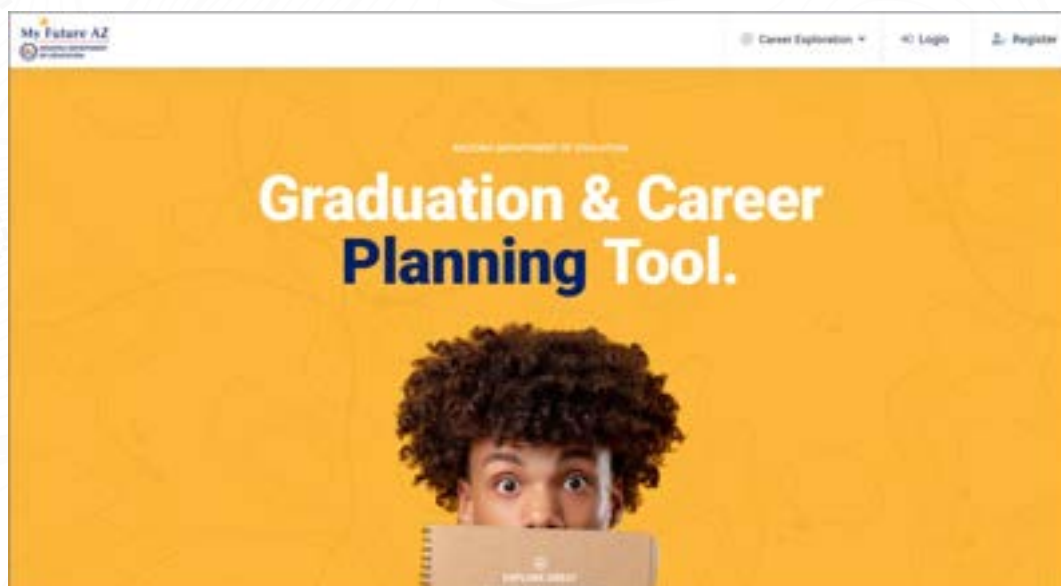




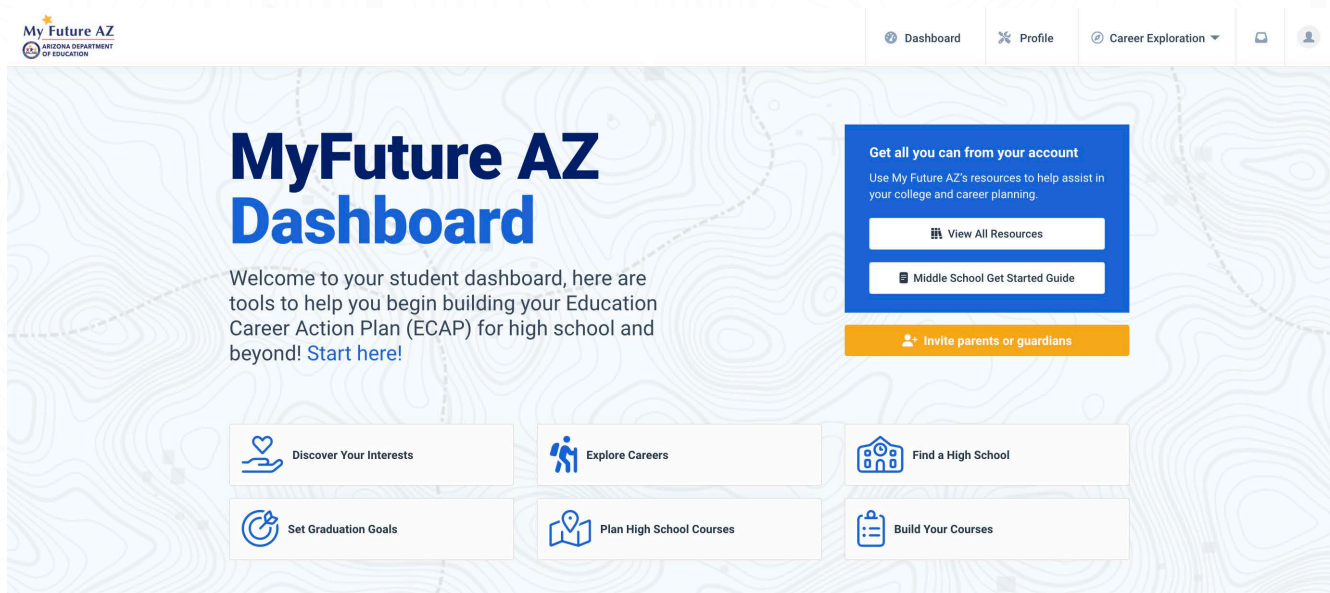
My Future AZ

**KINDERGARTEN -
8TH GRADE QUICK
USER GUIDE**

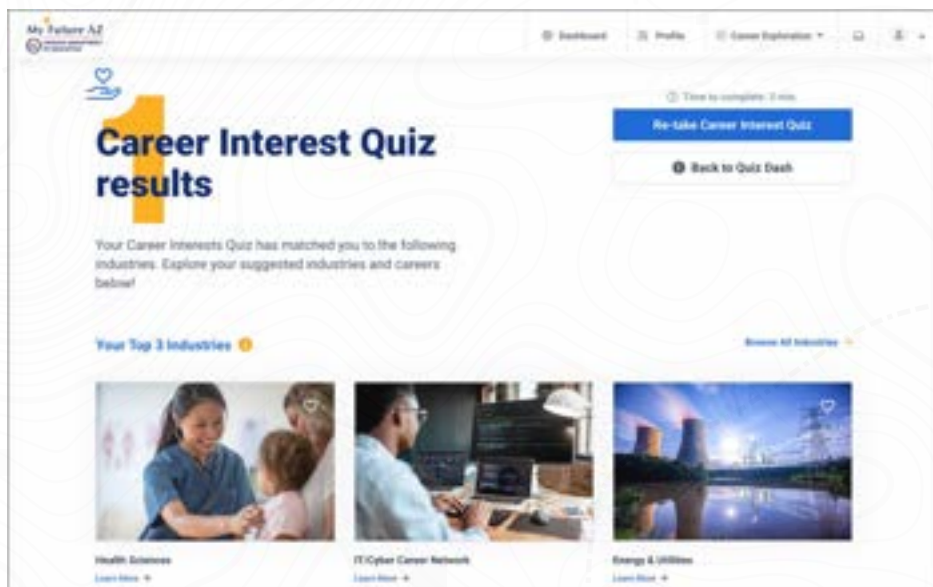
1. Go to the landing page: <https://myfutureaz.pipelineaz.com> and select **Register** in the upper right hand corner. If you already created an account, select **Login**.



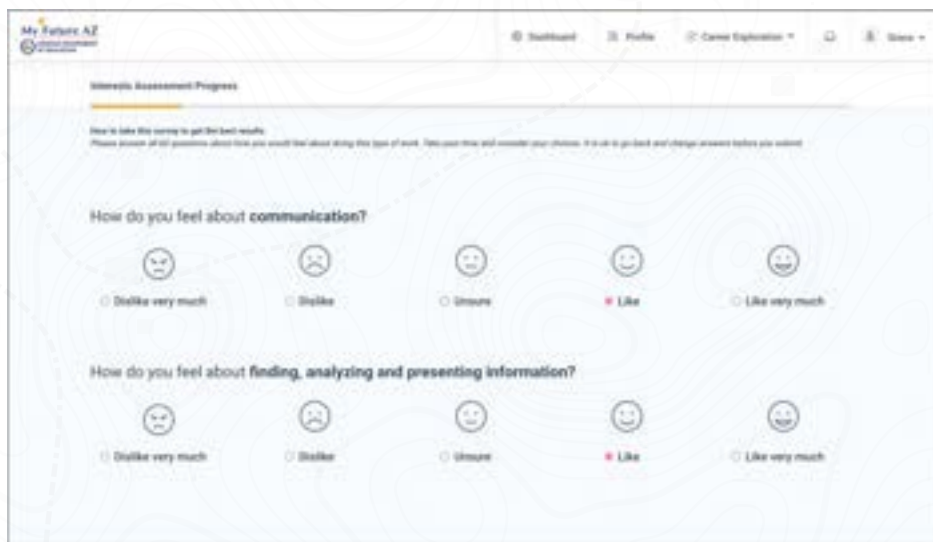
2. From the Registration page, insert your First Name, Last Name, Email, create a password, Zip Code, Grade Level, and School. Select **Register**.
3. Congrats! You are now on the student dashboard. This dashboard allows you to Discover your Interests, Explore Careers, Set Graduation Goals, Find a High School, Plan High School Career Courses, Build Your Courses, View Resources, and Invite Parents and Guardians to the site.



