

CPP Handbook

New York City Department of Education
Career & Technical Education

NOTE: Videos are still applicable, even though they reference the previous CTS platform.

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Career Pathways Portal

Vision

Comprehensive Web Based Interface that NYCDOE Schools (Pathways and Non Pathways) can use to track a student performance, including Career & Technical Education, related Career Readiness Benchmarks throughout their time as NYCDOE High School Students.

Purpose

The Career Pathways Portal (CPP) will serve multiple purposes for NYCDOE High Schools including:

- Providing a single location for schools to track career readiness activities without need for additional tracking systems
- Reducing/Eliminating the necessity of schools to keep paper records of student career readiness activities
- Providing a comprehensive system that will allow NYCDOE Central office to effectively track student participation in and completion of career readiness benchmarks and provide accurate data to funders and stakeholders (i.e. Perkins, City Council, Etc.)
- Handle the allocation of funds and payout scholars for enrolled experiences.

System Elements & Layout

The system currently consists of 3 portals.

CPP System

[CareerPathways.nyc]

Main system used by DOE employees, teachers and program coordinators. The system will contain sections for the following:

- Schools: Information, Pathways Programs, Contacts, Documents, SSR, CLNA
- Students: Profile, Experiences, Documents, Employability Profile, Training Plan, Activities
- Work-Based Learning Activities & Attendance
- Worksites / Hosts
- Hours Entry
- Payroll/Payroll Card/Direct Deposit tracking
- W-2 accessibility
- Reports and Messaging

Student Portal

[[Participants.CareerPathways.nyc](#)]

Used by students for DOE (Pathways and Non Pathways) Program. The student portal will allow students to do the following:

- Create a Profile via Registration
- Apply for an Internship, Digitally Sign Documentation
- Upload Photo and Documents, View Access
- Signup for Direct Deposit, Enter Timesheets, Download W-2s
- Review and Confirm Task Completion
- Review, Rate, & Print their Employability Profile
- Send and Receive Messages from Schools and the DOE

Host Portal

[[Hosts.CareerPathways.nyc](#)]

Used by businesses that want to host for DOE (Pathways and Non Pathways) Program students. The Host Portal will allow host to do the following:

- Apply to Host Interns
- Update Contact Information
- Maintain Worksites
- Maintain Supervisors
- View Assigned Students
- Approve Student Intern Hours for payment
- Sign Scholar Training Plans Digitally
- Rate Scholars on Training Plan Skills
- Add and sign Supervisor Evaluations

System Design

The system will be programmed in Microsoft Razor Pages using a bootstrap template that will allow users to access the portals through any internet connected device running a modern browser like Microsoft Edge, Safari, Chrome, Firefox. The system will be viewable on most devices including PCs, MACs, tablets (iPad, Surface etc.), and smartphones (Apple, Samsung, Google etc.)

Supports

Forms

- [Glitch Report Form](#)

Contact Emails

- Desmond Jardine - *Senior Director, Pathways System*
DJardine@schools.nyc.gov
- Paid Experience Support Team
 - Bronx_WBL@Schools.nyc.gov
 - Brooklyn_WBL@Schools.nyc.gov
 - Manhattan_WBL@Schools.nyc.gov
 - Queens_WBL@Schools.nyc.gov
 - StatenIsland_WBL@Schools.nyc.gov

Main Site*Students Tab*

Topic	Video	Audience	Team
Adding Students Individually	X	School Admin / WBLC	SIMS
Students Self-Register	X	Students	SIMS
Bulk Upload ***DEPRECATED***	X	School Admin / WBLC	SIMS
Student Search	X	School-Based Staff	SIMS
Incomplete vs. Complete Account	X	School-Based Staff	SIMS
Student Account Status Change	X	SIMS	SIMS
Student Tasks	X	School-Based Staff	SIMS
Student Messages	X	School-Based Staff	SIMS
Student Documents	X	School-Based Staff	SIMS
Experiences: Adding an Internship	X	WBLC	SIMS
Experiences: Adding a Workplace Challenge	X	WBLC	SIMS
WBLC Signing Experience Agreement	X	WBLC	SIMS
Enrolling Student in an Experience	X	SIMS	SIMS
Career Plan Entry Staff	X	School-Based Staff	PAQ
Employability Profile: Pathways Courses	X	School-Based Staff	PAQ
Employability Profile: Skills Evaluation & Evaluator Information	X	School-Based Staff	PAQ
Employability Profile: Technical Assessments	X	School-Based Staff	PAQ
Employability Profile: Industry Certifications	X	School-Based Staff	PAQ
Employability Profile: Student Achievements & Activities	X	School-Based Staff	PAQ
Employability Profile: Reviews	X	School-Based Staff	PAQ
Creating Training Plans	X	WBLC	SIMS
Creating Training Plan Supervisor Evaluations	X	WBLC	SIMS
Reviewing Student Activities	X	School-Based Staff	PAQ
Reviewing Payroll Information	X	WBLC	SIMS

Adding Notes	X	School-Based Staff	PAQ
Student Reports	X	School-Based Staff	PAQ / SIMS

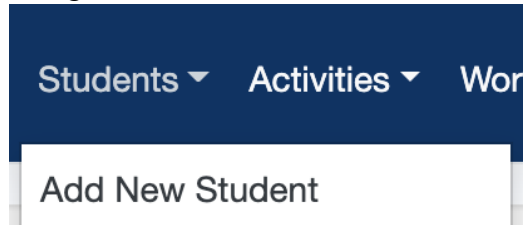
Adding Students Individually

Overview: You may need to add scholars to CPP manually, as opposed to having students self-register or bulk uploading an entire group at once.

