

AKCIS AT A GLANCE

WHAT IS AKCIS?

The Alaska Career Information System (AKCIS) is a comprehensive career guidance system that provides information and career exploration tools for people throughout Alaska.

- AKCIS is a regularly updated source of Alaska and national occupational information.
- AKCIS is a comprehensive and user friendly system designed to provide information based on the needs of Alaskans.
- AKCIS contains numerous tools for sorting its occupational and educational information.
- AKCIS information is researched by *intoCareers*, a division of the University of Oregon's College of Education, and the Alaska Department of Labor. Additional information is compiled by a consortium of CIS organizations from other states.

WHAT CAN AKCIS DO FOR YOU?

AKCIS gives you the ability to...

- Create a password protected personal account (portfolio) where you can enter and manage personal information, develop "Personal Learning and Career Plans (PLCP's)", and track your progress.
- Review detailed descriptions of over 600 occupations (many with Real World Interviews and/or Occupation Videos). Information on nine Industry Clusters.
- Information on more than 600 programs of study & training offered at over 4,000 accredited two - and four-year colleges, universities and technical schools.
- Advice and information on financial aid, including sources for more than 3,500 scholarships.
- Career assessments, skill inventories, information to assist individuals with finding and keeping jobs (job search and retention), and career exploration.
- Course and Career Planners for recent high school graduates and adults returning to school.
- A personal portfolio for storing and retrieving assessment results, occupational and education research, creating and editing professional looking resumes and the option for adults to develop a quick or comprehensive career, course, and/or life plan(s).
- Spanish translations of Choosing Occupations, Military Employment, Job Search and Retention Resources, Financial Aid Information, Reality Check, and Career Assessments.
- The ability to compare two occupations side by side or filter careers by Wages, Education Level, Green Jobs, and Alaska's Top Jobs (high wage, high growth).

GETTING STARTED

First time log on information: User Name is **matsu**, Password is **4Student**.

The screenshot shows the homepage of the Alaska Commission on Postsecondary Education. At the top, there is a yellow navigation bar with the state logo and links for myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a blue banner with the commission's logo and a photo of three young people. A search bar is located on the right side of the banner. A dark blue navigation menu contains links for Home, MY ACCOUNT, STUDENT-PARENT, EDUCATOR-SCHOOL, and DATA-REPORTS. Below the navigation menu are three promotional banners: 'Start Your Plan' for students and job seekers, 'What's New!' for AKCIS updates, and 'Get AKCIS for your students & clients' for annual activation. The main content area features a section for the Alaska Career Information System (AKCIS) with a group photo of students and a login form. The login form includes fields for Username (matsu) and Password (4Student), a Login button, and a link for users who forgot their credentials. A sidebar on the right lists AKCIS links such as About AKCIS, Optional Products, New for 2014, AKCIS Training, and AKCIS Technical FAQs.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska Commission on Postsecondary Education

Home » MY ACCOUNT » STUDENT-PARENT » EDUCATOR-SCHOOL » DATA-REPORTS »

Start Your Plan
Students & Job Seekers – explore, organize and set your goals with a portfolio and career plan. [More »](#)

What's New!
Discover the latest and greatest that AKCIS has to offer. [More »](#)

Get AKCIS for your students & clients
Complete the annual Activation & Fee Waiver Agreement for your site. [More »](#)

Alaska Career Information System (AKCIS)

AKCIS Login

Username: **matsu**

Password: **4Student** [Login](#)

[Log in with your Zip Code](#)
[Forgot Username or Password?](#)

AKCIS Links

- AKCIS
- About AKCIS
- Optional Products
- New for 2014
- AKCIS Training
- AKCIS Technical FAQs

GETTING THE MOST OUT OF AKCIS: CREATE AN ACCOUNT!

It's as simple as providing your name, selecting a Username and Password, and answering two security questions so you can reset your password if you forget it.

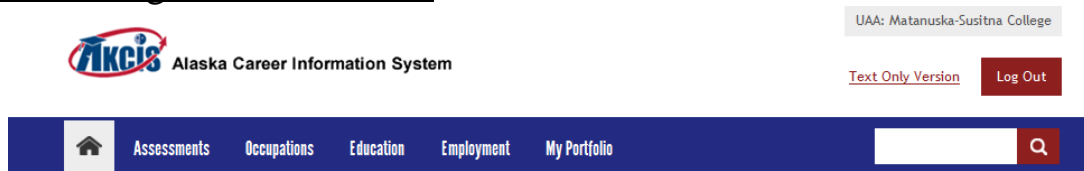
The screenshot shows the AKCIS (Alaska Career Information System) homepage. At the top, there is a navigation bar with the AKCIS logo, the text "Alaska Career Information System", and a "Start Here" button. To the right of the navigation bar, there is a search bar and a "Log Out" button. Below the navigation bar, there is a main content area with several sections: "EXPLORE Your Possibilities", "Get Started", "Find Your Occupation Matches", "Choose a Major and School", "Explore Ways to Pay for School", "Learn about Careers and Employment Options", and "Prepare for Employment". Each section has a brief description and a "View" link. On the right side of the main content area, there is a red button labeled "Create My Portfolio" with a user icon. An arrow points from the "Start Here" button to the "Create My Portfolio" button. Below the main content area, there is a footer with three columns of links: "Alaska Resources", "AKCIS Resources", and "About Us". The footer also includes the Alaska Commission on Postsecondary Education logo and the Alaska Department of Labor & Workforce Development logo.

