



# New User Guide

for eCIS

2011-2012



## **Welcome to the Idaho Career Information System (CIS)**

CIS is a division of the Idaho Department of Labor that provides eCIS, the state's internet-based, comprehensive career guidance system. eCIS provides Idaho and national career, workforce and education information in a user-friendly format. The information and exploration tools in eCIS system are designed to help Idahoans make informed career choices and be successful in the workplace.

The development of eCIS is supported by annual subscription fees from schools and agencies and is further subsidized by funds from the Idaho Department of Labor. In addition to individual job seekers and students, many organizations throughout the state use the system to help their clients and students prepare for continuing education, new careers or professional advancement.

This User Guide will provide you with a quick overview of the system's features. We hope you find eCIS to be a valuable addition to your client or student services. If you have questions or comments, or if you would like information about CIS training, please contact the CIS team at 208.334.3705 or e-mail [idahocis@labor.idaho.gov](mailto:idahocis@labor.idaho.gov).

## Table of Contents

Log In Instructions .....	1
Home Page Navigation.....	2
Support Materials .....	5
My CIS Portfolio .....	6
Occupations & Employment Files.....	9
Education & Training Files.....	15
Exploration Tools.....	17
Practice Using eCIS .....	18
Optional Modules .....	21

**\*\*\*Note:** *Some eCIS components in this guide are only available to sites that have subscribed to the Portfolio, Administration and Exploration Tools bundle and/or Optional Modules.*

# Log In Instructions

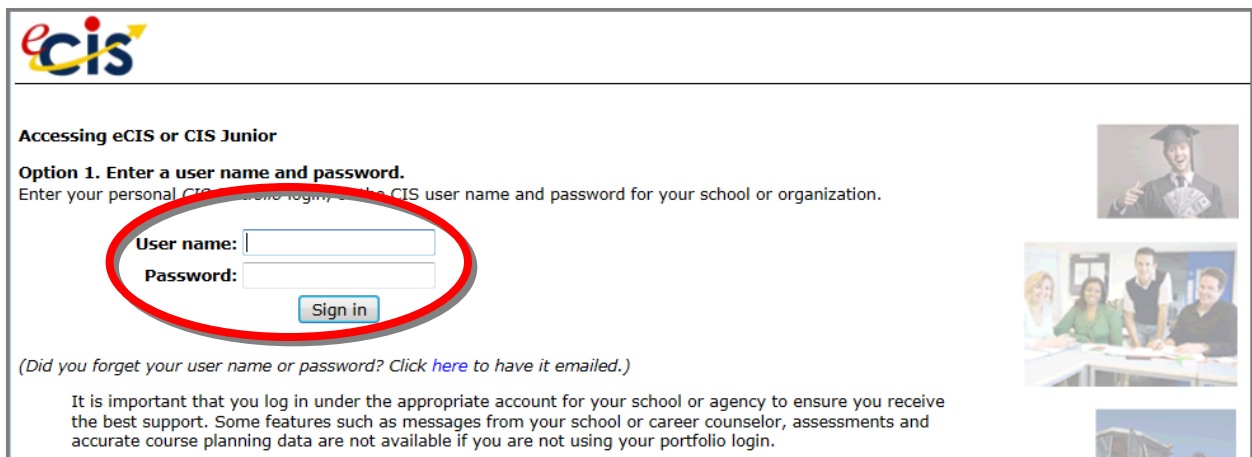
**Step 1** – Go online to [www.idahocis.org](http://www.idahocis.org). Click the **Start!** button.

*Announcements for upcoming events, information pertaining to CIS and current newsletters, are displayed on right side of the login page.*



**Step 2** – Enter your eCIS user name and password, then click **Sign in**.

*The first time you log on you will use the user name and password provided by your counselor or career consultant. You can continue to use the site login or create a My CIS Portfolio with your own user name and password. See page 7 for more information.*