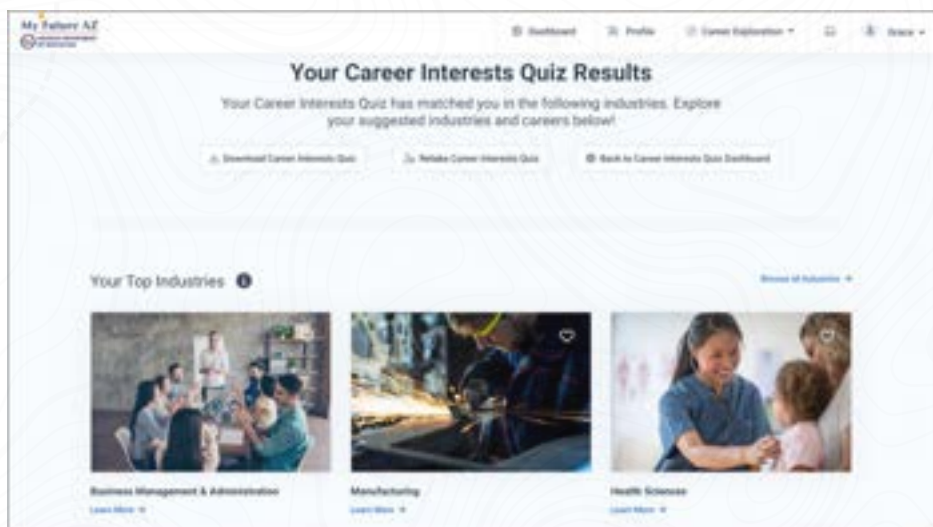
4. Your dashboard is a step-by-step process, start with Discovering your interests by taking the Interests Quiz. Once you take your Quiz, your top 3 industries from your results will appear here.



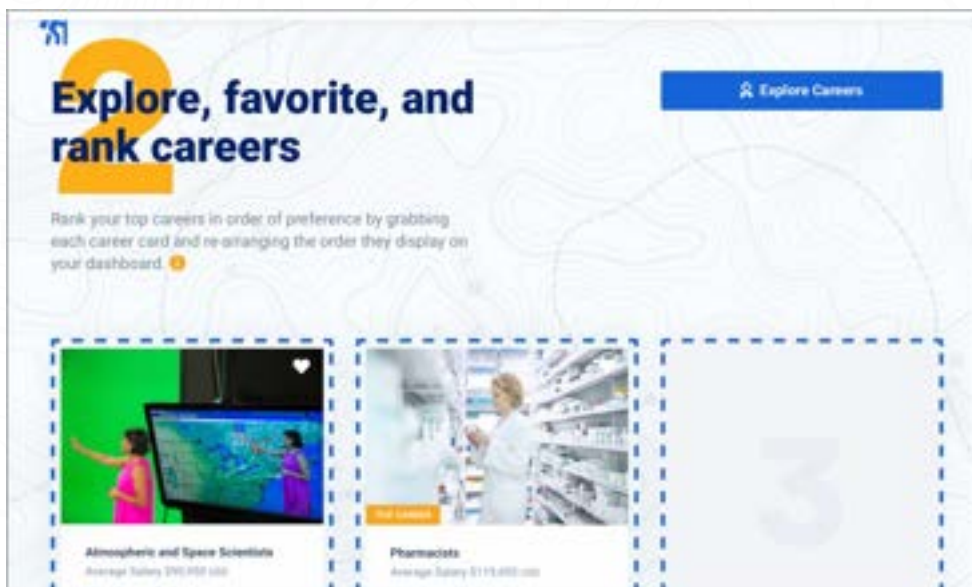
5. Taking the Quiz will allow you to see which programs and career plans you match to.



