



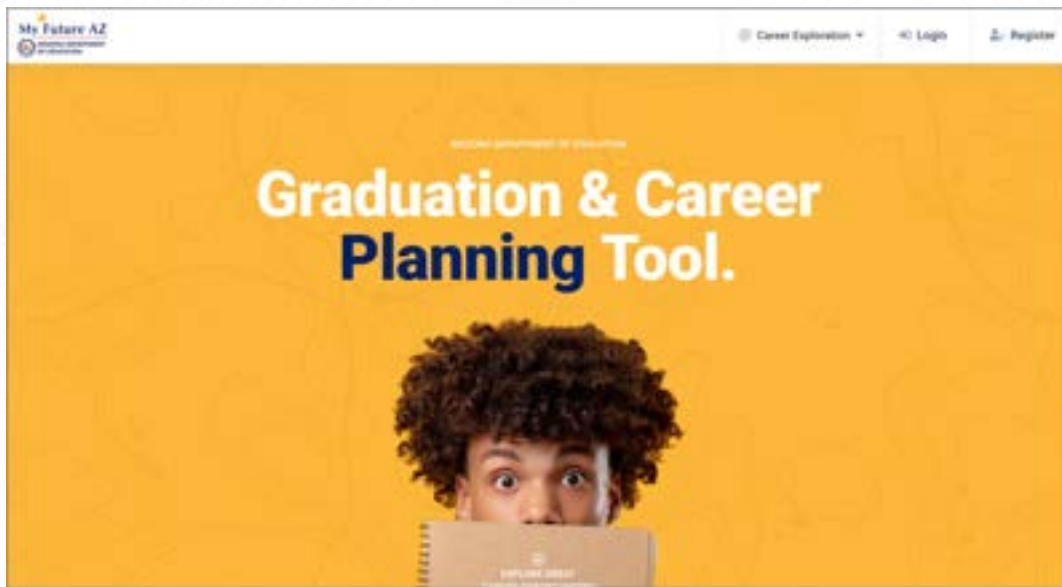
My Future AZ



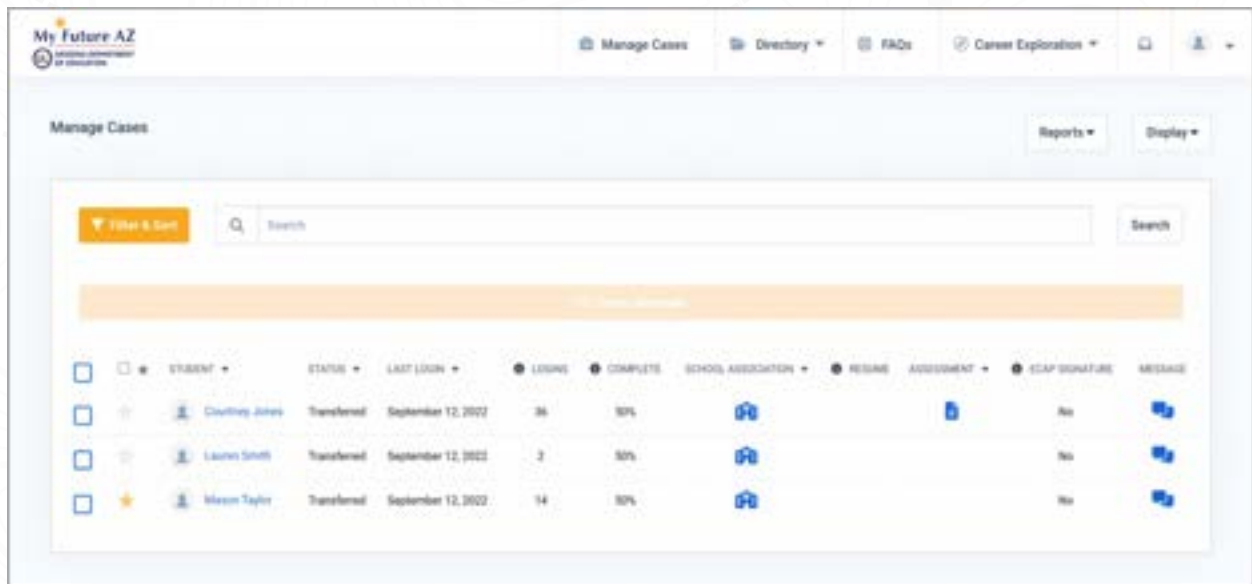
ARIZONA DEPARTMENT  
OF EDUCATION

My Future AZ  
**COUNSELOR  
QUICK START  
USER GUIDE**

1. Go to the landing page: <https://myfutureaz.pipelineaz.com> and