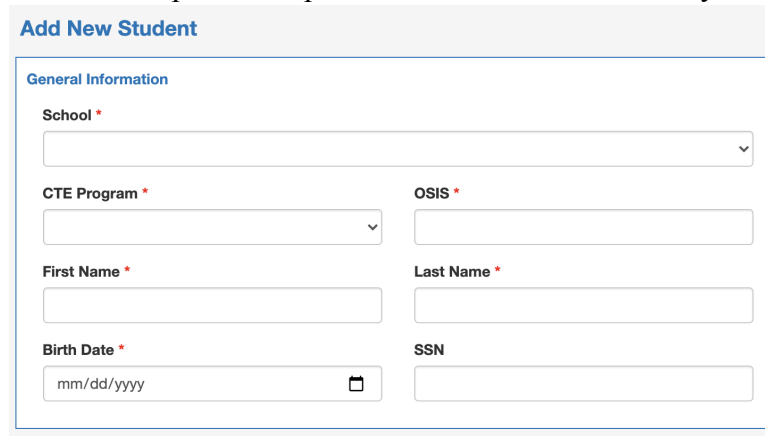
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the 'Students' tab and select 'Add New Student'.




3. Enter basic student information (School, Pathways program [Where Applicable], OSIS, Name, Birth Date).
 ○ Optional: Input the student's Social Security Number.



4. Options

- School-Based Staff Completes Process
 - On the new page, select “Edit” and enter in all the required data marked by a red asterisk.
 - NOTE: Students will still need to set a username and password by completing the initial steps of the [Students Self-Register](#) section.

General Information [Edit](#)



[Upload](#) [Remove](#)

School * [Edit](#)

CTE Program *

Expected Graduation Month *

Expected Graduation Year *

Status * [Edit](#)

Missing Information

Expected Graduation Date, Gender, Are you an English Language Learner (ELL), Individualized Education Plan (IEP), Do you have any allergies, School Based Email, Permanent Email, Contact Address, Contact Zip Code, Parent First Name, Parent Last Name, Parent Relation, Parent Home Phone, Parent Email, Parent Email cannot be same as School Based Email, Parent Email cannot be same as Permanent Email, Permanent Email cannot be same as School Based Email

- Student Completes Process
 - On the new page, select “Edit” and only enter the student’s “School-based Email”, then have the scholar go to the ‘Student Portal’ at Participants.CareerPathways.nyc and have them click the “Register for the Participant Site”.



Welcome.

You can enter your time sheets and view your information, as well as your pay status.
 Enter your login name and password below, then click "Login" to view your information.
 To obtain your login name and password, click "Register" to set up your account.

[Forgot your login name?](#)

[Forgot your password?](#)

[Register for the Participant Site](#)

- The student can then follow the steps in the [Students Self-Register](#) section.

Students Self-Register

Overview: A school may opt for students to complete the registration process on their own or in a guided method rather than adding students individually by staff members or in a bulk upload for the most up to date information.

- Steps:** 1. Students will need to navigate to <https://participants.CareerPathways.nyc/> and select the “Register for the Participant Site” button.

NYC Department of Education

Welcome.

You can enter your time sheets and view your information, as well as your pay status.
Enter your login name and password below, then click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

Email

Password

Login

[Register for the Participant Site](#)

2. Scholars will need to enter their OSIS (ID Number), Date of Birth, and School.

OSIS

Date of Birth (MM/DD/YYYY)

Select a School...

Continue

- If a scholar already has an account based on this information, the system will inform the scholar how to set their username/password and login.
3. On the next screen, students will confirm their School, select their Pathways Program (where applicable), and enter contact information, as well as choose a username and password.

General Information

School*

A Test School - Live

CTE Program*

Expected Graduation Month*

Expected Graduation Year*

Personal Information

OSIS*

265893420

Birthday*

11/21/2004

First Name*

Middle Initial

Last Name*

Gender*

Grade Level

Contact Information

School Based Email*

Permenant Email*

Home Phone

Cell Phone

Street Address*

Apartment #

City

State

ZipCode*

Username / Password

Username*

Password*

Confirm Password*

Passwords should be 8 to 15 characters long and contain only numbers and/or letters.
 Passwords must contain one character that is numeric and one character that is a letter.

- Staff-based users can edit student accounts if any of this information is incorrect (except for Usernames/Passwords).
- The expected Graduation Information is an estimate.

4. On the last page, students will be able to complete their profile by selecting “Edit” and addressing all fields with a red asterisk.

A small blue rectangular button with the word "Edit" in white text.

Your Profile is not complete. Please check the following fields

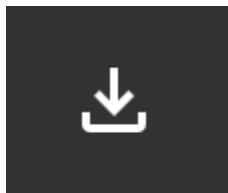
Race, Are you an English Language Learner (ELL), Individualized Education Plan (IEP), Do you have any allergies, Parent's First Name, Parent's Last Name, Parent's Relation, Parent's Home Phone, Parent's Email

- The red text indicates what is missing to consider the student’s profile as complete, which is necessary to generate the Employability Profile and enable the link of paid experiences.
 - If a student’s family member has a cell phone number, but does not have a home phone number, place that number in this space as it is a required field.
 - Students should carefully review their email and address as this is how they will receive system communications and payroll cards (where applicable).
5. Reminder: Students need to click the “Save” button when they’re finished.

Bulk Upload ***** LEGACY VERSION, Deprecated 11/2023 *****

Overview: Each school may choose to conduct a bulk upload of a group of scholars into the CPP platform, as opposed to manual individual addition or student self-registration. **NOTE: Links are on the homepage of the platform.**

Steps: 1. Download the bulk import file from the repository.