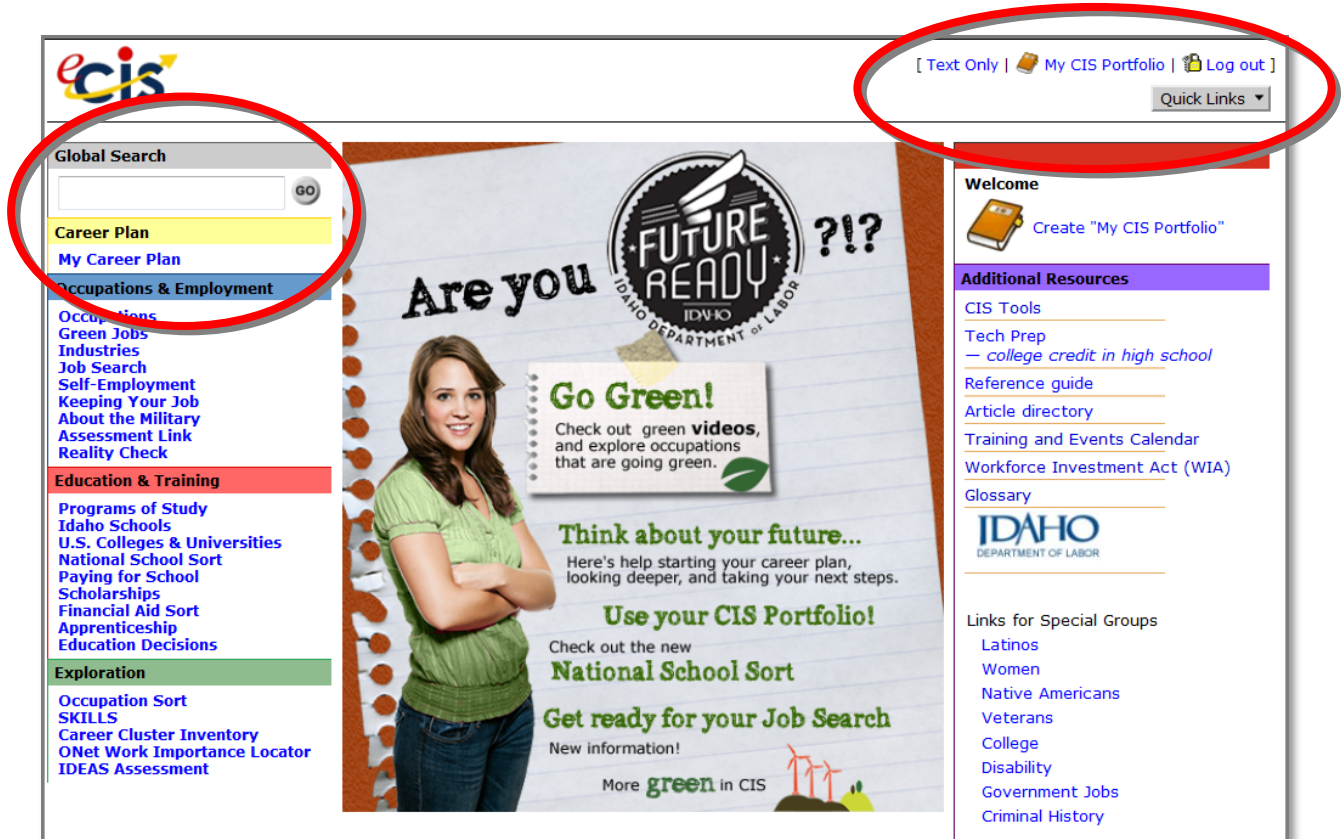


# Home Page Navigation

**Text Only:** Converts eCIS to a text-only format that can be read by screen reading software for the.

**My CIS Portfolio:** Create or access your My CIS Portfolio.

**Quick Links:** Move through eCIS with this drop-down menu located throughout the system.



## Global Search

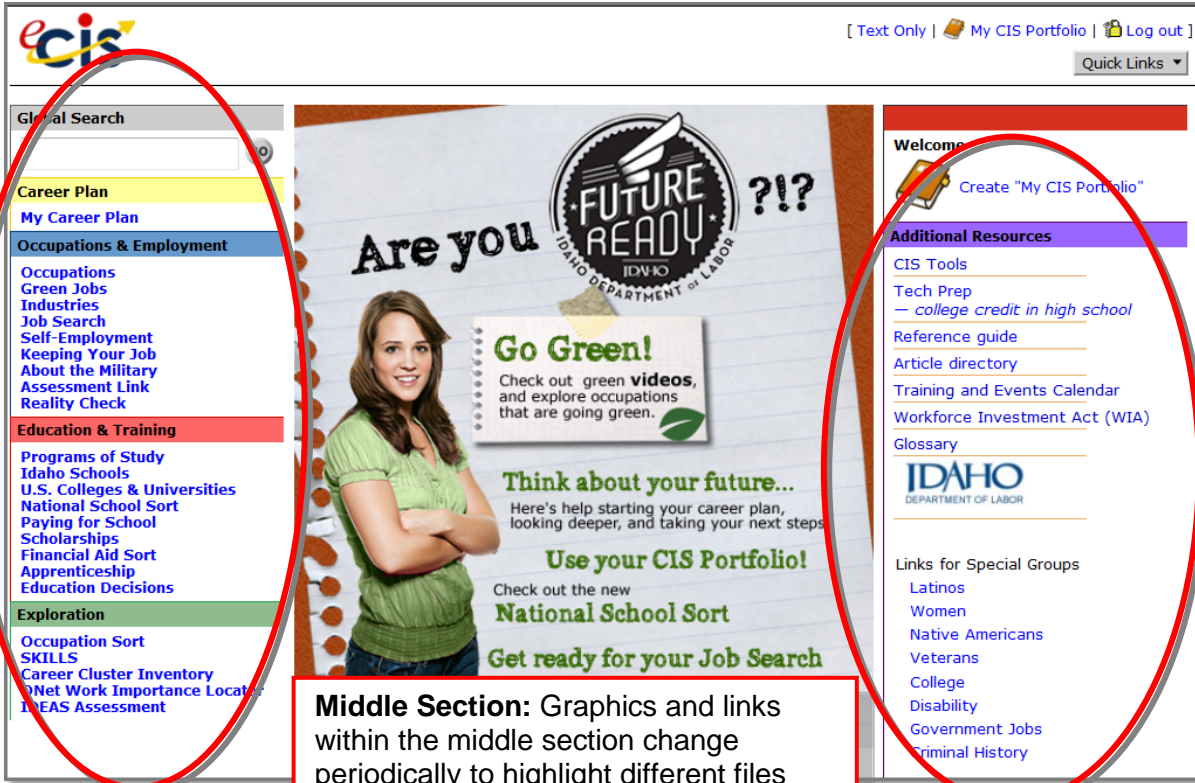
**Global Search:** Use keywords to search the system for specific information.

## Career Plan

**My Career Plan:** A career development framework designed to help you learn more about yourself and plan for the future. My Career Plan is a set of activities that takes you through the career development process.

## Home Page Navigation (Continued)

**Main Menu:** The yellow, blue, red and green sections down the left side of the eCIS home page make up the main menu. The major eCIS components and files can be found under these sections. The placement of the menu stays constant. When you access the various files within each colored section the title appears across the top of the screen in the color of its section.



The screenshot shows the eCIS home page with a central graphic titled "Are you FUTURE READY? !?". The graphic features a woman in a green shirt and text promoting "Go Green!", "Think about your future...", "Use your CIS Portfolio!", and "Get ready for your Job Search". The left sidebar contains a "Global Search" box and four main menu sections: "Career Plan" (yellow), "Occupations & Employment" (blue), "Education & Training" (red), and "Exploration" (green). The right sidebar includes a "Welcome" message, a "Create 'My CIS Portfolio'" button, and an "Additional Resources" section with links to CIS Tools, Tech Prep, Reference guide, Article directory, Training and Events Calendar, Workforce Investment Act (WIA), Glossary, and Links for Special Groups (Latinos, Women, Native Americans, Veterans, College, Disability, Government Jobs, Criminal History). A red oval highlights the left and right navigation menus, and a red box highlights the central graphic.

**Middle Section:** Graphics and links within the middle section change periodically to highlight different files within the system.

### Additional Resources

**CIS Tools:** Support materials for using eCIS. Find tutorials, worksheets, manuals and other support materials.

**Tech Prep:** Find out more about earning college credit while in high school.

**Training and Events Calendar:** Link to calendar of upcoming trainings, events and holidays.

**Article Directory:** Articles, tips and additional information about career development issues.

**Reference Guide:** Useful when you are not sure how to get started or what eCIS files to use.

**WIA:** Find out more about retraining programs offered through the Department of Labor.

**Glossary:** A glossary of career-related terminology.

**Links for Special Groups:** Addresses issues of interest and resources relating to various populations in Idaho.

## Home Page Navigation (Continued)

Global Search

GO

**Career Plan**

My Career Plan

**Occupations & Employment**

Occupations  
Green Jobs  
Industries  
Job Search  
Self-Employment  
Keeping Your Job  
About the Military  
Assessment Link  
Reality Check

**Education & Training**

Programs of Study  
Idaho Schools  
U.S. Colleges & Universities  
National School Sort  
Paying for School  
Scholarships  
Financial Aid Sort  
Apprenticeship  
Education Decisions

**Exploration**

Occupation Sort  
SKILLS  
Career Cluster Inventory  
ONet Work Importance Locator  
IDEAS Assessment

Are you **FUTURE READY**?!?