select **Login** in the upper right hand corner. Your credentials will be provided to you by your institution.



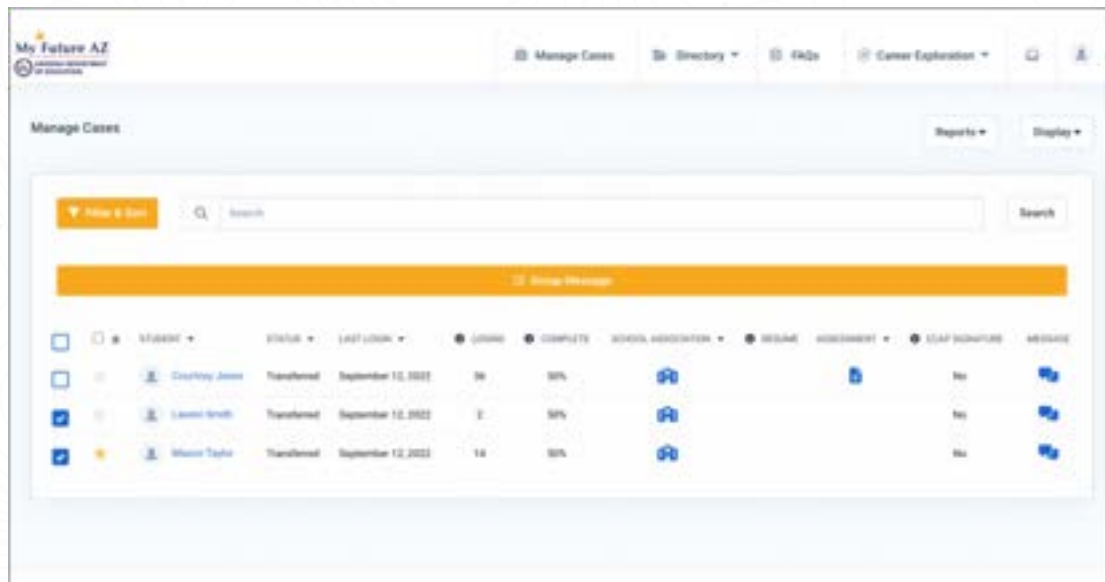
2. Once you have logged in, you immediately arrive at your **Manage Cases Dashboard**.