WHAT IF I WANT ASSISTANCE LEARNING MORE ABOUT AKCIS?

For some, AKCIS raises as many questions as it answers. With a user name and password you can explore AKCIS on your own from any computer with Internet access. The career development coordinator can help you understand what you have learned, as well as help you continue to explore your educational and career goals. To make an appointment, stop by the Student Services office (FSM 101) or call the Administrative Secretary at 745-9762. Office hours are 8:30 a.m.-6:00 p.m., Monday-Thursday; 9:00 a.m.-5:00 p.m., Friday.

QUICK REFERENCE GUIDE TO AKCIS:

Global Navigation and Search



A common menu listing the major sections of AKCIS (Home, Assessments, Occupations, Education, Employment, and My Portfolio) is found at the top of each page. If you have a general idea about what you would like learn about, enter a search term(s) and information on occupations, industries, programs of study, schools, etc., will result. If you still cannot find what you are looking for, full text search capabilities are offered. Still lost? Click on the home button.



My Portfolio

My Portfolio

Your portfolio houses all your personal information, your plans, and the things that you have saved. This information all comes together to help you form a Personal Learning and Career Plan (PLCP).

Your portfolio is portable and can be transferred to AKCIS sites across Alaska. Moving your portfolio helps you connect with new counselors and advisors easily; getting them up to speed on your plans.

[View My Portfolio](#)

How do I build a Personal Learning and Career Plan?

- Checklists
- Career Plan

How do I prepare for more education?

- Course Planner
- Application Tracker

Where are the pages and results I've saved?

- Favorites
- Sort and Assessment Results

How do I prepare for working?

- Résumé Creator
- Stored Files and Links

Build a Personal Learning and Career Plan (PLCP) – Choose a *Quick Planner* with twelve activities or *Full Planner* with thirty-three for helping deciding: “Who am I? Where am I headed? And how do I get there?” Many tie into and elaborate upon components referenced below while others are unique. If you like to see how you are progressing toward your goals, checklists are also available.

Prepare for Additional Education or Training – If you used the AKCIS *Course Planner* in Middle and High School, you can extend your educational plan far into the future. Just getting started? Use the Planner to map out courses beginning with Adult Education and continuing on through Graduate Studies.

Save Favorites and Assessment Results for Future Reference – As you explore occupational and educational information in AKCIS you have the ability to save these items and jot comments for future reference. You can also save completed sort and assessment activities.

Prepare for Work – If you are looking for one place to securely store personal, educational, and career information that you can easily access and update, look no further. Save contact information and references, education, training, paid employment, military service, volunteer work, achievements, activities and skills in the AKCIS Resume Creator. Select a resume format that best fits your current situation, decide what you wish to include and exclude, and generate a resume. Add an objective, summary of qualifications for a more personal touch, and reorder sections for emphasis. Resumes may be generated in Rich Text Format (RTF), where they can be edited in MS Word, Open Office, etc.; or in PDF or TXT formats. You may also upload resumes, cover letters, and other employment related documentation. These may be found in the *Stored Files and Links* section of the portfolio main page.

Assessments

| Assessments | How do my interests relate to occupations? | What skills and work values are important to me? | How do I review my assessment results? |
|--|--|--|--|
| <p>Answer questions about yourself and connect to occupations that may interest you.</p> <p>Learn more</p> | <p>Interest Profiler</p> <p>Career Cluster Inventory</p> | <p>SKILLS Inventory</p> <p>Work Importance Locator</p> | <p>Sort and Assessment Results</p> |
| | | <p>What lifestyle can I afford?</p> <p>Reality Check</p> | <p>How do I use assessment results taken outside AKCIS?</p> <p>Assessment Link</p> |

How do my interest relate to occupations? – Two assessments help you identify which occupations match your interests, the *Interest Profiler* and the *Career Cluster Inventory*. The *Interest Profiler* asks you to respond whether you like, are unsure, or dislike 180 activities that can help you identify your interests and see how closely they match six broad categories of work. The Career Cluster Inventory helps you narrow your career choices by rating 80 activities based on how much you think you would enjoy doing them. Response choices are: like very much, like, dislike, or not sure. Your interest in 16 career clusters is reported from which you can learn more about careers related to your higher interests. Results can be saved in your portfolio for future reference.