**Go Green!**  
Check out green **videos**, and explore occupations that are going green.

**Think about your future...**  
Here's help starting your career plan, looking deeper, and taking your next steps.

**Use your CIS Portfolio!**  
Check out the new **National School Sort**

**Get ready for your Job Search**  
New information!  
More **green** in CIS

Welcome

Create "My CIS Portfolio"

**Additional Resources**

CIS Tools  
Tech Prep  
— college credit in high school  
Reference guide  
Article directory  
Training and Events Calendar  
Workforce Investment Act (WIA)  
Glossary

**IDAHO**  
DEPARTMENT OF LABOR

Links for Special Groups

Latinos  
Women  
Native Americans  
Veterans  
College  
Disability  
Government Jobs  
Criminal History

ACSCI Standards Compliant

[ About | Help | eCIS Privacy Statement | Terms for Use | Comments ]

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**ACSCI:** The accreditation organization for all Computer Information Delivery Systems (CIDS).

**About:** Information about the Idaho Career Information System and its products.

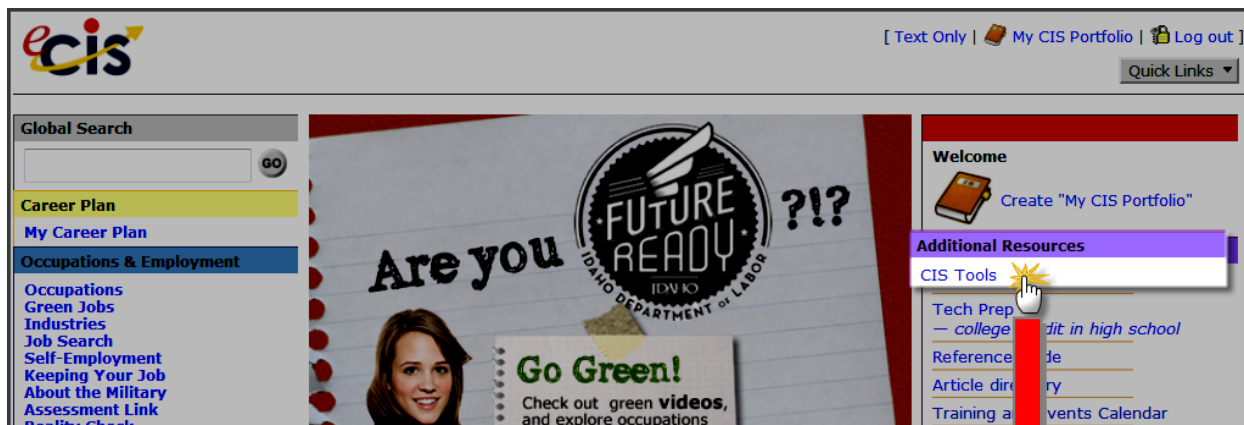
**Help:** Frequently asked questions about logging in and technical issues.

**Privacy Statement:** Information on privacy laws that affect your use of eCIS products.

**Terms for Use:** Explanation of terms and conditions for the use of CIS products.

**Comments:** Have a comment or question? Send us a message.

# Support Materials



**CIS Tools:** Your guide to using and teaching eCIS. Find support materials including Quick Starts, the event calendar, manuals and online tutorials by clicking “CIS Tools” in the right-hand side menu under “Additional Resources.”

**Software Downloads:** Adobe Reader and Flash Player are required to view many of the support material files. To learn more about these visit the Adobe site at:


Adobe Reader- [www.adobe.com](http://www.adobe.com)

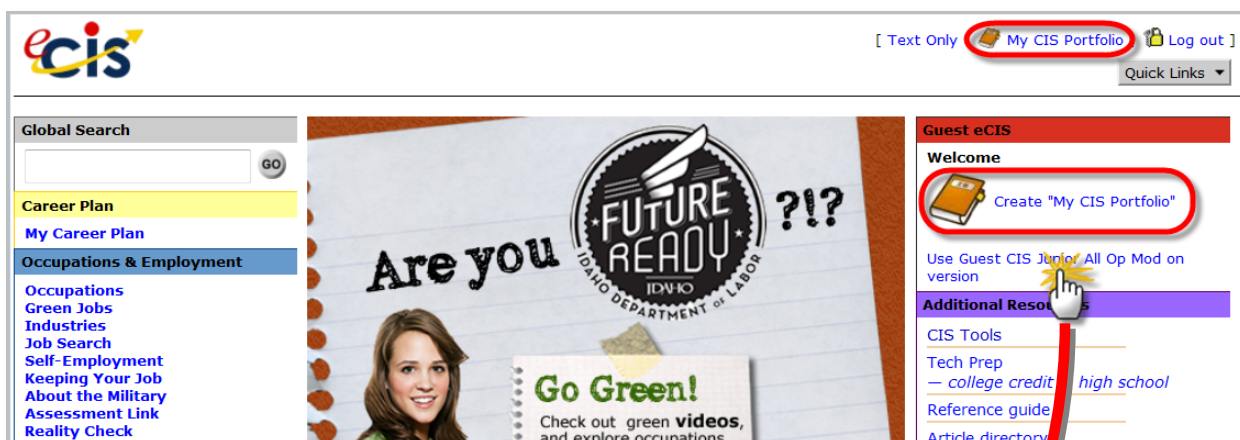
Flash Player- [www.get.adobe.com/flashplayer/](http://www.get.adobe.com/flashplayer/)




# My CIS Portfolio

Create your own CIS portfolio to store occupation and education research, save assessment results, set goals and track your progress, build and save resumes and more. Additional instructions for creating a *My CIS Portfolio* can be found in the "Creating Your Portfolio" Quick Start and tutorial under the *CIS Portfolio* tab of the CIS Tools page.

