

# MAP Group Portfolio Access

**Portland Community College**

## MAP: My Academic Plan

**Welcome to MAP**

Learn about planning with MAP.

**My Self**

Analyze my interests, skills and values.

**My Career Options**

Identify possible careers

**My Programs of Study and Training**

Find majors suiting my skills and occupations of interest

**My Academic Plan**

Develop a plan for the years to come.



Prepared by Heidi Edwards

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MAP is an online tool to help students “map” out career and academic plans. MAP is a customized version of the Oregon Career Information System which was the first state-based computerized career information system in the nation. The site has 95% of labor market occupations listed, every postsecondary program of study in Oregon, and scholarship and financial aid databases. Additionally, students can access a personal Career Planning Portfolio, PCC academic program information, degree worksheets, and worksheets that assist them through the following four MAP components.

- **My Self:** Most students begin with My Self where they can explore interests, skills, and values through three interactive assessments. Students can define what they are looking for in career and academic endeavors, as well as, narrow down interests to a few career clusters or occupations.
- **My Career Options:** This is where students can research occupations. This section links into a wide range of occupations available and specific details for each, including skills, wages, employment outlook, and preparation for the job. Here students can narrow their career focus by connecting occupational facts to personal interests and needs.
- **My Programs of Study and Training:** Students can research various programs of study and training as they relate to personal career interests. Worksheets assist students to narrow their selection of programs of study or majors to pursue. They can research colleges and universities that have programs of study they are interested in, as well as, PCC training, certificate, degree, or university transfer options.
- **My Academic Plan:** The final step is My Academic Plan where students develop an academic plan and map out coursework at PCC and beyond.

The following document walks PCC faculty/staff through the steps to create a class or group portfolio account using the Oregon CIS Administration Tools. Through the group portfolio feature, faculty/staff can access student MAP portfolio files and assist students in “mapping” their future.

The first step is to have an administrative account created on your behalf. If you are interested in using a MAP class portfolio account please contact:

Heidi Edwards  
Coordinator, Student Systems Support  
Downtown Center, 4<sup>th</sup> Floor  
[hedwards@pcc.edu](mailto:hedwards@pcc.edu)  
971.722.7196


# Step 1: Login to MAP

MAP is easily accessible from your MyPCC My Courses tab.



When logging into MAP for the first time you will be asked a series of simple questions in an effort to authenticate MAP to your MyPCC account. These questions will not display after you have gone through the initial set-up.

**IMPORTANT:** Students need to select the option to allow permission for others to view their portfolio contents. If they click "No", you will not be able to view their portfolio.



## My Career Planning Portfolio

### Portfolio Access

[\[ Privacy Policy \]](#)

When you create a personal portfolio within CIS you can save the results of your research. You can save your answers for the assessment tools and sorts in case you cannot finish in one visit. You can create your own bookmarks and easily return to the information you find valuable. Beyond simply saving links to results and information, you have the opportunity to enter your thoughts about what you learn about yourself, the occupation and education options you discover, and the career goals you set.


If you save information, we respect your privacy. Please review our Privacy Policy. Your information will not be shared with anyone without your permission. If you want the person assigned to help you with your career development to have access to your information, click on the "Yes" option below. If you are unsure, you should discuss this option with that person first. Ask how the information will be used to help you develop and refine your career goals. The choice is yours.

Yes, it is OK for the person helping me to view my portfolio.

No, I do not want anybody to view my portfolio.

## Step 2: Click on Site Resources

 OREGON CAREER INFORMATION SYSTEM

[ [Text Only](#) |  [My Career Planning Portfolio](#) |  [Log out](#) ]

Quick Links ▾

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**Search CIS**

**Self-Exploration**

- [SKILLS Assessment](#)
- [IDEAS Assessment](#)
- [Work Importance Locator](#)
- [Assessment Link](#)
- [Reality Check](#)

**Occupations & Employment**

- [Occupation Sort](#)
- [Occupations](#)
- [Industries](#)
- [Job Search](#)
- [Military Employment](#)
- [Self-Employment](#)