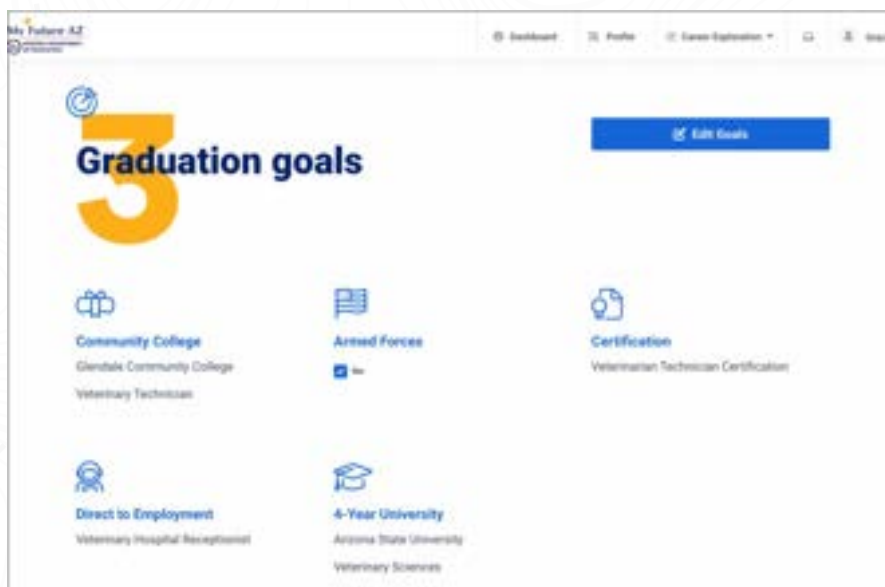
6. From this page, you may Download Results, Retake Interests Quiz, or return to your dashboard.



7. The next step is exploring, favoriting, and ranking careers. This option on the dashboard allows you to rank your careers by which interests you the most. To rearrange those favorite careers, simply take your mouse and move the boxes around. In order to see careers in these boxes, you must favorite them first. You may also click the **Explore Careers** button to dive deeper into careers you may not know about.



8. After you favorite your careers, you can move onto the next step- **Finding High Schools**. It is important to make sure you favorite the careers you like first, so when you select the **Explore High Schools** button, high schools that have your desired interests appear. If you find a high school in your area that matches what you are looking for, select the heart in the right top corner of the school card. This will put that high school on your dashboard.



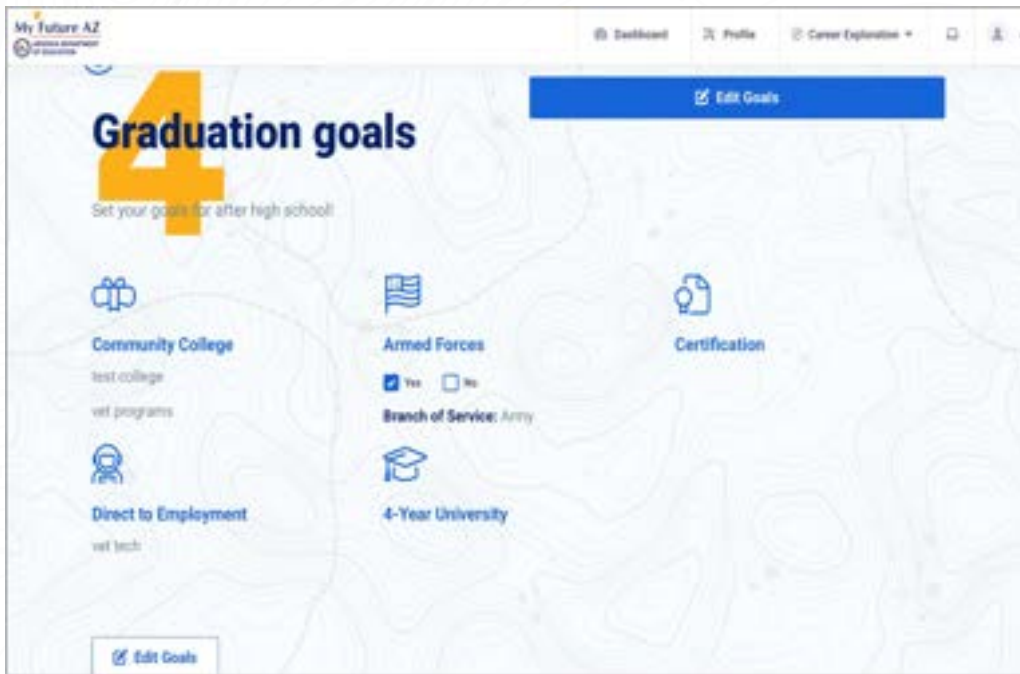
9. Graduation Goals are important, so your school counselor can see what you plan to do next and will help you create a path to get you there.