2. Open the spreadsheet in Microsoft Excel.



3. On the 'Import File' tab enter the required data that is identified by the red colored header, one row per student data, and save the file.

School DBN	CTE Program
	CTE Test Program

- It is important to match data that is available in CPP, refer to the School page for specific details and ensure all student information is supplied in the correct format.

4. Submit your file via the Mass Upload Google Form.

SY22 - Mass Upload Form

Please utilize this form to provide us with the data to mass upload your students into CTS. You must use the CTS Mass Upload Template to ensure that your student are input correctly, you can find the template at:

<https://docs.google.com/spreadsheets/d/1i6Uzhs1zSNs6SMEj1oB1Rk5gP9FOY7xS/edit#gid=11773434>

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Not **damianomastrandrea@gmail.com**? [Switch account](#)

* Required

5. A member of the team will process your file within 24-48 hours. A notification will be sent to you via email and students can be verified in the '[Student Search](#)' section.
6. Remind students that they will have to "Register" on the participants.CareerPathways.nyc site to claim their account, which enables them to set up a username and password.



Welcome.

You can enter your time sheets and view your information, as well as your pay status.
Enter your login name and password below, then click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

[Forgot your login name?](#)

[Forgot your password?](#)

Login

[Register for the Participant Site](#)

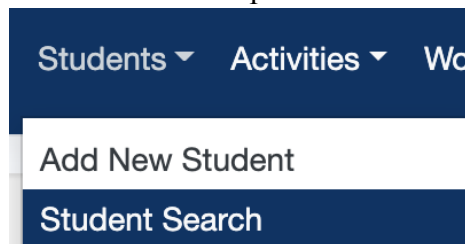
Student Search

Overview: In order to review student information, add experiences, upload documents, evaluate students' employability profiles, etc. you will need to be able to locate specific scholar profiles.

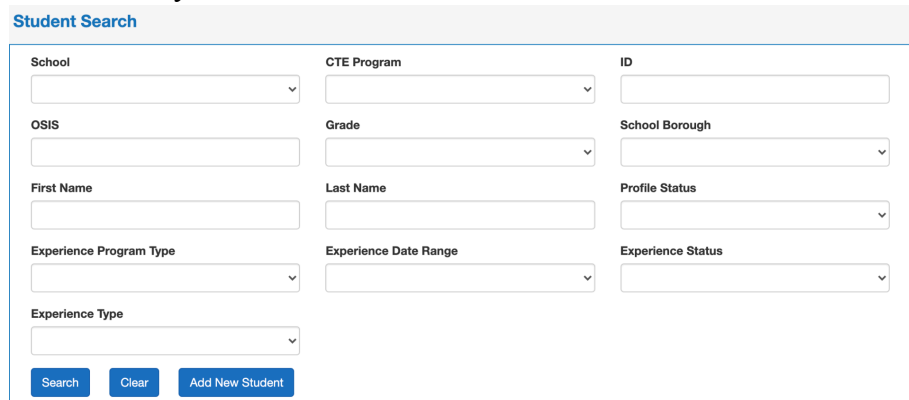
- Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



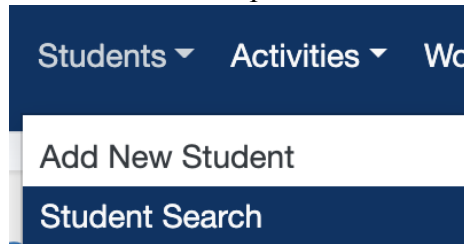
Incomplete vs. Complete Account

Overview: When a student's profile is incomplete it will restrict users from uploading documents, sending tasks/messages, setting up paid experiences, evaluating employability profile skills, and more; thus we need to identify the steps to complete a user account, which is typically due to missing information about the scholar.

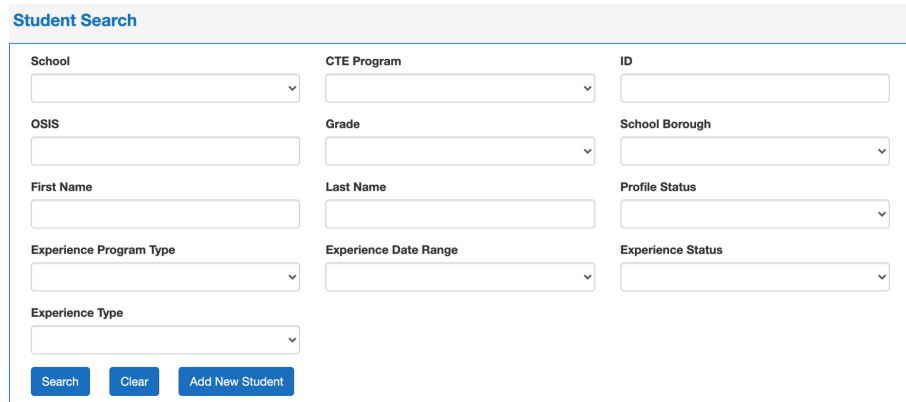
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



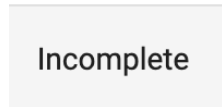
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



- Next to the student that you have identified, under the “Profile” column you can determine if the Profile is ‘Incomplete’ or ‘Complete’.



Complete



- If you click “View” on a student’s profile that is ‘Incomplete’ you will be able to see, in red text, the data that is missing from marking the profile as ‘Complete’.