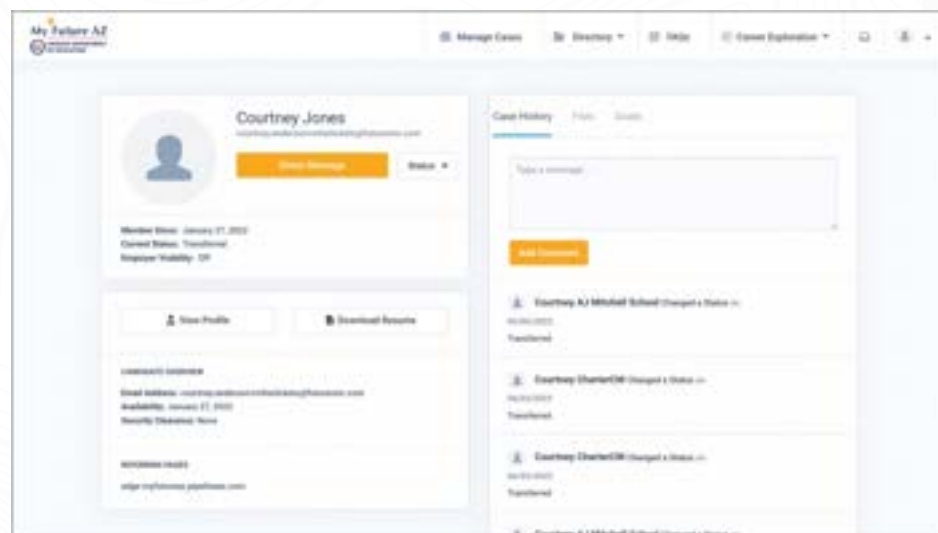
3. Your **Manage Cases Dashboard** consists of:

1. Student's Name
2. Status
3. Last Login
4. Login Number
5. Number of Applications
6. Profile Completeness
7. School Association
8. Resume (if applicable)
9. Assessment Results
10. Messaging Function

4. On your **Manage Cases Dashboard**, you may filter each student by the above options, or use the Filter & Sort button to have a more categorized view of the students. You also have the option to use the Search Bar above the student lists. You may select Export Report to get a .CSV file of this information also. The Display button on the right-hand side allows you to change the number of students that are shown under that view. You may view as little as 25 students, or you may select All to view all.
5. Your **Navigation Bar** consists of:
  1. Manage Cases
  2. Directory
  3. FAQs
  4. Career Exploration
  5. Inbox
  6. Profile / Settings
6. **Group Messaging** is also available from your Manage Cases Dashboard. Select the students using the checkbox on the left hand side, and select the yellow **Group Message Button**.

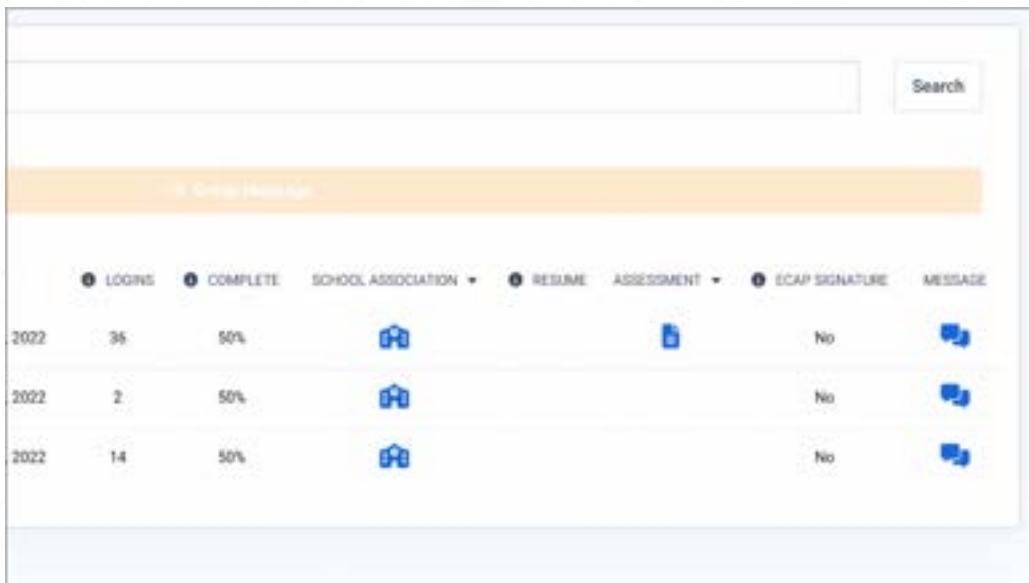


7. When viewing a student's profile, select their **Name** on the **Manage Cases Dashboard**, and you will see the profile they have created.