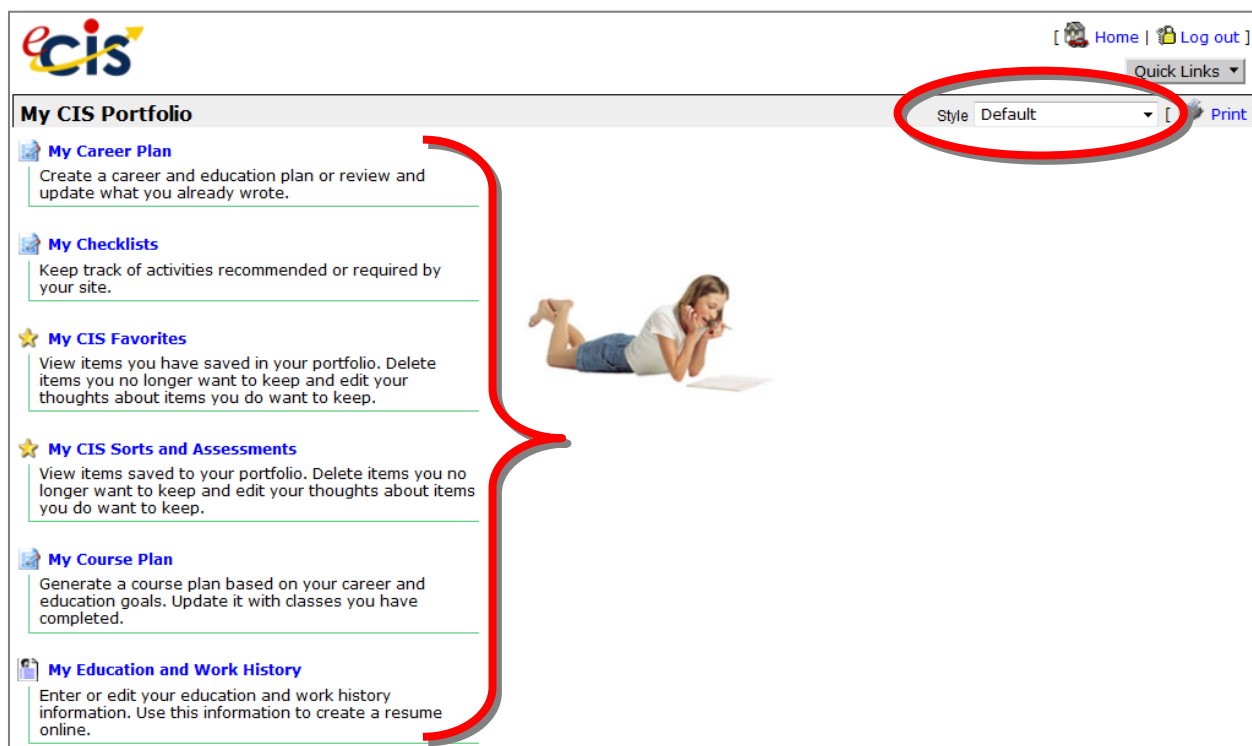
1. Find and click on the  [Create "My CIS Portfolio"](#) link (under the red bar, near the top right of the screen).



2. On the right side of the screen, under "New Users", click on the [Create "My CIS Portfolio"](#)  link.



# My CIS Portfolio Menu



**Style:** Customize your portfolio front page and eCIS look with over 60 different options.

**My Career Plan:** Build a personal career plan, set and update goals, save worksheets.

**My Checklists:** Track progress on assigned activities.

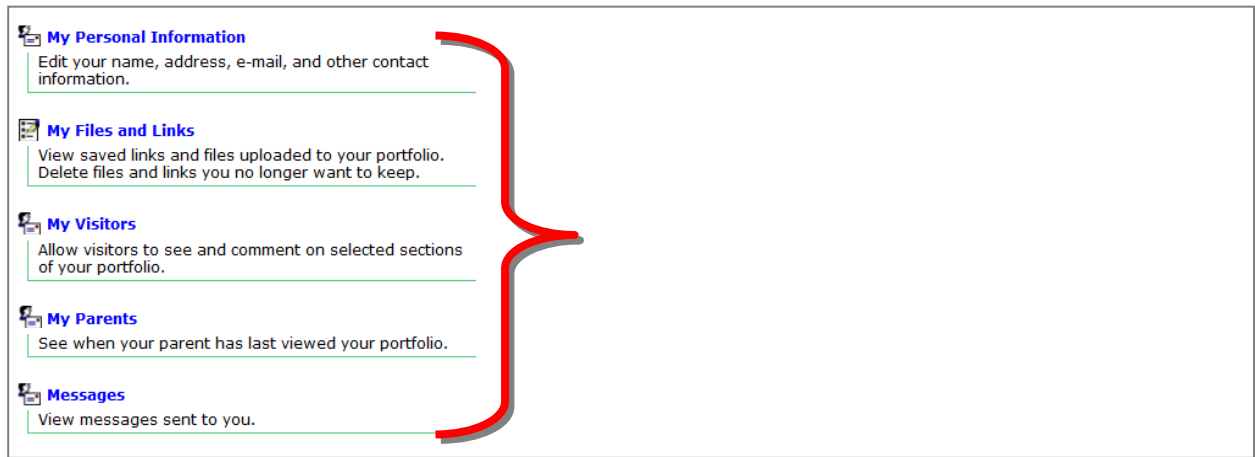
**My CIS Favorites:** Save and retrieve eCIS information files such as occupations, education and scholarships and edit personal reflections about saved items.

**My CIS Sorts and Assessments:** Save and retrieve assessment and sort results and add your own reflections.

**My Course Plan:** Create Individual Graduation Plans, record grades, access recommended programs of study and degree pathway requirements from specific schools.

**My Education and Work History:** Store your education and work history and use the resume builder to create and save personalized resumes.

## My CIS Portfolio Menu (Continued)



**My Personal Information:** Edit contact information, choose privacy option and transfer which site your CIS Portfolio is associated with.

**My Files and Links:** Upload personal files with up to 5MB of storage capacity and bookmark your favorite Internet sites.

**My Visitors:** Give and control access to view your portfolio.

**My Parents/Guardians:** See when your parent/guardian viewed your portfolio last.

**Messages:** Send, receive and manage messages sent from administrators, visitors and parents.

# Occupations & Employment Files

The screenshot shows the eCIS website interface. On the left is a navigation menu with categories: Career Plan, My Career Plan, Occupations & Employment (highlighted in red), Education & Training, and Exploration. The main content area features a woman in a green shirt and a 'FUTURE READY' logo with the text 'Are you FUTURE READY?!?' and 'IDAHO DEPARTMENT OF LABOR'. Below the logo are several promotional boxes: 'Go Green!' with a leaf icon, 'Think about your future...' with a woman's image, 'Use your CIS Portfolio!' with a woman's image, and 'Get ready for your Job Search' with a woman's image.

**Occupations:** Browse or search detailed information files in over 500 occupations.

**Green Jobs:** Find the latest information on “Green Jobs” and industries.

**Industries:** Learn about different business activities and work environments.

**Job Search:** Information, resources and tips for executing an effective job search including writing cover letters and resumes, preparing for interviews and forms to help with the process.