[Missing Information](#)

Do you have any allergies, School Based Email, Permanent Email, Permanent Email cannot be same as School Based Email

Student Account Status Change

Overview: Beyond the Profile Status of “Incomplete” and “Complete” there are two additional options that can be selected, which are “Graduated” or “Inactive / De-Enrolled”.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

- NOTE: Uncheck all of the boxes to find “Inactive / De-Enrolled” scholars.

Profile Status

4. After you have found the student on the list, select “View” to open their profile.

View

5. On the student's profile, you will see a box entitled "Status", which you can change by selecting the "Edit" link right below the box.

Status *

Complete

[Edit](#)

6. By default, all students start with an "Incomplete" profile. Once all of the information is complete, they are automatically transitioned to a "Complete" profile (i.e. An active enrolled Pathways scholar). **You should never manually change an "Incomplete" profile to "Complete"**.

IF "Graduated"

This status is to be used when a scholar graduates, even if they graduate prematurely, prior to the completion of the sequence.

Select the appropriate profile status and indicate the graduation month and year.

Profile Status *

Graduated

Graduation Month *

Graduation Year *

IF "Inactive / De-Enrolled"

This status refers to scholars that did NOT graduate, but have been removed from the Pathways Program.

Select the appropriate status.

Profile Status *

Inactive / De-Enrolled

- NOTE: The only time you should change a "Graduated" or "Inactive / De-Enrolled" scholar back to "Complete" is when there is a system/user error.

7. Don't forget to press "Save".

Save

Student Tasks

Overview: The system sets automated tasks for students when they complete specific functions, such as signing internship agreements and training plans, but can also be manually set by school users. Students receive an email and a notification in CPP to remind them to complete the step.

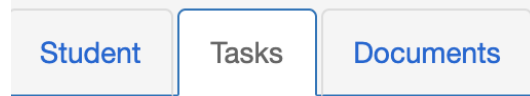
Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

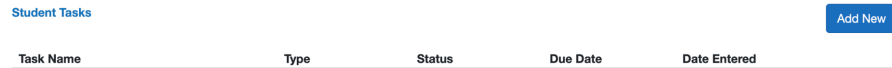
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

- Click the “Tasks” button on the sub-menu bar.



- You can then review any tasks assigned to the student, if you need to create a new task, select the option “Add New”



- If you are adding a new task, you can identify the task’s name, task type, due date, update the status, and any necessary details.

Alternative Lookup

You can also use the “Students” tab to look up all tasks in a non-student-specific manner.

- Navigate to the “Students” tab in the navigation bar and then the “Student Tasks” option from the dropdown.



Add New Student

Student Search

Registration Search

Online Applications

Student Messages

Student Tasks

- Utilize the filters to narrow down your search for a specific task.

School Task Search

School	CTE Program	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
OSIS	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date	End Date	
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

- Click 'View' to review the task you would like to examine.

[View](#)

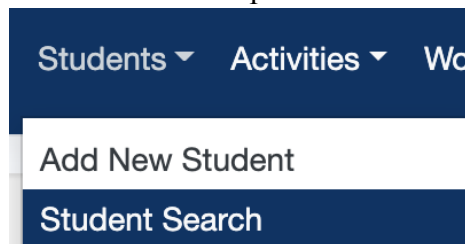
Student Messages

Overview: CPP is able to send automated and manually crafted messages to students, which would appear in the participant portal, as well as emailed and texted (where applicable).

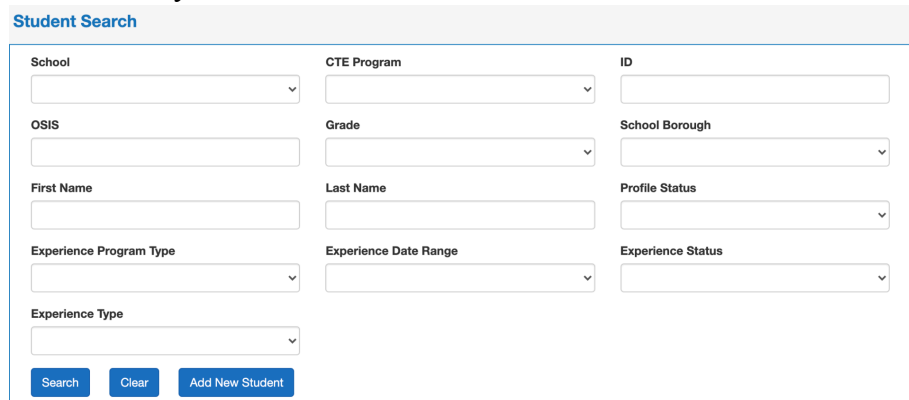
- Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



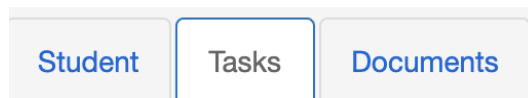
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



5. Click the “Tasks” button on the sub-menu bar.



6. You can then review any tasks assigned to the student, if you need to create a new task, select the option “Add New”

Student Messages Add New

Subject	Date Sent	Entered By	Date Entered
---------	-----------	------------	--------------

7. If you are adding a new message, you can identify the message’s subject and details.

Message Details Save Cancel

Subject *

Details *

8. After Saving the message or opening a Message to View, you can use the option to send an automated reminder email / text by selecting the appropriate button.

Message Details Edit Email Student Exit

Subject *

Details *

Alternative Lookup

You can also use the “Students” tab to look up all messages in a non-student specific manner.

5. Navigate to the “Students” tab in the navigation bar and then the “Student Messages” option from the dropdown.

Students ▾ Activities ▾

Add New Student

Student Search

Registration Search

Online Applications

Student Messages

Student Tasks

- Utilize the filters to narrow down your search for a specific message.

