attempts to reset a password are not successful, you will also have a method for resetting any student or client password through the administration tools. You will be able to provide them with a new temporary password regardless of the personal privacy setting.

What does this mean for you?

Your students' and clients' passwords will no longer be visible on screen through your administration tools, better protecting their privacy. In addition, resetting forgotten passwords will be easier, and more secure.

Questions:

Security Question 1: - Choose Question - **

Answer 1: **

Security Question 2: - Choose Question - **

Answer 2: **



For more information on the details of this security update, or how this will affect your current implementation of the program, please call the **AKCIS Helpline (877) 269-7974** or 269-6929 in Anchorage or email AKCIS staff directly at akcis@alaska.gov.

New Occupations Information

Occupations Choosing Occupations Clusters Index Titles Index Compare Search Filter [Español] Save Print

How to Choose Occupations
The first step to choosing occupations is to gather information about occupations and yourself. Then you can begin to match what you know about occupations with your interests and abilities. Use the links below to guide your search.

Learn about Occupations
There are many tools to help you learn about occupations and what it's like to do a specific job in an occupation.

Things to Consider
Learn more about the wages and employment growth for occupations that interest you.

Know Yourself
There are several things you should know about yourself and keep in mind as you are choosing an occupation.



The Occupation's Frequently Asked Questions (FAQ) tab is now called **Choosing Occupations**. This section includes more engaging images, easier navigation, and updated content. Key topics include:

- The difference between jobs, occupations and careers
- Important considerations when choosing an occupation
- Learning more about personal preferences
- Getting the appropriate education and training

Points of Interest:

- Don't forget to renew your site's AKCIS account through the new online activation agreement – **Due by September 30, 2013**. Visit AKCIS.org for more information.
- **Programs of Study** have been revised for reading ease with more bullet points, headings, and reduced text.
- National CIS Curriculum, provided in Tools for Counselors and Teachers, now includes information on the **Common Core State Standards (CCSS)**. When browsing for lesson plans, you can search specific CCSS options. For more information on the CCSS visit www.corestandards.org.

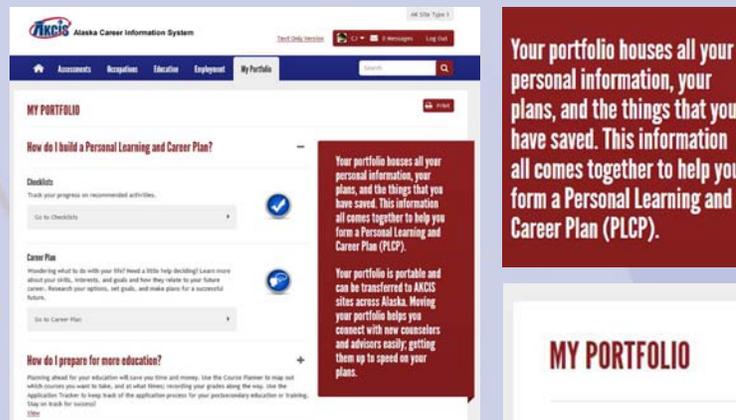
AKCIS.org

has a New Look

The AKCIS website, AKCIS.org, has been redesigned to ease user navigation through the system. Information has been reorganized and refined to provide clear information for users and counselors on the topics most important to you. Locating information is now easier than ever! Sign in, renew your account, learn what's new in the system, access helpful resources, and schedule training – it's all just clicks away.

Single Sign-On!

Most exciting of all, the new website eliminates multiple login tabs or alternate web links. AKCIS users, including students, job seekers, parents, visitors, administrators, site staff, and district representatives can log in through a universal login area in the upper-right corner of the page. Alaskans not affiliated with an AKCIS site will still be able to login using the zip code process through an additional link.