**Self-Employment:** Entrepreneurial Career Assessment Quiz, rewards and costs of working for yourself and information on starting and running a business.

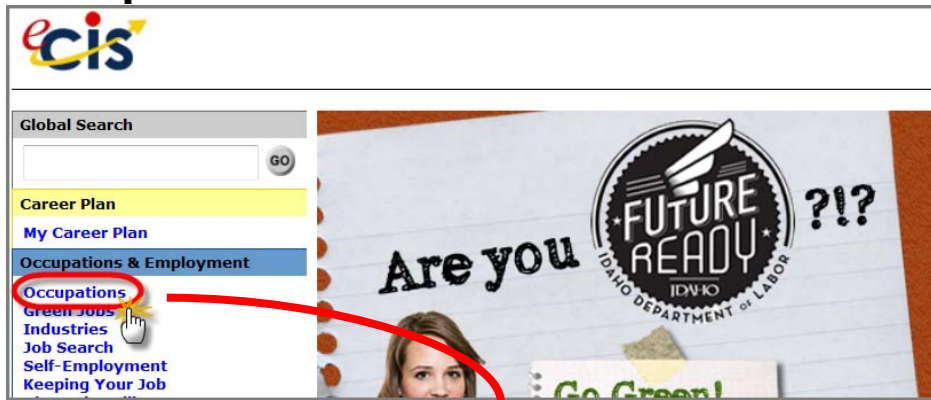
**Keeping Your Job:** Information on positive job habits, working successfully with others, improving yourself, getting a raise and solving work-related problems.

**About the Military:** Military career options, qualifications, recruitment, the ASVAB, Academy admission requirements, basic training, wages and transitioning from military to civilian life.

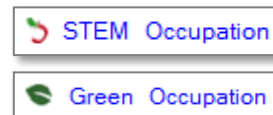
**Assessment Link:** Links third-party assessment results, such as ASVAB or CAI, to occupations in eCIS.

**Reality Check:** This interest inventory will help you manage your expenses and learn how much you will need to earn and which occupations will support your lifestyle.

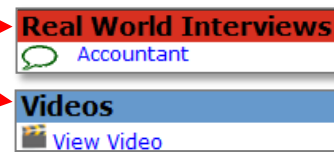
# Occupation Files



These icons next to occupation names indicate if the occupation is STEM or Green:



These icons next to occupation names indicate if the file includes:



**FAQs:** Answers to frequently asked questions about the occupation files.

**Clusters Index:** Explore eCIS occupations grouped into 16 Career Clusters. The Cluster Index helps you filter and determine options within certain interest areas.

**Titles Index:** A listing of occupations in alphabetical order.

*Note:* Some titles are blue and some are black. Proper titles for occupations are blue. Common alternate titles are black and refer to the appropriate title.

*Example:* A commonly accepted occupation name is "Administrative Assistants". The blue link will direct you to the proper occupation title and page.

- [Administrative Assistants \(see: Executive Secretaries\)](#)
- [Administrative Assistants \(see: Secretaries\)](#)

**Compare:** Compare two occupation descriptions side-by-side.

**Search:** Begin by typing in the first few letters of the occupation title. Narrow or broaden searches by adjusting the criteria using "Full Text Search" or "Alternative Title" options.

**Filter:** Search filter for quick access to specific green and STEM occupations.

# Occupation Files

Each file contains topic information specific to the occupation. Topic areas are located on the left side of each page. This is where you will find data on job specifications, requirements, wages and more.

**Related Information:** Links you to additional files within eCIS or web sites outside of eCIS related to the occupation. Schools, job openings, businesses and more information related to the occupation

**Real World Interviews:** Read about occupations from people actually employed in the field.

**Videos:** Learn more about occupations by watching videos of workers in action. Displayed in either Windows Media or Quicktime player. All videos include closed captioning.

**Occupations** FAQs | Cl

## Construction Managers

**Overview**

- Specific Activities
- Common Activities
- Working Conditions
- Physical Demands
- Skills and Abilities
- Knowledge
- Preparation
- Helpful High School Courses
- Hiring Practices
- Licensing / Certification
- Wages
- Employment Outlook
- Green in Idaho
- Interests
- Advancement Opportunities
- Resources

**Related Information**

- JOBcentral
- Idaho Businesses
- Programs of Study
- Occupations
- Industries
- Self-employment Information

**Real World Interviews**

- Construction Manager

**Videos**

- View Video

*Note:* Not all occupations will have every topic area.

*Example:* Some occupations may not have information for Licensing and only some occupations have Real World Interviews and/or Videos.

# Compare Occupations

The screenshot shows the eCIS website interface. In the top right corner, there are links for "[ Text Only ]", "My CIS Portfolio", and "Log out", along with a "Quick Links" dropdown. On the left, a "Global Search" box is visible. Below it, a "Career Plan" menu is expanded, showing options like "My Career Plan", "Occupations & Employment", and "Occupations". A red arrow points from the "Occupations" link in the menu to a larger screenshot of the "Occupations" page. In this larger screenshot, the "Compare" link in the top navigation bar is circled in red, and a red box with the text "Click on Compare" points to it. Below the navigation bar, there is an alphabetical index (A-Z) and a list of occupations under the letter 'A', including "Abuse Counselors", "Academic Deans", "Account Executives", and "Accountants and Auditors".

This screenshot shows the "Compare Occupations" page. The top navigation bar includes "Home", "My CIS Portfolio", "Log out", and "Quick Links". The main navigation bar has "Occupations", "FAQs", "Clusters Index", "Titles Index", "Compare", and "Search". Below the navigation bar is an alphabetical index (A-Z). The "Compare Occupations" section on the left states: "You can compare 2 occupations at one time. Occupations on your list to compare: 1. Accountants and Auditors [Remove] 2. [Compare] [Clear List]". The "Compare" button is circled in red. On the right, a list of occupations under the letter 'A' is shown, including "Abuse Counselors", "Academic Deans", "Account Executives", "Accountants and Auditors - on your list", "Accounting Clerks", "Actors", "Actresses", and "Actuaries".

Choose two occupations. Click on the occupation name to add it to your list. Click *Compare* to view a side-by-side comparison of the two occupations. Click on any topic in the menu on the left to compare the occupations in that area.