Student Message Search

School	CTE Program	
<input type="text"/>	<input type="text"/>	
OSIS	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date	End Date	
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

- Click 'View' to review the message you would like to examine.

[View](#)

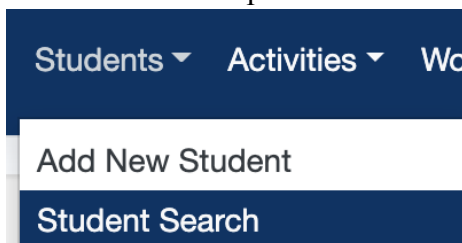
Student Documents

Overview: Certain documentation, such as student evaluations, reflections, and other artifacts will need to be uploaded to scholar profiles.

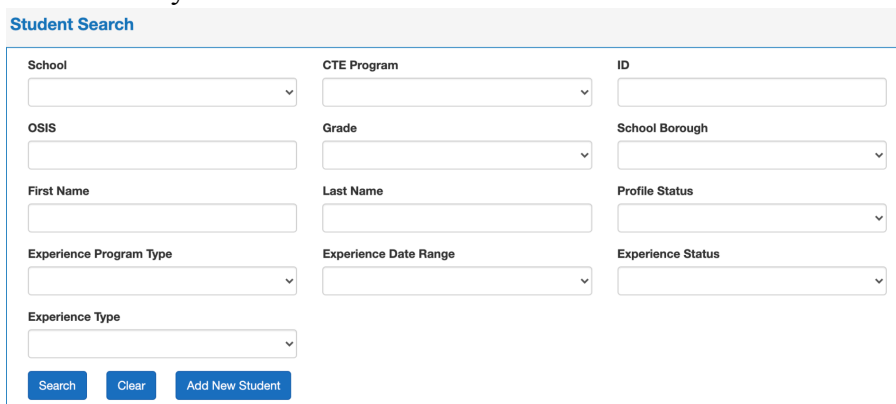
- Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



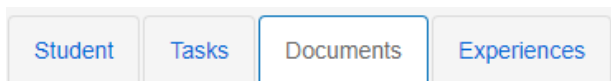
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



5. On the sub-menu select the “Documents” tab.



6. If you need to upload a document you can click the “Add New

Document” button on this page.

[Add New Document](#)

- After, you will need to select the Document type and identify the file on your computer to upload before selecting “Upload”.

The screenshot shows the 'Student Document Details' form with the following fields and options:

- Document Type ***: A dropdown menu with the following options:
 - Employment Verification i-9 Page 1
 - Employment Verification i-9 Page 2
 - Internship Application
 - Mid Check in Form
 - Resume
 - Site Visit
 - Supplemental Document
 - Time Sheet
 - Training Plan
 - Worksite Supervisor Eval
 - Employability Profile
 - Other
 - Student Note
- File Name ***: A text input field.

View/Delete Documents

- Alternatively, if you need to view or delete existing documents on the student’s profile you can see the list of artifacts here, including the item's name, who uploaded it, and the two actions.

[Student Documents](#) [Add New Document](#)

Document Type	File Name	Uploaded By		
Resume	Report (3).pdf		View	Delete

Experiences: Adding an Internship

Overview: Internships are experiences that contribute to the NYSED WBL Hours, usually paid, where students work for an organization to develop their skills, which needs to be set up on the student's profile, signed, and enrolled by the SIMS team.

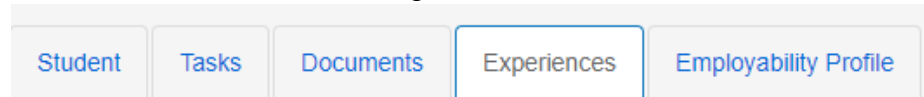
Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Experiences” tab.



6. On this page you will be able to see any experiences the student has engaged in, which includes internships and workplace challenges, as well as create new ones by selecting the “Add New”.



7. In order to make changes to the default information, you will need to click the “Edit” button.



8. The default “Experience Type” is an internship, but we will need to make sure that for this experience that appropriate “Payment Type” is identified.
- DOE Paid - The NYCDOE will be compensating the student for the experience, paid per hour, adhering to minimum wage law.
 - Cost Share with Host - The NYCDOE will cover a portion of the compensation for the intern, which when combined with the host organization / partner program will result in a wage that is equal to or greater than minimum wage.
 - No DOE Compensation - The NYCDOE will not be providing any form of compensation to the intern. The experience may be unpaid or compensated through the host organization exclusively or partner program.

Payment Type *

IF “DOE Paid” or “Cost Share with Host” is selected:

- If the experience is compensated by the NYCDOE or Cost Shared, we will need to assign funding to the experience. To do so, we will click the “Change Funding” link.

- NOTE: You may need to save the experience and exit Edit mode to find the link.

[\(Change Funding\)](#)

- On the pop-up window, we'll then click the "Add New" button.

Add New

- NOTE: Pending available funds, this is where you can also update funding sources for reclaiming unspent funds and add more capital to student experiences that will run longer.
- The final window will ask which program is providing the funds for the experience and the number of hours to add to the experience for the student. Don't forget to click "Save".

Edit Hours Allocated

Funding Source *

Hours Allocated *

IF "NO DOE Compensation" is selected:

- You will need to identify under the "Compensation Type" dropdown if the scholar will receive any compensation or if the experience will be unpaid.

