

# Cesar Chavez High School Library

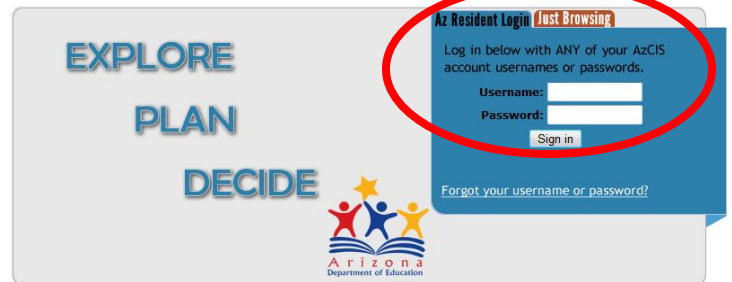
## How to Access and Use AZCIS (Arizona Career Information System)

Being college- and career-ready and life-prepared requires that our students explore their career options while in high school. AZCIS (Arizona Career Information System) is a user-friendly, comprehensive resource, providing students with career assessments, occupational information, schools and training, job-seeking skills, and much more.

- @ School Access – Open a web browser; go to <http://phoenixunion.org/chavez> and click on the **Library Resources** icon.
- From the **Library Resources website**, click on **College & Careers** from the Quick Links menu on the left side.
- Select **AZCIS - Arizona Career Information** from the list of online resources and services.
- Access AZCIS by using this logon information:

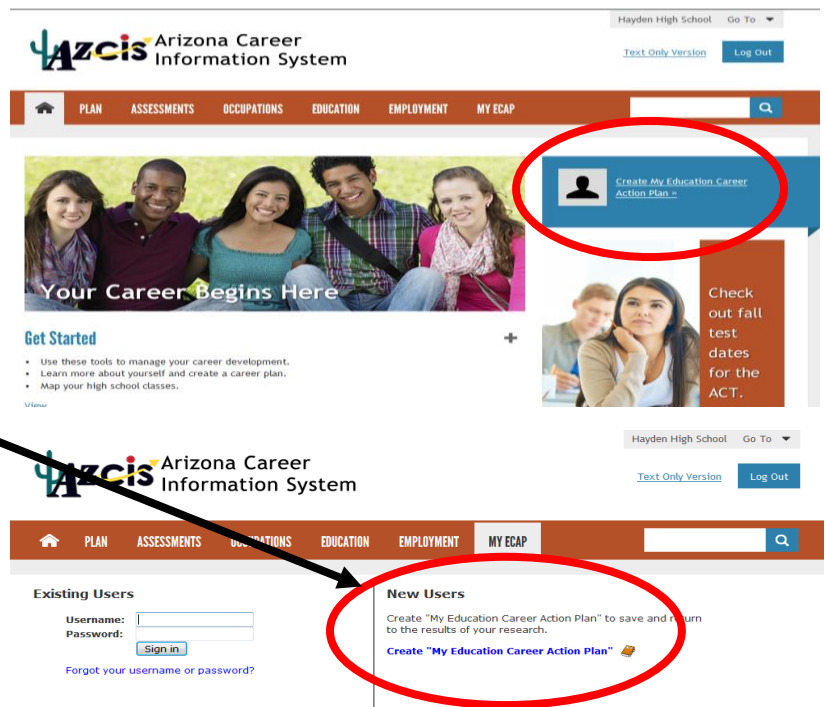
**Username:** cesarchs  
**Password:** 4azcis02

@ Home Access - go to  
[www.azcis.intocareers.org](http://www.azcis.intocareers.org)



- Click on **Create "My Education Career Action Plan"** (ECAP) in order to get more options and save the career-related information you find useful on this site.
- New Users – you will need to select **Create "My Education Career Action Plan"** in order to create an AZCIS account

**\*\*\*Use your PXU student email address and password when creating your account so you will always remember your logon information.\*\*\***



- Note: Use security questions that are facts and not subject to change. For example –
  - ✓ In which city did your parents meet?
  - ✓ What was the first foreign country you visited?
  - ✓ Who was your first grade teacher?

- After creating your username and password, record it here –

Your **AZCIS ECAP**  
Username: \_\_\_\_\_

Your **AZCIS ECAP**  
Password: \_\_\_\_\_

**Use AZCIS to get the following career-related information:**

**Recommended Steps for Career Exploration:**

1. Get started by creating your own **ECAP** to get more options and save information.
2. Learn about yourself by take the **Skills Assessment** or **Interest Profiler** to get career ideas.
3. Explore **Occupations** and **Programs of Study** for specific information on jobs, majors and schools.
4. Complete the **Financial Aid Sort** to get a list of scholarships and financial aid that fits your situation.

<p><b>Learn about Myself – Assessments</b></p>	<ul style="list-style-type: none"> <li>Use the <b>Reality Check</b> to find out how much money it will take to support your ideal lifestyle. Take the <b>SKILLS</b> and <b>Interest Profiler Link</b> assessments to determine which careers may interest you. Once you have some career ideas, check out the <b>Occupations</b> and <b>Programs of Study</b> links for specific information.</li> </ul>
<p><b>Learn about Work – Occupations</b></p>	<ul style="list-style-type: none"> <li>Using the <b>COMPARE</b> function will help you decide between occupations that interest you. Click on the <b>CLUSTER INDEX</b> to see other jobs related to the one that interests you. Many occupations have real world interviews and/or videos available to explain more about the job. Also, explore the educational and career opportunities available through the branches of the military here.</li> </ul>
<p><b>Learn about Schools - Education &amp; Training</b></p>	<ul style="list-style-type: none"> <li><b>Programs of Study Link:</b> Use this link to find out which colleges and universities offer the major that interests you. Click on the <b>CLUSTER INDEX</b> to see other programs of study related to the one that interests you, or click on <b>U.S. Colleges &amp; Universities</b> under <b>Related Information</b> to find schools that offer the major that interests you.</li> <li><b>Financial Aid Sort Link:</b> Information on financial aid that fits your specific situation is available using this link. URLs for most financial aid sources are listed.</li> </ul>
<p><b>Learn about Employment - Employment</b></p>	<ul style="list-style-type: none"> <li>Need help with creating a resume or getting job search tips and hints? All these and more are available in this section to help you be successful when searching for a job.</li> </ul>
<p><b>More Resources</b></p>	<ul style="list-style-type: none"> <li><b>Tools for Users Link:</b> Click here to get checklists and parent information.</li> <li><b>Glossary:</b> Not sure what certain terminology means? Check the glossary for definitions of career-related terms.</li> </ul>

**Tips & Hints. . .**

- AZCIS provides much more information than what is highlighted above so explore the site thoroughly to get the most benefit from this resource.
- Once you find helpful information, make sure to save it to your educational career action plan (ECAP) for future access.
- It's important to remember that the AZCIS information is based on government data that may not be current. Make inquiries at the source to get accurate, current information related to the occupation that interests you.