Enhanced Portfolio

The portfolio has a new landing page for users that includes brief descriptions of how each portfolio tool can be used to develop Personal Learning and Career Plans (PLCPs). Options previously found in the portfolio main menu are now located in the user's account settings, including:

- My Personal Information – now Account Settings
- Visitor Accounts, Parent Accounts, and Advisor Accounts – now Share My Portfolio



New Look Continues After You Log In

The new AKCIS look and feel only gets better once you log in. Users can more easily navigate the system and engage with important content. The first stage of a comprehensive AKCIS upgrade, over the next two years AKCIS' design will be substantially improved for appeal and usability for AKCIS users.

Global navigation through a common menu appearing on each page gives users access to all AKCIS sections. The top menu lists important topics, portfolio tools, and the new homepage. Each section of this menu also has a new custom overview page, connecting users with content or tools found in each section. Page footers take Alaskan users to important pages of interest to use in planning; as well as resources specific to AKCIS like Tools for Users, Tools for Counselors and Teachers, and the glossary.

Announcement Feature

There is a new announcement box on the right side of the intranet homepage for important statewide reminders and information provided for users throughout the year.

Customizable Avatar

The homepage now displays a user badge with the student's name, which will display an avatar image that can be chosen from many provided options.



2013-2014 Training Opportunities

Distance Training:

Distance training modules are used to upgrade or refresh teachers', counselors', caseworkers', administrators', or other interested parties' AKCIS skills. All you need is a computer, internet connectivity and a telephone, and the training comes to you over the Web. This year's training options will incorporate hot topics including:

- What is AKCIS?
- What's New for 2013?
- 5 Steps to Getting Started
- Building In-Depth Online PLCPs

For descriptions of all distance training modules and training schedule, visit AKCIS.org. Advance registration is required. Sites may also request custom distance trainings for their staff.

Local Training Sessions:

Interested in hosting an in-person training session for your staff? Trainings are available for groups meeting minimum participant requirements on a variety of AKCIS topics. For details, contact the AKCIS Helpline at (877) 269-7974 or 269-6929 in Anchorage, or email akcis@alaska.gov.

Improved Naming Structure

Lastly, many components in AKCIS have been re-titled to improve clarity. For example, the "My" has been dropped from the titles of the portfolio components. The following table outlines the new titles for these sections.

OLD COMPONENT NAME	NEW COMPONENT NAME
Occupations FAQs	Choosing Occupations
About Programs of Study	Choosing a Program of Study
About Schools	Choosing a School
Keep That Job	Job Success
My Personal Information	Account Settings
My CIS Favorites	Favorites
My CIS Sorts and Assessments	Sort and Assessment Results
My Files and Links	Stored Files and Links
My Checklists	Checklists
My Course Plan	Course Planner
My Education and Work History	Resume Creator
My Career Plan	Career Plan



SKILLS Assessment Gets a Makeover

SKILLS INVENTORY

Español

Select the skills that are satisfying to you. Then drag and drop the skills into the appropriate category.

Personal Skills	Creativity	Science Reasoning	5	31
Dependability	Aesthetic Judgment	Communication Skills	Very Satisfying Skills	Somewhat Satisfying Skills
Flexibility	Situational Skills	Reading		
Persistence	Stress Tolerance	Writing		
Integrity	Hazards Tolerance	Speaking		
Efficiency	Discomfort Tolerance	Listening		
Competitiveness	Repetition Tolerance	Concentrating		
Social Skills	Processing Skills	Problem Solving Skills	0 / 5 skills added	
Social Perception	Following Procedures	Information Gathering		
Independent Work	Categorizing	Evaluating		
Team Work	Record Keeping	Advising		
Working with the Public	Attention to Detail	Synthesizing		
Assisting/Caring	Verifying Information	Analyzing		
Performing	Technical Skills	Planning		
Instructing	Installing	Active Learning		
Movement Skills	Inspecting	Using Knowledge		
Finger Dexterity	Repairing	Management Skills		
Manual Dexterity	Troubleshooting	Safety of Others		
Motor Coordination	Controlling Machines	Persuading		
Stamina	Operating Vehicles	Negotiating		
Strength	Using Computers	Confronting		
Rapid Response	Programming	Initiating		
Perceptual Skills	Technology Design	Coordinating		
Sound Discrimination	Math & Science Skills	Directing/Leading		
Shape Discrimination	Calculating	Decision Making		
Color Vision	Estimating	Managing Resources		
Depth Perception	Budgeting	Impact of Responsibility		
Visualizing	Math Reasoning			
			0 / 10 skills added	0 / 20 skills added