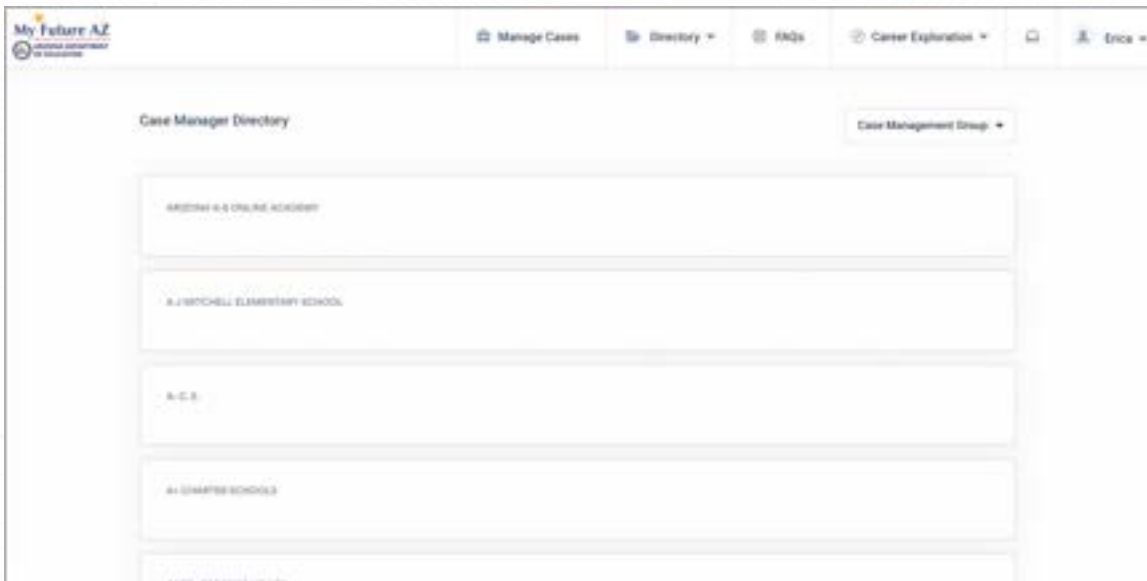
From this view, you may:

1. Direct Message
2. Change Status
3. View Profile from a Professional Perspective
4. Download their System Generated Resume
5. Update Case History Feed
6. View Files
7. View Career Goals
8. Viewing a **Student's Assessment Results** is important, so you can see what interests your student. You may select the Assessment under the **Manage Cases Dashboard** to view results. You may also Download Results, for a future use, by selecting Download Results after selecting Assessment Results.



	LOGINS	COMPLETE	SCHOOL ASSOCIATION	RESUME	ASSESSMENT	ECAP SIGNATURE	MESSAGE
2022	36	50%				No	
2022	2	50%				No	
2022	14	50%				No	