Compensation Type

- Paid by Host Organization
- Paid by External Funding Source
- Unpaid

- In addition, for experiences where there is "No DOE Compensation", you have the choice to determine if students will still need to submit timesheets on a weekly basis in the Participant Portal (Yes) or if you will provide a

total hour value for the experience (No).

Hours Will Be Entered in CTE *

A dropdown menu with a white background and a blue border. The current selection is blank. The menu is open, showing two options: 'Yes' and 'No'. The 'Yes' option is highlighted with a blue background.

- A new box will appear if you select “No” to Step 10, entitled “Hours Credited” that will be applied to the student account in terms of NYSED recognized WBL hours for participating in the experience.

Hours Credited

An empty rectangular text input field with a light gray border.

- NOTE: Include supporting documentation of students time, if not through the Participant Portal, to the Student Document section.

**** Continue Below ****

9. Next, we will need to set the Program Details, starting with the “Cycle”, which is used to differentiate between summer-based and school year timed experiences (a metric differentiated by NYSED for Program Quality reporting).

Cycle *

A dropdown menu with a white background and a blue border. The current selection is 'Summer'. The menu is open, showing two options: 'Summer' and 'School Year'. The 'Summer' option is highlighted with a blue background.

10. The “Program Type” is selected next, which is the identifier for a specific opportunity provider.

Program Type *

A dropdown menu with a white background and a blue border. The current selection is blank. The menu is open, showing three options: 'CTEISP', 'CTESS', and 'CTE SEP'. The 'CTEISP' option is highlighted with a blue background.

- PathwaysISP - NYCDOE centrally managed internships operated by the Grant Associates team.
- PathwaysSS - Specialized Pathways Summer Scholars program for specifically participating schools.

- Pathways SEP - Summer Enrichment Program for Summer 2021.
- SWEF - School-based internships, operated by the work-based learning coordinator.

11. After, set the “Start Date” and “End Date” of the experience.

Start Date *	End Date *
07/12/2021 	08/20/2021 

- NOTE: These dates affect two important items in the system, payroll and internship agreement. Students will not appear in pay periods that their start/end date do not overlap. Students cannot start prior to the first date and must stop by the end date as these are the dates indicated on the student/parent signed internship agreement.

12. In the next section, you will be asked to identify the expected number of hours the student will work a week, the maximum is established by NYSDOL employment of minors law, but also provides a key understanding in the internship agreement for the parent, student, and host the expectation of time committed each week for the experience.

Projected Hours/Week *

13. The next box is entitled “Providing School Credit”, which is a Yes/No dropdown indicating if the scholar has the opportunity to earn elective internship credit for this experience and will be enrolled in STARS as a course.

Providing School Credit

14. Following that, we will need to indicate if there is any linked “Support Organization” responsible for running or operating the internship. (Most notably would be Grant Associates for PathwaysISP).

Support Organization *

15. We then want to “Save” the experience by clicking the bottom at the top of the page.

16. Lastly, we need to identify the worksite that the student will engage with as part of the experience, to do so you will need to press the “Change” link under the Worksite Details section.

- NOTE: You may need to save the experience and exit Edit mode to find the link.

Worksite Details

Worksite * (Change)

17. On the pop-up window, you will want to identify the worksite the student will engage with by choosing the “Select” button next to it.

Change Experience Worksite Cancel

Worksite Name

Search Clear

Worksite	Zip Code	
#GoBeyond	10017	Select

18. And finally identifying the specific Job Title and Supervisor for the worksite, clicking “Save”.

Experience Worksite Details

Job Title

Supervisor

- If the Job Title and/or Supervisor details are not accurate, they will need to be updated under the “Worksites” tab.

At this point, the experience has been set up, but the internship agreement will need to be digitally signed by the work-based learning coordinator, student and parent.

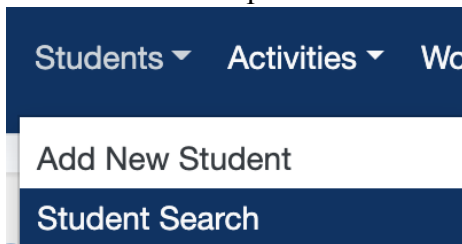
Experiences: Adding a Workplace Challenge

Overview: Workplace challenges are onsite projects, in which a student completes weekly deliverables with an organization that routinely checks in on them, in order for the scholar to develop their skills. Often, these experiences are paid and with the appropriate documentation contribute to NYSED WBL Hours.

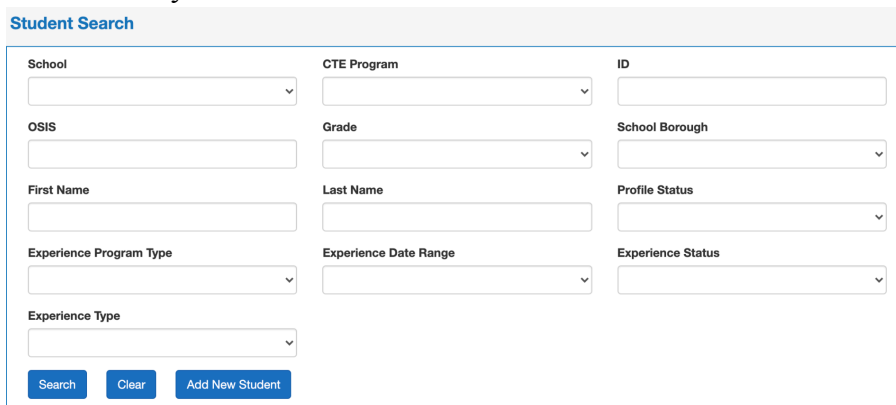
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.