This screenshot shows the side-by-side comparison of two occupations: "Accountants and Auditors" and "Actors". The "Compare" link in the top navigation bar is circled in red. On the left, a menu of comparison topics is also circled in red, including "Overview", "Specific Activities", "Common Activities", "Working Conditions", "Physical Demands", "Skills and Abilities", "Knowledge", "Preparation", "Helpful High School Courses", "Hiring Practices", and "Sensing / Communication". The "Overview" section for "Accountants and Auditors" includes a description: "Accountants and auditors assemble, analyze, and check the accuracy of financial information." and an image of a person working at a computer. The "Overview" section for "Actors" includes a description: "Actors portray characters in front of live audiences, cameras, or both." and an image of a person on a stage. Below the actor's description is a quote: "Stella!" cries Stanley Kowalski. "STELLA!"

# Occupations & Employment (Continued)

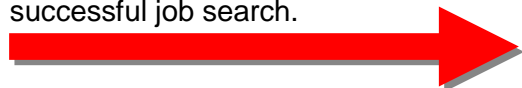


**Green Jobs:** Find the latest information on “Green Jobs” and industries. View 6 videos about the greening of the world of work.



**Industries:** Find information about various business activities and work environments. Connects you to related occupations

**Job Search:** Information to help you find a job. Find advice, video tutorials and worksheets to help direct a successful job search.



### Before Your Search

It is easier to look for a job if you know what occupations you might be good at or are interested in.

### Start Your Search

Get organized, set goals, and stay positive. It may take hard work to find, apply for, and land a job you want.

### Applications & Resumes

Make a good first impression. Learn how to apply online or on paper, and create resumes that will get you an interview.

### Job Interviews

Learn how to present yourself well, answer difficult questions, and leave a good impression. Be confident and prepared.

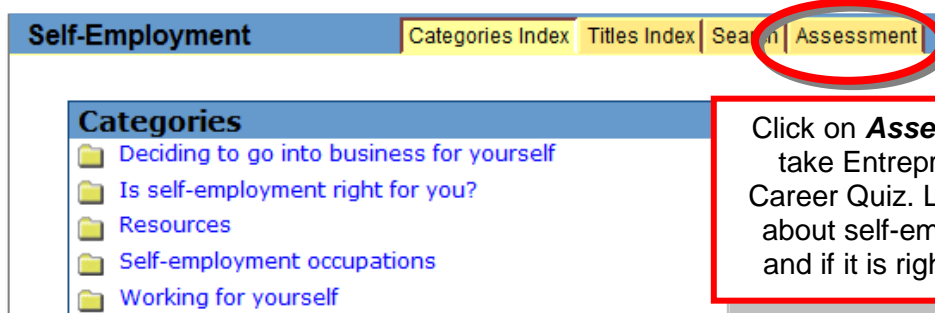
### Job Offers

You got the job — now what? Can you negotiate your salary or benefits? Check out these important tips.

### Labor Laws

Protect yourself during the hiring process. Know the laws that apply to you and your employer.

**Self-Employment:** Find information about owning your own business and help with making decisions about going into business for yourself. Locate resources related to starting your own business. Review occupations with 10% or more self-employment.



Click on **Assessment** to take Entrepreneurial Career Quiz. Learn more about self-employment and if it is right for you.

**Keeping Your Job:** Valuable information to help you keep your job and become better at your work. Learn about job habits, working with others and how to resolve problems at work.





# Occupations & Employment (Continued)

## Occupations & Employment

- [Occupations](#)
- [Green Jobs](#)
- [Industries](#)
- [Job Search](#)
- [Self-Employment](#)
- [Keeping Your Job](#)
- [About the Military](#)
- [Assessment Link](#)
- [Reality Check](#)

**About the Military:** Learn more about careers in the Armed Forces with information about branches of armed services, education, diversity and resources. Learn what military life is like. Get help deciding if joining the military is right for you.

**Military Employment** | About the Military | Occupation Categories | Titles Index | Search

Quick Links

español | Save | Print

**About the Military**

There is a lot to consider before you decide to become a service member in the armed forces. It's important to know the main facts about the military before you look further.

**Quick Facts**  
The military protects our Constitution, our country, our interests, and our allies.

**Branches of Service**  
The mission of each branch will determine where and how you serve.

**Enlisted Personnel**  
The workforce of the military, enlistees are mostly high school graduates.

**Commissioned Officers**  
The command and management of the military, all commissioned officers must have a college degree.

**Are you a veteran?**  
*The Military to Civilian Occupation Translator*

**Assessment Link:** Links third-party assessment results, such as the ASVAB or CAI to occupations in eCIS.



### Select an assessment instrument

- Armed Services Vocational Aptitude Battery (ASVAB)
- Career Assessment Inventory (CAI)
- Career Decision-Making Revised (CDM-R)
- Career Occupational Preference System (COPS)
- Career Occupational Preference System (COPS) Form P
- CareerScope
- Differential Aptitude Test (DAT)
- IDEAS
- Kuder Career Search (KCS)
- O\*NET Interest Profiler (IP)
- PLAN
- Self-Directed Search (SDS)
- Strong Interest Inventory (SII)

**Reality Check:** This interest inventory will help you manage your expenses and learn which occupations pay what you will need to earn to support your lifestyle.

**Your Expenses for Boise**

Monthly Total	0
Housing	0
Utilities	0
Electricity	0
Heating Fuel	0
Phone	0
Cable	0
Internet	0
Cell Phone	0
Food	0
Transportation	0
Clothes	0
Health	0
Entertainment	0
Personal Care	0
Miscellaneous	0
Student Loans	0
Savings	0

**HOUSING**

A big part of being an adult is providing your own housing. You decide how much space you need and how much money you will spend each month. Select one of the options or enter your own amount.

- Live at home - \$0
- 1 bedroom apt. - \$660
- 2 bedroom apt. - \$755
- 3 bedroom apt. - \$1100
- House - \$1150
- Enter

# Education & Training

The screenshot shows the eCIS website interface. On the left is a navigation menu with categories: Global Search, Career Plan, Occupations & Employment, Education & Training (highlighted with a red box), and Exploration. The Education & Training menu includes links for Programs of Study, Idaho Schools, U.S. Colleges & Universities, National School Sort, Paying for School, Scholarships, Financial Aid Sort, Apprenticeship, and Education Decisions. The main content area features a woman in a green shirt and a 'Future Ready' graphic with text: 'Are you FUTURE READY?!?', 'Go Green! Check out green videos, and explore occupations that are going green.', 'Think about your future... Here's help starting your career plan, looking deeper, and taking your next steps.', 'Use your CIS Portfolio! Check out the new National School Sort', and 'Get ready for your Job Search New information!'.

**Programs of Study:** Explore a variety of education and training options and investigate admission requirements and related course work. Link to Idaho and National School files to see which schools offer the program of study you are interested in.