**Education & Training**

- [Programs of Study and Training](#)
- [Oregon Schools](#)
- [U.S. Schools](#)
- [Undergraduate School Sort](#)
- [Financial Aid Sort](#)
- [Financial Aid](#)


 **MAP**

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**Portland Community College**

Welcome, Heidi

 [Go to "My Career Planning Portfolio"](#)

**More Resources**



**PCC**

- [Advising](#)
- [Counseling](#)
- [Career Resource Centers](#)
- [University Transfer](#)
- [Financial Aid](#)
- [www.pcc.edu](#)

**Other**

- [Glossary](#)
- [Recursos para latinos \(Resources for Latinos\)](#)
- [Resources for Parents](#)

**Site Resources**  
Tools for faculty and staff

 Standards Compliant

Click on *Site Resources* to access the *Administrative Tools* for your class.

## Step 3: Click on Administration Tools



### CIS Online Reference Guide

- [Information Files: Occupations & Employment](#)
- [Information Files: Education & Training](#)
- [Exploration Tools](#)
- [My Career Planning Portfolio](#)
- [My CRLE Planner](#)

### CIS Site Coordinator Links

- [Administration Tools](#)
- [Indexes](#)
- [Mailing List Registration](#)
- [Registering and Using CIS Online \(PDF\)](#)
- [Web Logos](#)

### Welcome to CIS Site Resources

CIS develops Site Resources for those who teach, advise, and counsel with CIS products. These resources help you use CIS more effectively in your classrooms and counseling settings. The resources include the CIS Reference Guide, links to important tools for CIS Site Coordinators, CIS curriculum, materials for other staff at licensed sites, and materials for the end users that you might want to copy and use.

To navigate to the materials you need, use the menu on the left side of the page.

To return to CIS for Internet homepage, click on the CIS globe in the upper left of the screen.

### CIS Tutorials

With CIS tutorials, you can learn about CIS any time of day, anywhere you have Internet

**This link gives you access to build your class in MAP.**

## Step 4: Login to Portfolio Administration



User name:

Password:

### *Portfolio Administration*

Log in with your  
**Site Coordinator or Staff Account**  
user name and password.



Your initial password is PCC123.

You can change this password  
after you login.

IMPORTANT: An administrative account needs to be created on your behalf before you can access Portfolio Administration. To have an account created, please contact Heidi Edwards ([hedwards@pcc.edu](mailto:hedwards@pcc.edu)).

## Step 5: Change Password & Access Your Class/Group

### Data Maintenance

#### My Account

Edit your own account.

Change your login password from the  
My Account link.

#### Groups

Create, edit, or delete groups. Add or remove portfolios.

Use the Groups link  
to access your class / group  
and edit it.

#### Portfolios

Create, edit, or delete portfolios. Transfer portfolios to another site or exclude portfolios from your site reports.

#### Messages

Send and manage messages.

#### Upload Portfolios

Upload portfolio accounts using an Excel template.

## Step 6: Add New Group



### Administration Tools -- Groups Portland Community College

[Return to Admin Tools - Main Menu](#)

[Add New Group](#)

When creating a new group, please name it using the course, term, and your last name.

Search:

Group Name	# of Members	Edit Command
CG140A Fall 08	14	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Fall 09	17	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Fall 2010	20	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Sp 2011	16	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A spring 09	13	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A spring 2010	18	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Winter '10	16	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Winter 09	14	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Winter 2011	18	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Fall 07	23	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Spring 07	23	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Spring 08	16	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Winter 07	19	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Winter 08	23	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Test Group 2011	4	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>



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## Step 7: Add Students to the Group



### Administration Tools -- Groups Portland Community College

[Return to Admin Tools - Main Menu](#)

[Add New Group](#)

Search:

Group Name	# of Members	Edit Command
CG140A Fall 08	14	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Fall 09	17	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Fall 2010	20	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Sp 2011	16	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A spring 09	13	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A spring 2010	18	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Winter '10	16	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Winter 09	14	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
CG140A Winter 2011	18	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Fall 07	23	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Spring 07	23	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Spring 08	16	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Winter 07	19	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Project Independence Winter 08	23	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>
Test Group 2011	0	<a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Members</a>

You can add students to your group from the Members link.

