

# CIS Junior Portfolio Administration

Contact David Egan at [david.egan@illinois.gov](mailto:david.egan@illinois.gov) and give him the following information:

Your school:  
Contact name:  
E-mail and phone:  
Your preferred site name and password:

He will email you with your administrator login information and you can begin managing students' portfolios by groups, classes, years, etc. When you enter CIS Junior, click on *Tools for Counselors and Teachers* which has resources for portfolio administration.

**Important: have all students check “yes” for allowing counselors to view portfolios as they set up their user names and passwords for their individual portfolios.**



**School Administrators:** please contact us for an ID and password for your school so you can manage your students' portfolios. If students login with Option 3 their portfolios cannot be administered by your school.

## There are three ways to login to CIS Junior...

### Option 1. Quick Start

Go to CIS Junior by clicking on the Quick Start button below. You will need to login (see options 2 and 3 below) to use some features such as assessments and your My CIS Portfolio.

[Quick Start](#)



### Option 2. You have a user name and password

Use your CIS Junior portfolio user name and password if you have created one or enter the user name and password you got from your school.

**This site requires cookies to log in. Please enable cookies before continuing.**

User name:

Password:

[Sign in](#)

[Forgot your user name or password for your "My CIS Portfolio" account?](#)



### Option 3. Illinois resident login.

Enter your town, zip and telephone area code. Create a My CIS Portfolio and choose your user name and password.

**This site requires cookies to log in. Please enable cookies before continuing.**

Town:

Zip Code:

Area Code:

[Sign in](#)

Need help? E-mail [des.icrn@illinois.gov](mailto:des.icrn@illinois.gov) or call toll-free (877) 513-1987.

#### Helpful hint:

Create a place to store your information and assessment results in My CIS Portfolio. Your My CIS Portfolio user name and password allows you to login to CIS Junior easily. Your My CIS Portfolio will remain active as long as you login at least once a year.



# CIS Junior is available at no charge on the Internet. Your school may also choose to lease IDEAS and/or Dependable Strengths.

## The Interest Determination, Exploration and Assessment System (IDEAS)

asks students to indicate whether they like, dislike, or are indifferent to tasks from the Career Assessment Inventory. IDEAS generates an individualized profile showing how their interests fit into 16 different occupational areas (career clusters). Both English and Spanish versions are included.



Results are stored in the CIS Junior's *My CIS Portfolio*.

**STEP 1**  
**REMEMBERING "GOOD EXPERIENCES"**

Now remember (real hard) back when you were young, say before the age of 10, and remember the earliest **Good Experience** you can. Describe it in the box below.

**MY EARLIEST "GOOD EXPERIENCE"**

Tell what you did, how you did it and what happened. Remember a Good Experience is something you feel you did well, you enjoyed, and you are proud of.

**TITLE**

**Dependable Strengths** has students recall Good Experiences: ones where they felt they did something well, *enjoyed* doing it, and they were proud of the results. It walks them through recognizing the skills and interests shown in their top four experiences and then suggests occupations that may be a good fit for them.

Results are accessed through CIS Junior's *My CIS Portfolio*.

For the CIS Plus order form, see

<http://www.ilworkinfo.com/PDF/07CISPIs.pdf>

Call toll-free (877) 513-1987 or

e-mail [des.icrn@illinois.gov](mailto:des.icrn@illinois.gov) for more information.