**Idaho Schools:** Find detailed information about postsecondary colleges, universities, vocational/technical and proprietary schools in Idaho.

**U.S Colleges and Universities:** Browse through information on 2- and 4-year colleges and universities throughout the United States. Use the compare feature to view up to three schools side-by-side.

- A typical school pages contains:

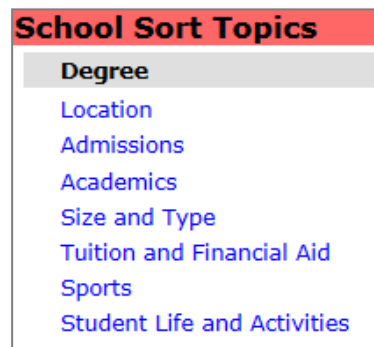
***Each school page lists the programs and degrees offered at their institution.***

- School name and address
- General information
- Student body
- Costs
- Financial aid
- Admissions
- Academics
- Sports
- Student life
- Housing
- Student services
- Career services

## Education & Training (Continued)



**National School Sort:** Get help choosing a school. Search and sort schools based on multiple characteristics such as majors offered, size, tuition and more.



**Paying for School:** Find information about paying for postsecondary education. Learn about the FAFSA, and other scholarship and grant applications. Use calculators to learn about the value of college education or loan interest and repayment.

A screenshot of the "Paying for School" website. The page has a red header with navigation links: "Paying for School", "Categories Index", "Titles Index", and "Search". On the right side of the header are links for "Español", "Save", and "Print". A left sidebar contains a table of contents with links to "Paying for School", "Cost of School", "Applying for Financial Aid", "Scholarships", "Grants", "Loans", "Other Ways to Pay", "Sources", and "Section Map". The main content area features a heading "Paying for School" followed by a paragraph: "It takes money to go to college, but it is completely worth the investment. Most college graduates earn twice as much in their lifetime as high school graduates. There is a lot of financial aid available to students, including scholarships, grants, and loans. There are also many other ways to pay for education, including community or military service." Below this is a sub-heading "What is the Value of a College Education?" with an image of a calculator showing the number 567. Further down are two columns: "Cost of School" with the text "How much does higher education cost? It's more than just tuition. But you probably won't have to pay the full amount, either!" and "Grants" with the text "Governments, schools, and other organizations offer aid based on financial need. You don't have to be poor to receive grants though!"

**Scholarships:** Browse through information on over 3,600 scholarships, loans and grants. Search by program of study areas, title index or keyword search.

**Financial Aid Sort:** Create a list of scholarships and loans to research further by selecting characteristics that match your educational plans, abilities, background and more. Match scholarships to search areas such as major, academics, sports, financial need and deadlines.

**Apprenticeship:** Find out more about what apprenticeship is and specific Idaho apprenticeship programs and contact information.

**Education Decisions:** Get tips on how to choose a program of study and school that is right for you. Read advice on enrolling and problem solving. See detailed information on writing a college application essay.

# Exploration Tools

The Exploration section includes career assessments and interest inventories to assist self-exploration and occupation research. Quick Starts and Tutorials are available to help you use exploration tools and can be found by clicking “CIS Tools” in the right-hand menu under “Additional Resources.”

The screenshot shows the eCIS website interface. At the top left is the eCIS logo. To the right are links for 'Text Only', 'My CIS Portfolio', and 'Log out', along with a 'Quick Links' dropdown. The main content area is divided into three columns. The left column contains a 'Global Search' bar and a navigation menu with categories: 'Career Plan', 'Occupations & Employment', 'Education & Training', and 'Exploration'. The 'Exploration' category is highlighted with a red box. The middle column features a large banner with a woman and text: 'Are you FUTURE READY?!?', 'Go Green!', 'Think about your future...', 'Use your CIS Portfolio!', and 'Get ready for your Job Search'. The right column contains a 'Welcome' section with a 'Go to My CIS Portfolio' link, an 'Additional Resources' section with 'CIS Tools' circled in red, and a 'Links for Special Groups' section.

**Occupation Sort:** Creates a list of occupations that match factors you think are important.

**SKILLS:** Self-assessment tool generates a list of occupations that match skills most satisfying to you. Results include Top 30 occupations, Holland Code Types and career clusters. Get detailed reports about how your satisfying skills match specific occupations.

**Career Cluster Inventory:** Rate your enjoyment of everyday activities to find Career Clusters that match your interests.

**O\*NET Work Importance Locator:** Learn more about your work values and find occupations that match what is important to you.

**IDEAS™ Assessment:** This is an optional module that sites can subscribe to by paying an additional site licensing fee. See Optional Module information on page 21.

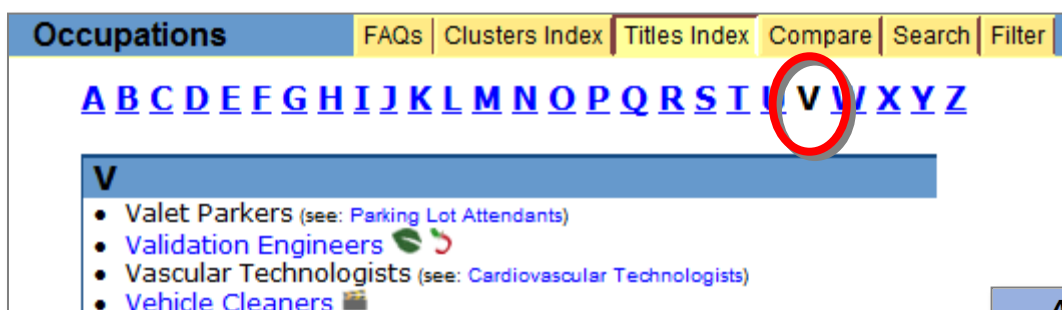
# Practice Using eCIS

## Log In:

1. Access eCIS at [www.idahocis.org](http://www.idahocis.org).
2. Sign in with your *My CIS Portfolio* login.

## Search, Compare and Research Occupations

3. Click on **Occupations** under the blue **Occupations & Employment** navigation bar.
4. Use the alphabetical **Titles Index** and click on the letter “V” to find **Vocalists**.



Notice the blue occupation title “Singers” next to Vocalists; this is the classification title for the occupation.

5. Click on **Singers** to open the overview topic with the **At a glance** section.
6. Click on the **Titles Index** tab (top middle) to return to the index.
7. Click on **Clusters Index** to open a list of 16 Career Clusters.
8. Click on the **Agriculture, Food, and Natural Resources** cluster.

A list of occupations within the cluster will appear. This is a helpful way to find related occupations to explore when you don't have a specific occupation in mind.