Note: Only students that have accessed MAP can be added.



Page 1 of 1 (15 items)

## Administration Tools -- Edit Group Membership Portland Community College

[Return to Admin Tools - Main Menu](#)  
[Return to Groups](#)

Group Name: **Test Group 2011**

**Add Accounts to Group**

[Select All](#) | [Unselect All](#) | [Remove from Group](#) |  **Administer Group**

When adding accounts (or students) to a group it is easiest to search by last name.

Search:

	Last Name	First Name	Username	Password	Last Use	Grad Year	Edit Command
<input type="checkbox"/>		Blake	kandymann1	*****	07/12/2006	2007	<a href="#">Edit</a>   <a href="#">View</a>
<input type="checkbox"/>		Heidi	pcc_hedwards	*****	05/25/2011		<a href="#">Edit</a>   <a href="#">View</a>
<input type="checkbox"/>		Aaron	pcc_aaron.hed...	*****	05/08/2011		<a href="#">Edit</a>   <a href="#">View</a>
<input type="checkbox"/>		Andrea	pcc_andrea.s...	*****	02/07/2011		<a href="#">Edit</a>   <a href="#">View</a>

Page 1 of 1 (4 items)

[Select All](#) | [Unselect All](#) | [Remove from Group](#)

## Step 8: View Portfolios

## Administration Tools -- Edit Group Membership Portland Community College

[Return to Admin Tools - Main Menu](#)  
[Return to Groups](#)

Group Name: **Test Group 2011**

Add Accounts to Group

[Select All](#) | [Unselect All](#) | [Remove from Group](#) |  Administer Group

If the student has given permission for faculty/staff to view their MAP portfolio, you will be able to access it from the View link.

Search:

	Last Name	First Name	Username	Password	Last Use	Grad Year	Edit Command
<input type="checkbox"/>		Blake	kandymann1	*****	07/12/2006	2007	<a href="#">Edit</a>   <a href="#">View</a>
<input type="checkbox"/>		Heidi	pcc_hedwards	*****	05/25/2011		<a href="#">Edit</a>   <a href="#">View</a>
<input type="checkbox"/>		Aaron	pcc_aaron.hed...	*****	05/08/2011		<a href="#">Edit</a>   <a href="#">View</a>
<input type="checkbox"/>		Andrea	pcc_andrea.s...	*****	02/07/2011		<a href="#">Edit</a>   <a href="#">View</a>

Page 1 of 1 (4 items)

[Select All](#) | [Unselect All](#) | [Remove from Group](#)

[  [View Selected Item\(s\)](#) ]

### **Combined Report for Sorts, Assessments, and Favorites**

(Select Assessment or Sort results and display occupations that appear on multiple lists.)



#### **Print these portfolio items:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/>                                     |  | <input type="checkbox"/> My Personal Information |
| <input type="checkbox"/> My Favorites                        |  | <input type="checkbox"/> Personal Information    |
| <input type="checkbox"/> Financial Aid                       |  | <input type="checkbox"/> Education History       |
| <input type="checkbox"/> Occupations                         |  | <input type="checkbox"/> Work History            |
| <input type="checkbox"/> Oregon Schools                      |  | <input type="checkbox"/> My Files and Links      |
| <input checked="" type="checkbox"/> My Assessments and Sorts |  |  |
| <input checked="" type="checkbox"/> Financial Aid Sort       |  |  |
| <input checked="" type="checkbox"/> IDEAS Assessment         |  |  |
| <input checked="" type="checkbox"/> Reality Check            |  |  |
| <input checked="" type="checkbox"/> SKILLS Assessment        |  |  |
| <input checked="" type="checkbox"/> Work Importance Locator  |  |  |

Choose the portfolio items you are interested in seeing.

Select All Topics

Clear All Topics

[  [View Selected Item\(s\)](#) |  [Close Window](#) ]