[View](#)

5. On the sub-menu select the “Experiences” tab.



6. On this page you will be able to see any experiences the student has engaged in, which includes internships and workplace challenges, as well as create new ones by selecting the “Add New”.

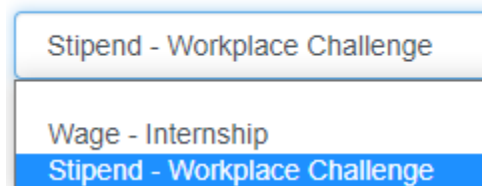


7. In order to make changes to the default information, you will need to click the “Edit” button.



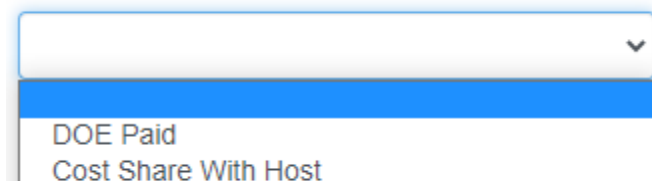
8. The default “Experience Type” is an internship, but we will need to make sure that for this experience that it is set to “Stipend - Workplace Challenge”.

Experience Type *



9. After that we will need to select the appropriate “Payment Type”.
- DOE Paid - The NYCDOE will be compensating the student for the experience, paid per hour, adhering to minimum wage law.
 - Cost Share with Host - The NYCDOE will cover a portion of the compensation for the intern, which when combined with the host organization / partner program will result in a wage that is equal to or greater than minimum wage.

Payment Type *



10. When the experience is compensated by the NYCDOE or Cost Shared, we will need to assign funding to the experience. To do so, we will click the “Change Funding” link.
- NOTE: You may need to save the experience and exit Edit

mode to find the link.

[\(Change Funding\)](#)

11. On the pop-up window, we'll then click the "Add New" button.

Add New

- NOTE: Pending available funds, this is where you can also update funding sources for reclaiming unspent funds and add more capital to student experiences that will run longer.
12. The final window will ask which program is providing the funds for the experience and the number of hours to add to the experience for the student. Don't forget to click "Save".

Edit Hours Allocated

Funding Source *

Hours Allocated *

13. A stipend type must be assigned to the experience that is used to further identify the classification of the opportunity.

Stipend Type *

BNY Tech Challenge

ISP Prep

ISP Workplace/Industry Challenge

NYPD Community Solution Challenge

SEP

SIF Workplace/Industry Challenge

- NOTE: You may need to re-enter the "Edit" mode for the experience to make further changes.

14. Next, we will need to set the Program Details, starting with the "Cycle", which is used to differentiate between summer-based and school year timed experiences (a metric differentiated by NYSED for Program Quality reporting).

Cycle *

A screenshot of a dropdown menu. The current selection is 'Summer'. Below it, the options 'Summer' and 'School Year' are visible.

15. The “Program Type” is selected next, which is the identifier for a specific opportunity provider.

Program Type *

A screenshot of a dropdown menu. The current selection is blank. Below it, the options 'CTEISP', 'CTESS', and 'CTE SEP' are visible.

- PathwaysISP - NYCDOE centrally managed internships operated by the Grant Associates team.
 - PathwaysSS - Specialized Pathways Summer Scholars program for specifically participating schools.
 - Pathways SEP - Summer Enrichment Program for Summer 2021.
 - SWEF - School-based internships, operated by the work-based learning coordinator.
16. After, set the “Start Date” and “End Date” of the experience.

Start Date *

A screenshot of a date input field. The date '07/12/2021' is entered. A calendar icon is visible to the right of the field.

End Date *

A screenshot of a date input field. The date '08/20/2021' is entered. A calendar icon is visible to the right of the field.

- NOTE: These dates affect two important items in the system, payroll and internship agreement. Students will not appear in pay periods that their start/end date do not overlap. Students cannot start prior to the first date and must stop by the end date as these are the dates indicated on the student/parent signed internship agreement.
17. In the next section, you will be asked to identify the expected number of hours the student will work a week, the maximum is established by NYSDOL employment of minors law, but also provides a key understanding in the internship agreement for the parent, student, and host the expectation of time committed each week for the experience.

Projected Hours/Week *

A screenshot of an empty text input field with a blue border.

18. The next box is entitled “Providing School Credit”, which is a Yes/No dropdown indicating if the scholar has the opportunity to earn elective internship credit for this experience and will be enrolled in STARS as a

course.

Providing School Credit

19. Following that, we will need to indicate if there is any linked “Support Organization” responsible for running or operating the internship. (Most notably would be Grant Associates for PathwaysISP).

Support Organization *

20. We then want to “Save” the experience by clicking the bottom at the top of the page.

21. Lastly, we need to identify the worksite that the student will engage with as part of the experience, to do so you will need to press the “Change” link under the Worksite Details section.

Worksite Details

Worksite * [\(Change\)](#)

22. On the pop-up window, you will want to identify the worksite the student will engage with by choosing the “Select” button next to it.

[Change Experience Worksite](#)

Worksite Name

Worksite

Zip Code

#GoBeyond

10017

[Select](#)

23. And finally identifying the specific Job Title and Supervisor for the worksite, clicking “Save”.

Experience Worksite Details**Job Title****Supervisor**

- If the Job Title and/or Supervisor details are not accurate, they will need to be updated under the “Worksites” tab.

At this point, the experience has been set up, but the internship agreement will need to be digitally signed by the work-based learning coordinator, student and parent.