9. Click on **Fish and Game Wardens**. Notice the Overview topic appears.
10. Click **Clusters Index**.

### At a glance

- May sing opera, rock, reggae, folk, rap, country, or gospel music
- Have years of training and practice
- Perform solo or in groups
- Many have other jobs
- Often perform at night and on weekends
- About half are self-employed
- Earn \$19.92 per hour (national median)

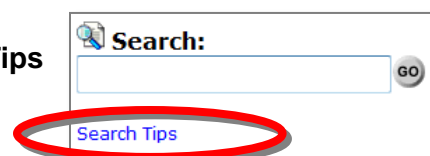
## Practice Using eCIS (Continued)

11. Find and click **Information about Agriculture, Food, and Natural Resources** located directly under the cluster title.

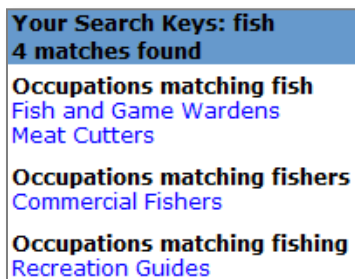


12. Click on several topics (red arrows in left menu) to familiarize yourself with the Cluster information.

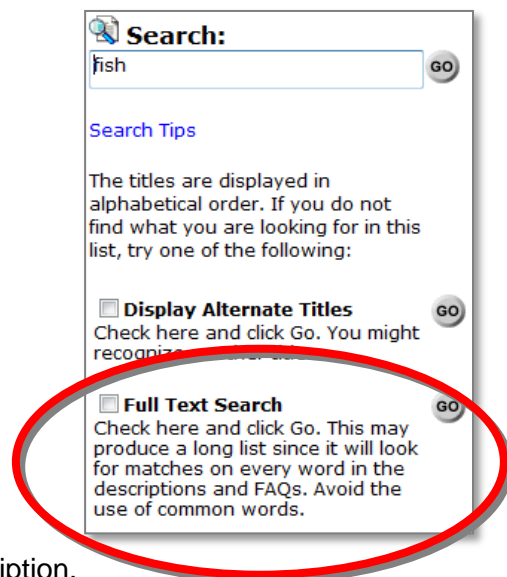
13. Click the **Search** tab in the top navigation bar. Click **Search Tips** and read *Tips for using Keyword Search*. Return to Search by closing the Search Tips window.



14. Type "**Fish**" in the Search box and click **Go** to get a list of occupations matching your keyword search.



15. Find and click the **Full Text Search** below the Search box then click **Go**. Every occupation description in which "fish" is mentioned will now be listed.



16. Click **Fish and Game Wardens** to open the occupation description.

17. Click the **Wages** topic on the left.


- *Are Fish and Game Wardens in Idaho paid more or less than the national median?*


18. Click the **Preparation** topic.

- *What educational degrees are needed to be a Fish and Game Warden?*

## Practice Using eCIS (Continued)

### Find Education, Training, and Financial Aid Related to Your Occupation

19. Click  [Programs of Study](#) under the yellow **Related Information** heading. The programs of study that are related to this occupation will be listed.
  
20. Click **Wildlife Sciences and Management**. Notice you are now in the **Programs of Study** component, indicated by the navigation bar title and red color at the top of the page.
  
21. Read the first paragraph of the **Overview** topic and then click **Program admission**.
  - *Are any of the suggested high school courses offered at your school?*
  
22. Click the **Things to know** topic and read the information.
  - *Write below one thing that you have learned about Fish and Game Wardens.*

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23. Click on **Idaho Schools** under the yellow **Related Information** heading. Idaho schools offering programs in Wildlife Sciences & Management are divided into geographic areas.
  
24. Click on **Paying for School** under the yellow **Related Information** heading.
  
25. Click on **Aid for study in Natural Resources**.
  
26. Click and browse both the **In-State Scholarships** and **National Scholarships**.
  - *What is the deadline for the Earth Island Institute National Scholarship?*
  
27. Save this scholarship in your CIS Portfolio. Click on  in the top right corner.
  
28. Click your browser's back button several times to return to the **Wildlife Sciences & Management** Education & Training page.

**Well done! We hope you enjoy using eCIS.**

## Optional Modules

Optional Modules are additional products available for purchase and added to either eCIS or CIS Junior. For more information please visit our web site at [www.idahocis.org](http://www.idahocis.org) and click **CIS Products**.

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**IDEAS:** IDEAS (Interest Determination, Exploration, and Assessment System). Published by Pearson Assessments.

Identify interests and match them to a wide variety of careers. The lists of occupations resulting from the user's responses are organized by Holland's six personality/work environment types. Items are drawn from the Career Assessment Inventory (CAI) Enhanced Version.

**\*Dependable Strengths:** Dependable Strengths was developed in 1945 by Bernard Haldane, Ph.D. to help military personnel transition their skills to civilian life. Its overwhelming success in this area won the attention of Harvard Business School where it became a significant part of their Manual for Alumni Placement. Today, Dependable Strengths is used world-wide.

Talents, skills, and abilities – their *Dependable Strengths* – which unlocks their hidden potential, provides career and life direction, and puts them in touch with their “best self”.

**\*Peterson's Test Preparation Packages.** Published By NelNet.

These test preparation tools include online courses, grade specific skills tests and authentic practice tests with detailed results to help identify which skills or study areas need work, and which ones are strengths.

**Academic Package I:** Online Course for the ACT and SAT, ACT, ASVAB, CLEP (5 Subjects), DSST (5 Subjects), ASBQ Grade 6-8 (Math, Reading & Writing), ASQB Grades 9-12 (Math, Reading, Writing & Science), GED, PSAT, SAT, TOEFL (Writing, Vocabulary & Reading)

**Academic Package II:** AFOQT, AP Tests (Biology, Calculus AB & BC, Chemistry, English Language, Literature & Composition, European History, Physics B & C, Spanish, U.S. History), GMAT, GRE, LSAT, MAT, MCAT, SAT Subject Test (Biology E/M, Chemistry, French, Literature, Math I & II, Physics, Spanish, U.S. History, World History)

**Civil Service Package:** Accountant / Auditor, American Foreign Service Officer, Caseworker, Correction Officer, Court Officer, Firefighter, NCLEX-PN, NCLEX-RN, Parole Officer, Police Officer, Police Promotion, Postal 473/473-C & 710/711, PRAXIS 1, Probation Officer, Real Estate, State Trooper, Treasury Enforcement Agency, U.S. Citizen Prep

*\*Note: Peterson's Test Preparation Packages and Dependable Strengths are accessed from the My CIS Portfolio Main Menu.*