10. If you have multiple favorite careers, you may use the dropdown **From Top 5 Careers List** to change the career and see the other highschool offerings. To arrive at this page, select **Explore High Schools** on your dashboard.



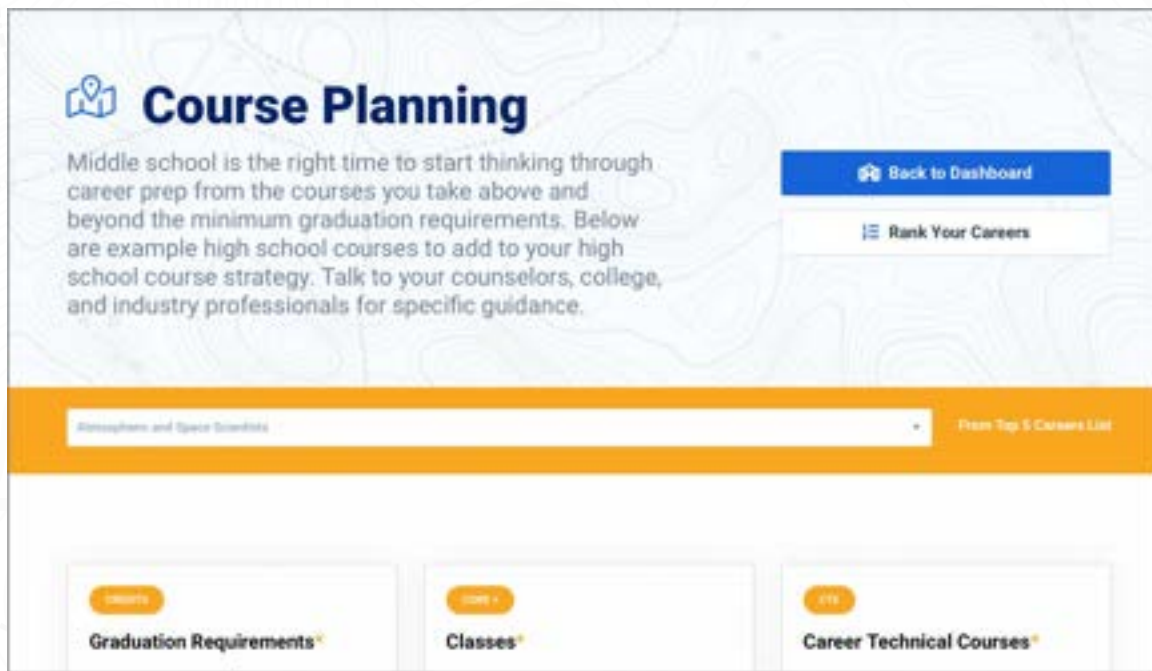
11. After you discover high schools in your area, move on to the next step #4. This is the **Graduation Goals** section. You may insert what your plans are after high school, whether that is going to a community college, joining the Armed Forces, attending a four-year college, getting a certification, or jumping directly into the workforce. These questions allow for you to type in whatever information you'd like. If you do not have an answer, select **Next**. If you wish to go back, select **Previous**. Once you have completed the goals, select **Submit**.
12. Graduation Goals are important, so your school counselor can see what you plan to do next and will help you create a path to get you there.