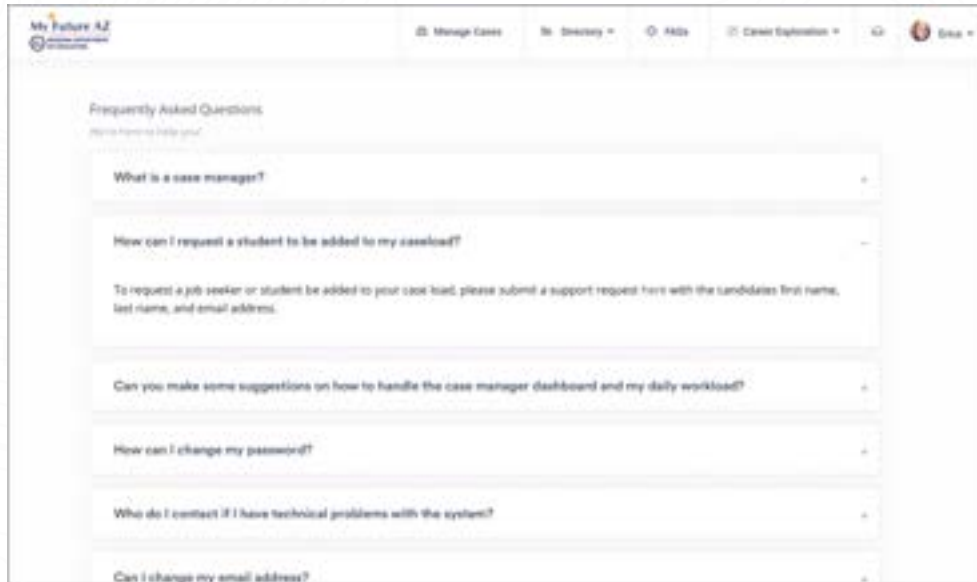
9. The **Directory** allows you to view all Career Advisement Groups that exist in the My Future AZ Platform.



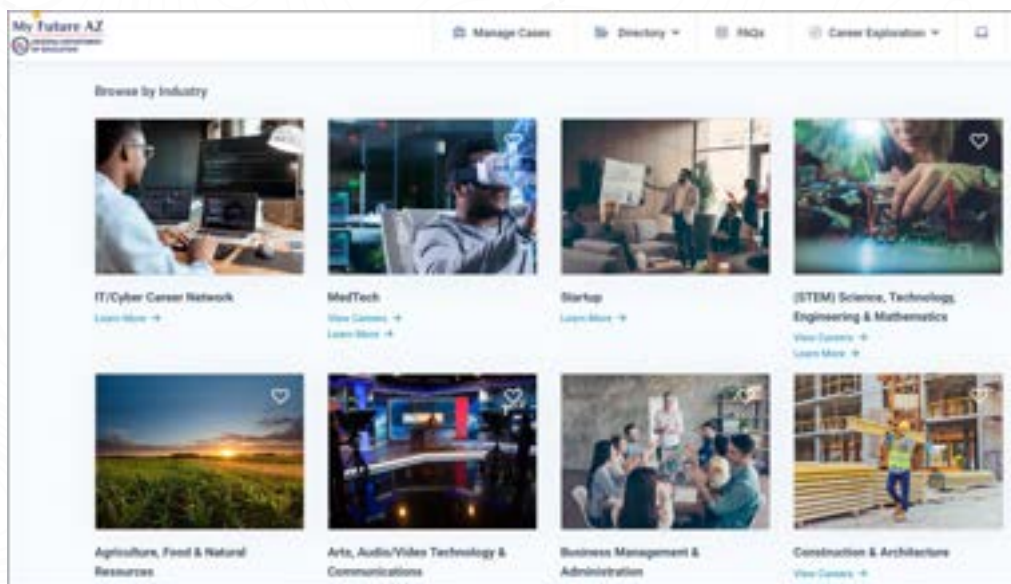
Case Management Group
ARIZONA 4-8 ONLINE ACADEMY
A.J. MITCHELL ELEMENTARY SCHOOL
A-C-E
A-1 SHARPE SCHOOLS
AND- PARSONS VALLEY



