

York Technical College SCOIS User Guide 2011-2012



- > Go to www.scois.net
- > Click in the middle of the page, where it says **CIS – Login**
- > User Name: **yorktech** and Password: **yorktech**
Click on **Sign in.**
- > New Users: Click on **Create “My Profile”** at the top of the right hand column.
 - o Under **New Users**, click on **Create “My Portfolio.”** Proceed to completing the brief profile (you only need to complete those required fields marked with red asterisks. Provide your email address so that it can send your password in case you forget it).
 - o My SCOIS Portfolio User Name is _____
 - o My SCOIS Portfolio Password is _____
- > Returning Users: To access your portfolio in the future as an Existing User, you will click on **My Portfolio** at the very top right hand corner of the page and enter your Portfolio User Name and Password.

Taking the Career Cluster Assessment

Under **Assessment Tools**:

- ~ Click on **Career Cluster Assessment.**
- ~ Read the instructions and complete the 80 question survey.
- ~ When you get your results, click on your top clusters to learn more about them. There is an **Overview** and **Related Information** for each cluster that lists the many occupations within them. From this list, click on any occupations that are interesting to you to learn about their descriptions, salary ranges, outlooks, etc.
- ~ **Save** your results!

~ Feel free to take some of the other Career Assessments that SCOIS offers, such as:

*The Interest Profiler
Skills Assessment
Values: Work Importance
Locator*

Researching Occupations

Under **Career Exploration**:

- ~ The **Occupation Quick Search** tool makes it easy for you look up careers of interest alphabetically. This section also provides direct links to current local, state, and national **Labor Market information.**
- ~ The **Occupation Match** helps you identify careers that match with the types of activities you prefer.
- ~ The **Self Employment** section allows you to explore the idea of owning your own business.
- ~ **Military Employment** describes military career opportunities.
- ~ The **Job Search and Keep That Job** sections offer excellent step-by-step advice on getting and keeping a job.

Education/Financial Aid Resources

Under **Education**:

- ~ A listing of higher education colleges and schools can be found under **SC Schools** and **U.S. Colleges and Universities.**
- ~ The **College Search** tool enables users to search for colleges according to their desired major and/or location, size, affiliation, cost, etc.
- ~ The **Paying for School** section is a step-by-step, easy to understand guide regarding college costs and the process of obtaining financial assistance.
- ~ The **Financial Aid Search and Scholarship Sort** are easy-to-use research tools that help students find appropriate sources of financial assistance based on their majors, affiliations, personal characteristics, etc.

Resume Builder/Work and Education Portfolio

Go to **My Portfolio** and login:

- ~ Click on **Go to My Portfolio**
- ~ Click on **My Education and Work History**
- ~ Enter your information using the tabs on the left side of the page.
- ~ Once you have input your education and work information, click on **Create Resume** and then **Format and Create Resume.**
- ~ The preferred format among most employers is the **Chronological** format, so choose that if you are unsure of your format choice.
- ~ Do **NOT** choose to “List References;” select one of the other 2 choices.

For career guidance or resume/employability skill assistance, please call the Career Services office at 803-981-7190 or 803-327-8052.