Drop one or more skills here for quick definitions

SKILLS assessment has been redesigned to improve usability for students and clients. The new interface incorporates drag and drop functions. When dragging a skill over the definitions area and after dropping it, the definition will appear to clarify the skill meaning for the user. Users will still be able to see a full list of definitions at any time, and begin using the skills from a specific occupation if they choose. They will also still be able to compare the skills they chose against the skills used in the occupations, and connect to the full occupation profiles for more information.

Application Tracker for Students



Students can now track their progress in preparing for, applying to, and following up with postsecondary institutions and programs. The Application Tracker is designed with three distinct sections: Before Applying, Apply, and After Applying.

1 Before Applying – users can track their progress in:

- Registering, completing, and receiving scores for entrance exams
- Scheduling and meeting with advisors and counselors
- Applying for scholarships
- Visiting schools, and attending college/career fairs

2 Apply – users track school and program applications, and Free Application for Federal Student Aid (FAFSA) submissions. The FAFSA area prompts students to record the most important information submitted and received. The school applications area assists users in remembering and recording important aspects of submission including:

- Their level of interest in the school
- Deadlines and submission dates
- Status of recommendation letters, transcripts, and essays
- Financial aid deadlines and application statuses

3 After Applying – users are prompted to complete important but frequently overlooked follow-up steps such as finalizing housing plans, accepting or declining financial aid, and notifying schools of their attendance decision.

Application Tracker
Before Applying
Apply
After Applying

Print

APPLY

- Organize and track your postsecondary applications.
- Track application requirements and deadlines
- Also track your FAFSA application and the schools listed on the FAFSA

Schools I am Applying to ?

[Add New]

School Name	Interest Level ▲	Type	Deadline	Recommendations	Transcripts	Essays	Fee	Financial Aid Deadline	Status	Notes	Edit	Delete
Abilene Christian University	★★★★☆	Regular Decision	02/15/2013 (please confirm)	Not Set	Official: 0 Started	Not Started	Not Set	03/01/2013 (please confirm)	Submitted			
Academy for Five Element Acupuncture	★★★★★	Undecided	(please confirm)	Not Set	Official: 0 Started	Not Started	Not Set	(please confirm)	Submitted			

Submit My FAFSA ?

[Add New]

FAFSA Year ▼	Enrollment Status	Application Status	Student PIN	Parent PIN	Date Completed	SAR Received	EFC	Schools I Listed	Add Schools	Notes	Edit	Delete
2012-2013	Full time	Online Application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/05/2013	<input checked="" type="checkbox"/>	\$0					

Custom Pathways Course Planner Improved



In 2010, enhancements to the AKCIS portfolio tool My Course Plan allowed sites and districts to create custom pathways for students to use when planning. Sites can upload course lists for students to choose from, even if custom pathways are not implemented. This feature has been significantly enhanced, and now gives sites even more flexibility to build clear and concise student pathway choices.

Ability to Create Pathway-Only Course Titles

Sites and school districts can now flag a course title to serve as a pathway planning title only. For example, in a given pathway, the Language Arts subject may, by default, display "Choose 1 English Class," but once a student starts to select a specific English course, the "Choose 1 English Class" title will no longer appear on the course list. Also, sites can now indicate each course's recommended grade years. For example,

Algebra 1 could be indicated as recommended for grades 9 and 10. This would bring Algebra 1 to the top of the list of courses when a student is choosing a math class for their 9th or 10th grade years.