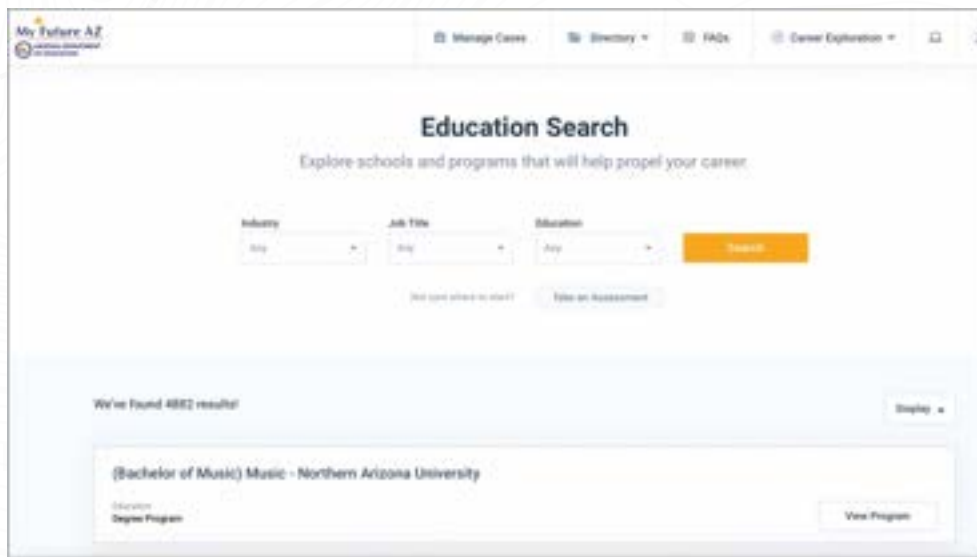
10. The **FAQ's** allow you to view questions and answers, for help using the platform. If you ever cannot get the help you need from there, feel free to contact our help desk.



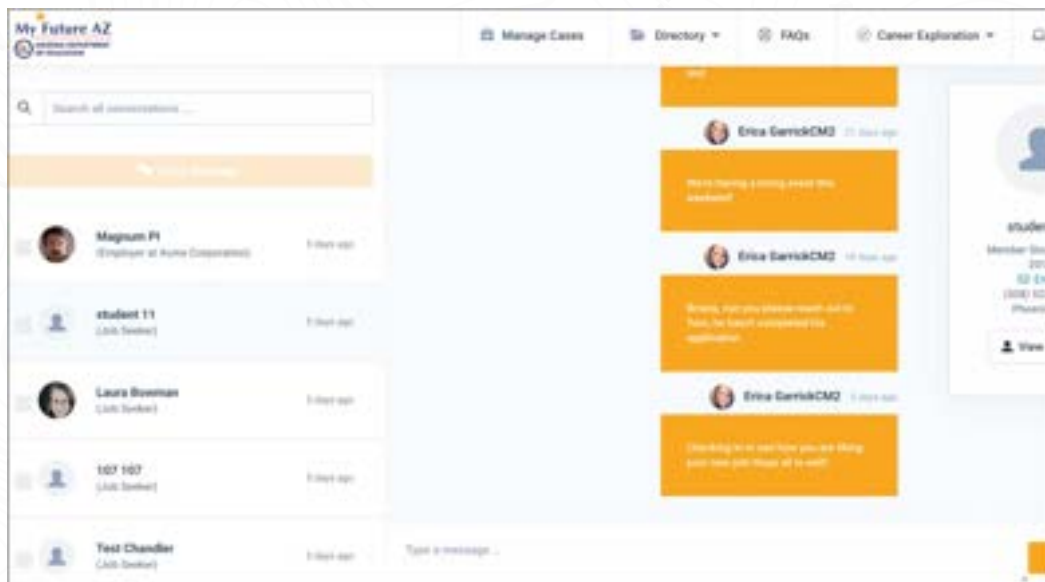
11. **Career Exploration** allows you to see all industry fields that your students could be matched to.



12. **Career Exploration** also gives you Education Programs that exist in Arizona, simply search by Industry, Job Title, or Education Programs (2 or 4 years).



13. The **Inbox** allows you to view all communication that you have done inside the platform. If you have messaged a student, all prior messaging will be here in the Inbox. Students do receive an email notification with the message content, when you send it. They must log back into the platform to reply.



14. **Profile Image Section** allows you to update or add to your profile. Students and other Counselors can view this at any time.
15. **Settings** - Change your password here. Always click Update Settings to save.