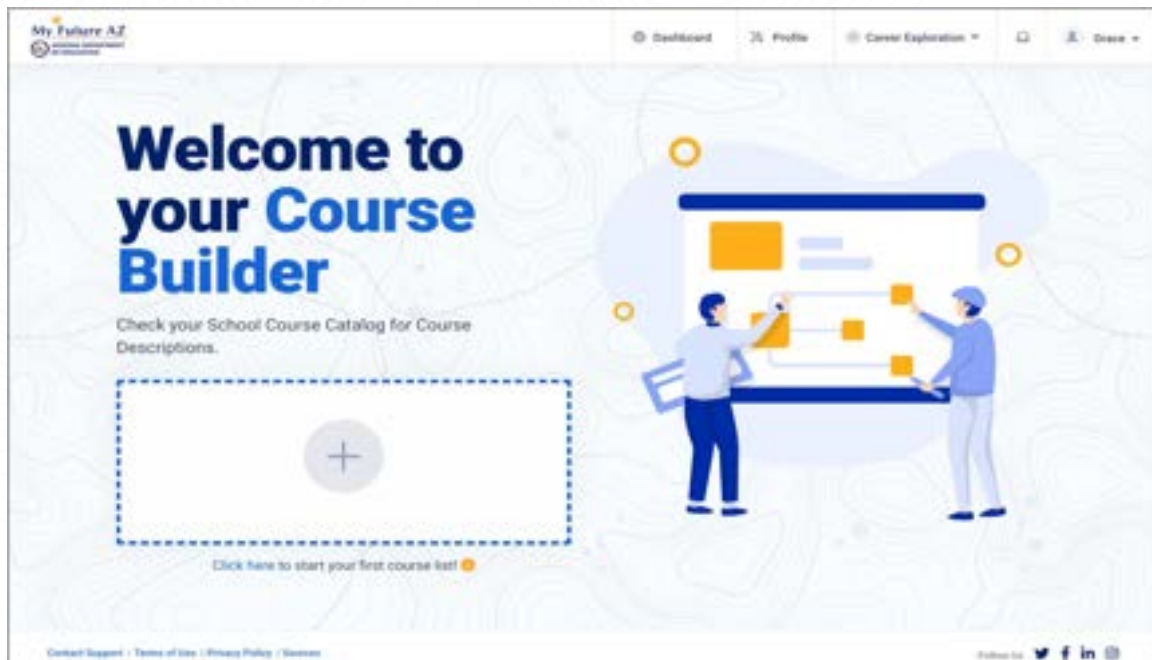
13. Once you have established your goals, move down to the next step of the dashboard, which is **High School Course Planning**. You already have set what careers you are interested in, what high schools offer certain programs, now it is time to set up a course plan to help you achieve your goals. Select **Let's Get Started**.



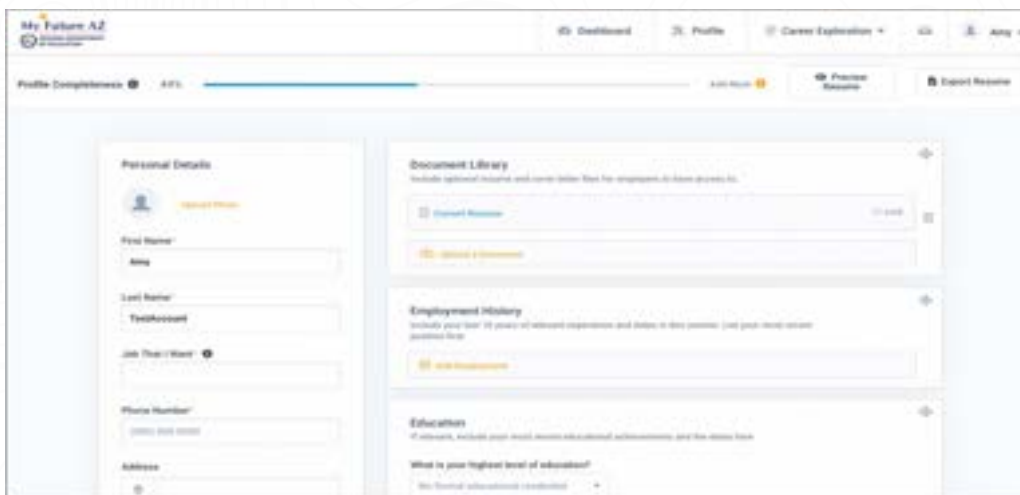
14. The Course Planning page is found by clicking Let's Get Started under step #5. This tool shows you what graduation requirements, classes, and Career Technical Courses are needed in order to reach your goal for the career of your choice. You can work directly with your counselor to make sure you are following the correct path!