Enhanced User View

Most importantly, the student view has been adapted to improve usability. Users can now view Middle School, High School, Postsecondary, and Adult Education level course plans from any version of AKCIS. Users no longer have to switch between AKCIS Junior and standard AKCIS to plan for multiple sectors. In addition, when users print their course planner view they can now see the total number of credits taken in each subject area; which may help students track their progress towards Alaska Performance Scholarship (APS) eligibility more clearly, when verified through their school counselor.

For more information and training on building custom pathways for your school or district, **contact AKCIS at (877) 269-7974 or akcis@alaska.gov.**

Employer Information Now Available

Through a partnership between the University of Alaska (UA) and the Alaska Commission on Postsecondary Education (ACPE), students and educators can now connect to local and statewide Alaska employer information.

Using Career Connections employers can build AKCIS profiles. Profiles are linked directly to the occupation types related to that employer/industry. The profiles incorporate business descriptions, relevant occupations, industries, and information on the soft-skills desired by the employers.

In addition, Career Connections is a tool for educators to use in making meaningful connections between industry professionals and their students. Professionals volunteer to participate in various career exploration activities, work-based learning experiences, and teacher education and experience opportunities. Then educators can use their AKCIS administration tools to review available volunteers and coordinate students' activities. Connections are not new in Alaska, but are made easier than ever as Career Connections can be used to schedule events, track their success, and report your activity and the valuable experiences your students have gained!

Alaska's Career Connections links your business with the workforce of tomorrow.

Promote career exploration and preparation for your business and industry.
Educate future employees about your business and industry.
Impact your community by volunteering in local schools.

Learn more about Career Connections

Your business benefits...

- Increase knowledge about your business
- Facilitate participation of your business in career-related learning
- Help young people develop meaningful and realistic plans

Register your business for Career Connections.
Create a new business account

New Volunteer Experience Needed!

- Be involved in preparing future workers
- Provide career-related opportunities to students
- Educate young people about expectations

Register as a volunteer with Career Connections. (You will need a volunteer registration code from the Career Connections contact at your business.)
Enter Code
Submit

Visit
AKCareerConnections.org
for more information.



Need More AKCIS Publications?

All AKCIS sites are welcome to request free publications - just email akcis@alaska.gov or call (877) 269-7974.

AKCIS Brochures:

A quick, easy way to provide AKCIS information to teachers, counselors, students and job seekers.

AKCIS Wallet Card:

Users can keep their login and AKCIS help information with them in their wallet or purse.

AKCIS Computer Lab Poster:

An eye-catching way to post your site's AKCIS username and password for users - great for computer labs.



AKCIS Optional Products

The product below is available for purchase through intoCareers.

IDEAS™ assessment

The Interests Determination, Exploration, and Assessment System matches users' interests to different career fields based on the level of interest indicated for 128 employment-related tasks. IDEAS™ annual site licenses are valid for September 1, 2013 – August 31, 2014, and cost \$125.

Note: The Alaska Department of Education and Early Development is renewing its agreement to fund IDEAS™ in the 2013-2014 year for Alaska's public secondary schools. If your site qualifies, IDEAS™ will be activated, without cost, upon account activation or renewal.

How do I order?

Optional AKCIS products can be ordered using the form available at AKCIS.org.

2013-2014 Price:
IDEAS™ Assessment \$125

Account Activation and Renewal Now Online!!

AKCIS is made available to all Alaskans through an ACPE—DOLWD partnership. ACPE serves as the state operator throughout your entire AKCIS experience, including activation, training, renewals and customer service.

ACPE offers AKCIS grants in the form of fee waivers to education and career mentoring organizations serving Alaska's citizens. **Organizations must submit the Activation and Fee Waiver Agreement annually to qualify for ongoing access.** A fee waiver is available for the period of September 1, 2013 through August 31, 2014.

The 2013-2014 Activation Agreement can now be **completed and submitted online at AKCIS.org**. If you have any questions about activation, or if you need assistance filling out the annual agreement, call the AKCIS Helpline at (877) 269-7974 or 269-6929 in Anchorage.



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

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