# DEFINITIONS

01. **Manage Cases Dashboard**- This Dashboard allows you to view each student and their information, quickly. You may view their Status, Last Login, Amount of Logins, Applications Submitted, Resume, Assessment Results, and the ability to Message them.
02. **Status**- This is set by you, the Counselor. These Statuses have been created by your institution and allow you to categorize your students based on where they are in their journey. The status is important so each person knows exactly where that student is. You also may Filter & Sort by this Status on your Manage Cases Dashboard, so always remember to keep this field updated.
03. **Last Login**- This allows you to see when your student last logged into the platform. You may use this as an accountability tool to see that your students are indeed utilizing the platform.
04. **Assessment Results**- If a student has completed their Assessment, the results will show on a Paper Icon on your dashboard. Click this icon to be taken to the Assessment Results page. From here, you may View Results or Download Results. Each button allows you to see the question, their answer, and what Industry or Career they have been matched to.
05. **Messaging**- You may message your Student directly from your dashboard by selecting the chat icon. You may also Group Message multiple students at once, if you have an important message that must go out, and you would like to save time.
06. **Group Messaging**- This can be done from both your dashboard and the Inbox. Students do not know this is a group message, as it arrives to them separately, and their reply will come back individually. This function is a great time saver and allows you to get a quick message out to multiple students at once.
07. **Directory**- This directory shows all Career Advisors or Career Advisement Groups inside the platform.
08. **Settings**- Here you can update or change your password, email, and Notification Settings. Always remember to select the Update Settings button or your changes will not be saved.
09. **Profile**- This allows you to add as much information as you'd like about yourself, which is public, to both students and other Counselors on the platform.
10. **Student Dashboard**- Home page for all student users to quickly access their assessments, recommendations of tasks, important resources, educational searches, and career interests
11. **Recommended Tasks**- These tasks give students the helpful tips they need to fully utilize the platform



12. **Invite Parents or Guardians-** This button is for parents or guardians to have visibility into their students profile and dashboard. Parents or guardians are invited via their email. They have the ability to change or edit information their students have already placed inside the platform.
13. **Graduation Goals-** This section lives on the student dashboard and allows the student to give you insight on what their Graduation Goals may be. Their answers will appear to you on their view of their profile. The questions ask about College Plan, Military interests, or if they are interested in a certification or training program.
14. **Important Resources-** These resources consist of the FAFSA Application, Scholarship Opportunities, College Connections, and Leadership Foundation Opportunities. Use this tool to expand your knowledge of community resources.
15. **Student Profile-** Their profile is where students can enter information they would like to share. This includes Skills, Professional Summary, Document Library, Education, Certifications and Licenses, Volunteer Experience, Affiliations, Extracurricular Activities, and Academic Achievements.
16. **Interests Quiz-** An assessment that will match your students interests with available industries and careers.
17. **Education-** This section allows you to explore schools and programs in your community or state, that will help boost performance in a students career field. You are able to search by industry, job title, or education programs (2 or 4 years).
18. **Industry & Careers-** This section allows you to search over all possible industries or careers that interest your student. If they were not happy with their Interest Assessment results, you may search and explore the Industry & Careers to find something that suits them more. The Industry and Career searches allow you to see what education is needed, a salary breakdown, top tasks, skills needed, and job opportunities that exist currently.
19. **Student Profile Completeness Bar-** Shows the progress for how much of their profile they have completed.
20. **Document Library-** This holds all documents that have been uploaded to your students profile. They may upload their resume, cover letters, achievements and certificates, transcripts, or recommendation letters.
21. **Top Industries-** These are the most popular industries for users on the platform.
22. **Top Careers-** These careers are high-demand careers in your community.
23. **Getting Help-** If you feel you have questions about the platform that cannot be answered by your counselor, feel free to reach out to our helpdesk. You may click this link, or you may click the **Contact Us** button at the bottom of any page on the platform. [Help Desk- Click Here](#)