15. The last section is to **Build Your Courses**. Clicking on Start Building Your Courses brings you to the Course Builder page. From here, you can add in all of the courses you plan to take in Middle School all the way through graduation!



16. Next, move to your profile. Your profile consists of a Profile Picture, First and Last Name, Job That I Want, Phone Number, Address, Websites and Social Links, Document Library, Education, Skills, Certifications and Licenses, Volunteer Experience, Extracurricular Activities, and Academic Achievements.

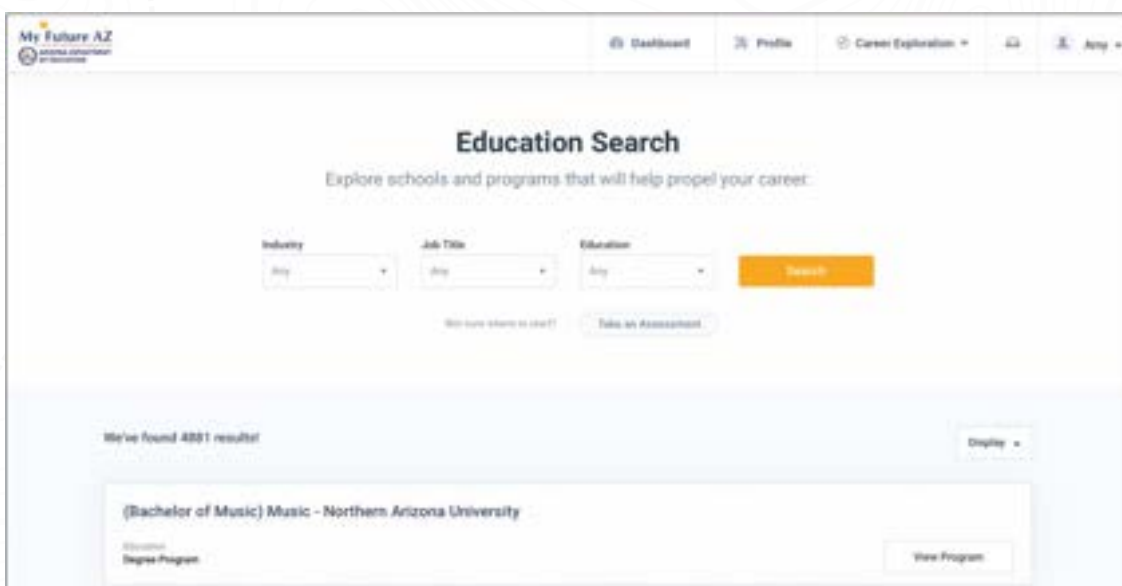


17. To add any additional information to your profile, always select the yellow + sign next to the section you want to add to. For example:

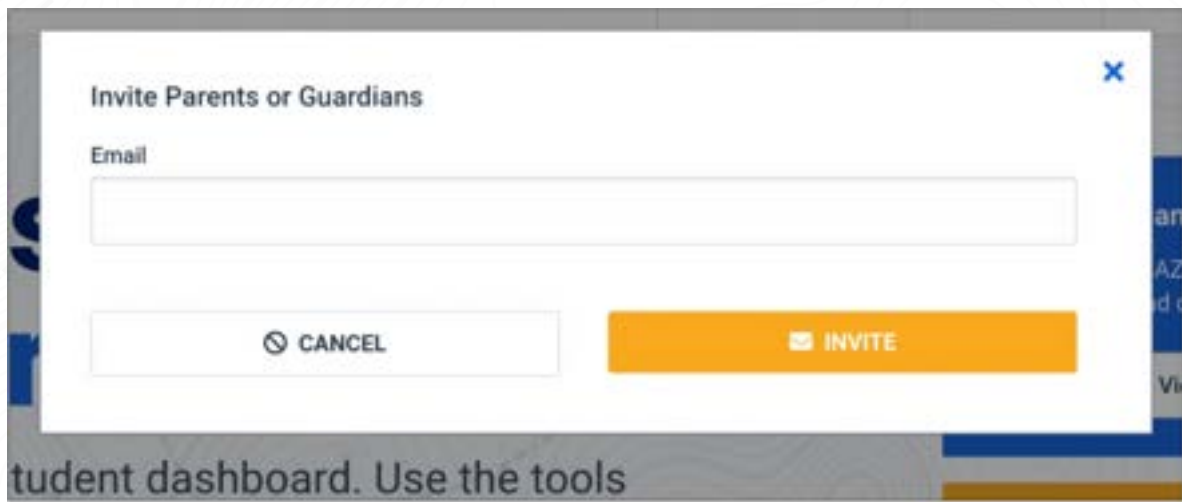
+ Add New Custom Skill



18. You may search for Education Programs at any time - select Career Exploration in the Navigation Bar, once the dropdown opens, select Education.



19. To invite a parent, select Invite Parents or Guardians on your dashboard, and insert their email. They will receive an email allowing them to sign up.



The image shows a screenshot of a web application interface. At the top, there is a header area with the text "tudent dashboard. Use the tools". Below this, a modal dialog box is open with the title "Invite Parents or Guardians" and a close button (X) in the top right corner. Inside the dialog, there is a label "Email" above a text input field. Below the input field, there are two buttons: a white button with a grey border labeled "CANCEL" and an orange button labeled "INVITE".

DEFINITIONS

01. **Student Dashboard**- Home page for all student users to quickly access their Quiz, recommended high-schools, important resources, educational searches, and career interests.
02. **Discover your Interests**- This is where you can answer a series of questions under the Interests Quiz to determine what careers and industries interest you.
03. **Explore Careers**- This section allows you to view which industries were ranked in your top 3, while also showing you which careers fall under those industries.
04. **Set Graduation Goals**- This section lives on your student dashboard and allows you to give your counselor insight on what your after graduation goals may be. Your answers will appear to your counselor on their view of your profile. The questions ask about your College Plans, if you are interested in the Military, or if you are interested in a certification or training program.
05. **Find a High-School**- Explore and favorite high schools based on the careers you are interested in!
06. **High-School Course Planning**- Plan your high school course strategy today based on your career interests.
07. **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.
08. **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.
09. **Profile**- Your profile is where you can enter your information that you'd like to share. This includes Skills, Professional Summary, Document Library, Education, Certifications and Licenses, Volunteer Experience, Affiliations, Extracurricular Activities, and Academic Achievements.
10. **Job that I Want** - This is the most important field in your profile to fill out. This is the field that helps recommend skills and jobs to you!
11. **Interests Quiz** - A Quiz that will match your interests with available industries and careers. This is accessed from the navigation bar or under Discover your Interests.

12. **Education**- This section allows you to explore schools and programs in your community or state, that will help boost performance in your career field. You are able to search by industry, job title, or education programs (2 or 4 years)
13. **Industry & Careers**- This section allows you to search over all possible industries or careers that interest you. If you were not happy with your Interest Quiz results, you may search and explore the Industry & Careers to find something that suits you 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.
14. **Profile Completeness Bar**- Shows the progress for how much of your profile you have completed.
15. **Document Library**- This holds all documents that have been uploaded to your profile. You may upload your resume, cover letters, achievements and certificates, transcripts, or recommendation letters.
16. **Top Industries**- These are the most popular industries for users on the platform.
17. **Top Careers**- These careers are high-demand careers in your community.
18. **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](#)