What skills and work values are important to me? – Use the *SKILLS Inventory* “Select Skills” tab to identify the skills that you find most satisfying and suggest occupations that might be interesting to you. The “Occ Select” (Occupation Select) function allows you to choose an occupation from which a list of satisfying (and of importance in this occupation) skills is generated. SKILLS results may also be linked to interests or occupational clusters. Sort twenty cards with statements about different aspects of work to identify which characteristics best define your ideal job. Learn whether Relationships, Support, Recognition, Independence, Achievement, or Working Condition are most important to you.

What lifestyle can I afford? – Components include an on-line yearly budget projection based on housing and lifestyle preferences, spending habits, debt, savings, and taxes. Occupations are then identified based upon this annual income projection, education level desired or attained, and cluster. You may also identify careers based upon net monthly income or select an occupation to learn about its earning potential and projected monthly salary reported from which you can learn more about careers related to your higher interests. Again, results can be saved in your portfolio for future reference.

How do I review my assessment results? – You have completed a number of assessments and are looking for a shortcut to your results and for help managing this information. Look to this section for assistance organizing and putting this information together. You can retake an assessment; restore an answer set(s) from previous results; print out of summary of your work; or, generate a report combining information from several assessments to look for occupations common to more than one assessment.

How do I use assessments taken outside AKCIS? – Perhaps you have taken a career assessment as part of your ASVAB, in a class, or at an earlier time in your life and would like to make use of this information as it relates to AKCIS. Select an assessment from the list provided and see how its results relate to occupations in Alaska and beyond.

Occupations & Career Clusters

Occupations – Check out detailed descriptions of hundreds of occupations, including duties, settings, wages, outlook, etc. Search for occupations (see Global Navigation & Search above) or Browse occupations by:

- Title (alphabetical)
- Career Cluster
- Green Jobs
- Career Pathways

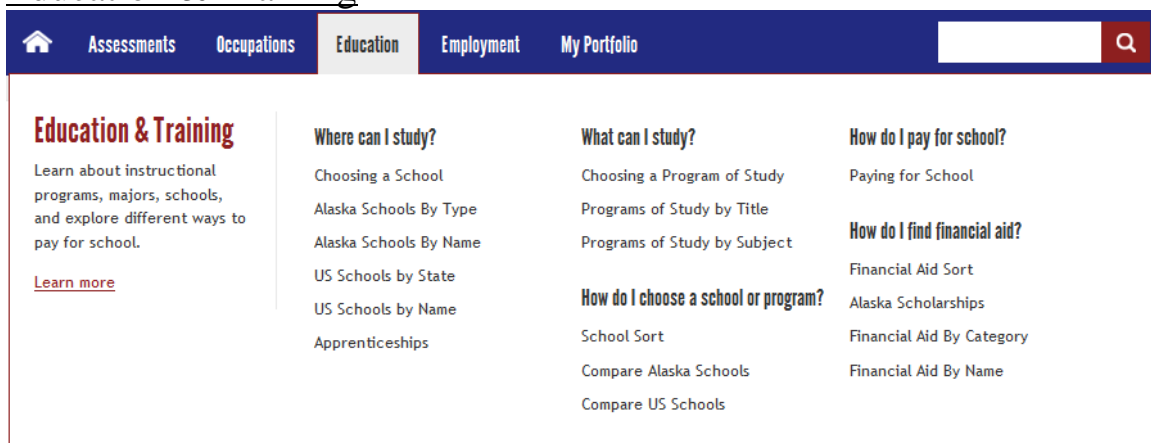
You can compare two occupations side by side or filter them based upon preferences such as *Education Level Required*, *Median (average) Wages*, *Green Jobs*, and *Alaska’s Top Jobs*, defined as paying more than \$40,000 per year with the most projected openings **or** highest rates of growth from new jobs per year. Many include videos or real life interviews with employees in the field. Some occupations link to the **Alaska Career Lattice**, which helps Alaskans identify occupations that are most likely to lead to or from a particular occupation. The Alaska Career Lattice is based on analysis of occupation-to-occupation movement of Alaska workers from 2001-2009 and extensive analysis of job characteristics data.

Occupation Sort – If you would like to look at more preferences than those available by filtering occupations, the Sort helps you locate occupations based upon 10 to 15 factors you consider important. Refine the importance of these factors to increase or decrease the number of occupations to explore.

Industries – Describes the difference between industries and occupations, provides an overview of nine industries, and detailed information on wages, outlook, and other facets of each.

Military Employment – If you are thinking about entering the military or have served our country you may want to check out this section. It provides general information about the branches of service as well as differences between enlisted personnel and commissioned officers. Specific military occupational specialties are references as is information on civilian counterparts to help translate terminology and ease the transition between the two. Information is arranged by cluster or title, in addition to search capabilities.

Education & Training



Where can I study? – Search for programs of study (see Global Navigation & Search above) or Browse them by:

- Alaska School By Type (Career Cluster Index)
- Alaska Schools By Name (Title Index)
- US Schools by State
- US Schools by Name (Title Index)

This section begins with an overview of things to consider when choosing a school. It presents information on the types of schools available, and how to prepare for, choose, and apply to schools. Links to additional resources, related programs of study or occupations, and Alaska and national schools offering education or training are easily accessed. If contact information has been provided by the school, users can generate an e-mail and/or letter to the school. The *Apprenticeship* section provides participants with information on how they might learn a skilled occupation, craft or trade through a combination of on-the-job training and technical instruction. It is a way to learn while you earn with apprentices usually making about half the rate of pay of journey (experienced) level workers.

What can I study? – Just as there are a variety of types of schools, choices about what to study are numerous. AKCIS defines programs of study as “a group of courses that leads to a diploma, certificate, or college degree.” Tips are provided to guide you when choosing educational and vocational training programs such as admission requirements, typical course work, length of program, licensing, certification or examination requirements for the program/occupation, and career pathways, etc. Specific information on programs of study can viewed by title or by browsing through subjects.

How do I choose a school or program? – Several resources are available to help with this choice. *School Sort* allows you to select criteria that is important to you and generates a list of possible schools to explore using categories such as majors, locations, settings, size, financial aid resources, extracurricular offerings and services. Sorts are available for Undergraduate (2-4 year colleges and universities) and Graduate Schools. Up to three Alaska Schools can be compared (general information, school setting, and the process for arranging school visits). The same is true of national schools.

How do I pay for school? – Provides general information about the cost of school, how to apply for financial aid, whether in the form scholarships, grants, loans, and other ways to pay for school (savings, work, community or military service, tax credits/deductions, etc.).

How do I find financial aid? – Begin with the *Financial Aid Sort*, which generates a list of scholarships and loans based upon characteristics you selected. Criteria include: deadline, award type, education completed, level of study, majors, academics or leadership, financial need, talent or interest, personal characteristics, organizational affiliation and local community. You can also look for scholarships available to Alaskans, browse by category using similar criteria referenced above (Cluster Index), or by title.

Employment

How do I look for and find a job? – If you are looking for help planning and implementing a successful job search strategy you will find valuable tools in this section. There are suggestions about things to do before and during your search, including negotiating your salary and protecting yourself with knowledge of hiring laws. Detailed information on applications, writing a resume and keeping it up to date, cover letters, portfolios, and interviewing are included.

How can I be successful in my job? – Securing a job is the first step in your career journey. Developing good job habits and employability skills are critical to retaining employment. Topics include working well with your supervisor and coworkers, continued interest in learning about the occupation and industry to take advantage of advancement opportunities, and how to effectively deal with workplace problems.

How can I learn about working for myself? – Self-employment is not for everyone, but it might be a good fit for you. Many factors contribute to success when working for self, so complete a brief assessment to determine whether you might be cut out for entrepreneurship. Learn more about the benefits and costs of self-employment and which occupations are more likely to contain entrepreneurial opportunities. Fast fact: there are more than 100 CIS occupations in which at least 10% of the workers are self-employed.

What is military employment like? – See military employment under the Occupations and Career Cluster section above.

Are there materials to help with my search? – Of course there are, including a *Job Search Action Plan* template where you can record your objective, reasons for seeking such a job, and steps to move you closer to your goal. Informational interviews are a great way to learn more about careers and AKCIS provide a series of questions to help you get the most out of your interview.

Other AKCIS Components

Tools for Users – Step by step guides for using AKCIS components, support documentation for assessments and sorts; and, resources for parents and role models interested in supporting others' career development.

Tools for Counselors & Teachers – Links to: “What’s New in CIS,” Portfolio administrative tools, classroom activities, guides and instructional notes, and ideas about using CIS as a part of their best practices.

More Learning Activities (under Instructional Tools section of Tools for Counselors & Instructors) – Hundreds of fun and challenging classroom assignments, projects and activities designed to help students relate what they know to “real life” situations. Some are suitable for independent study.

Glossary & Articles Directory – Definitions of education, career, military, assessment, financial aid and legal terms. Useful articles on varied education (college rankings, distance learning, financial aid, college visits, writing a college application essay, etc.) and career (myths, non-traditional occupations, summer jobs, etc.) topics.