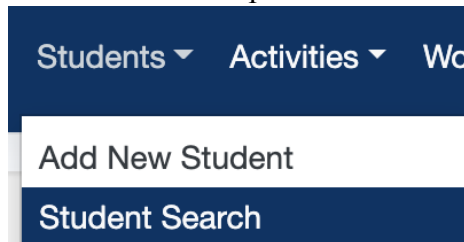
WBLC Signing Experience Agreement

Overview: After an experience is set up, an internship / workplace challenge agreement is automatically generated, which needs to be assigned so that the student, their parent, and school's work-based learning coordinator are aware and confirm the details related to the experience.

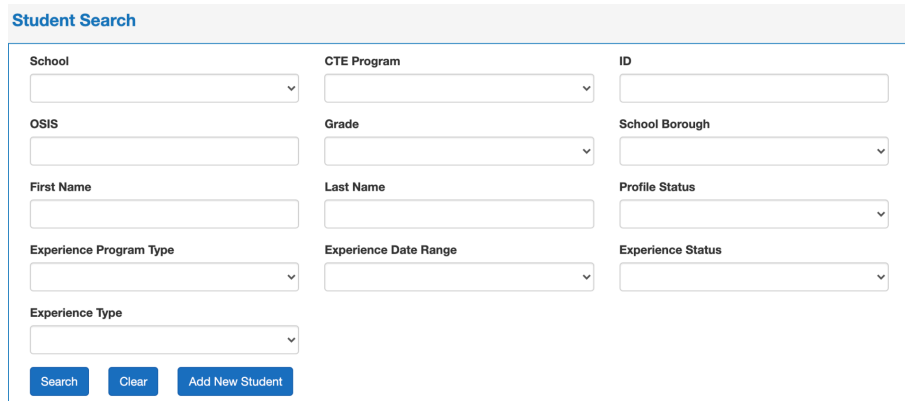
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



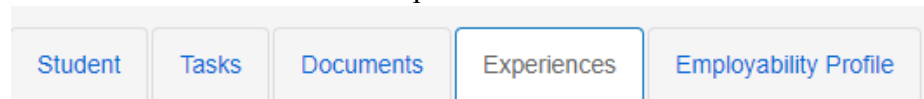
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



5. On the sub-menu select the “Experiences” tab.



6. On this page you will be able to see any experiences the student has engaged in, which includes internships and workplace challenges, select “View” next to the experience you, as the work-based learning coordinator will digitally sign.

[View](#)

7. One the completed experience, there will be a space to select “Signature” next to the WBL Coordinator line at the bottom of the experience description.

WBL Coordinator - Click here to sign Application.

[Signature](#)

8. The digital signature page will appear, where you will enter your name, select the acceptance line, and press the “Save”.

[WBL Coordinator Sign Internship](#)

[Save](#)

WBL Coordinator Signature - Please type your full name *

The words “execution,” “signed,” “signature,” and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any other similar state laws based on the Uniform Electronic Transactions Act.

Accept *

- After you have signed the agreement, the student will receive an automated message and task to have them and their parents via their registered email on the student account to complete their signature steps.

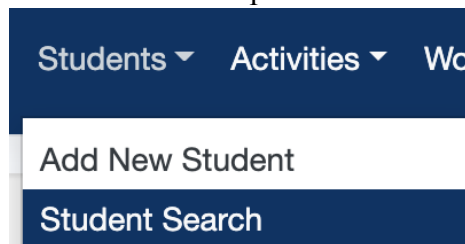
Enrolling Student in an Experience

Overview: When an experience is created and completed with all signatures, the last step is for the team to indicate in the system that the scholar is to be enrolled. It is a failsafe process to ensure that the experience has been set up correctly and is approved by the SIMS team.

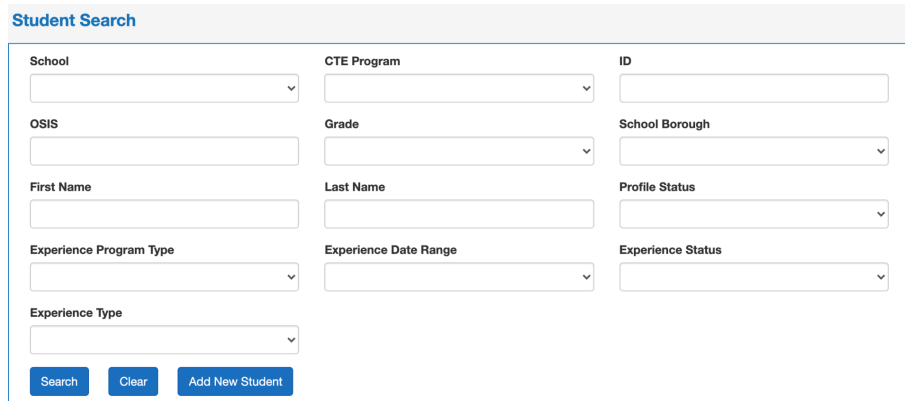
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



5. On the sub-menu select the “Experiences” tab.



6. On this page you will be able to see any experiences the student has engaged in, which includes internships and workplace challenges, select “View” next to the experience you, as the work-based learning coordinator will digitally sign.

[View](#)

7. Review the experience to determine that all of the requirements have been met. Missing details would be indicated at the bottom of the page. If the Experience is marked as “Complete” under the ‘Status Detail’ section, you can then move to enroll the student.

[Status Details](#)

Current Status:

Complete: This Experience has all required information and is ready to be enrolled.

8. Lastly, select the “Enroll” button.

Click here to enroll the student in the term.

Enroll

- This is an exclusive function of the SIMS Borough Managers, only they have the permission to enroll a student, which is required for students to actually start the experience. Contact them if you need assistance.

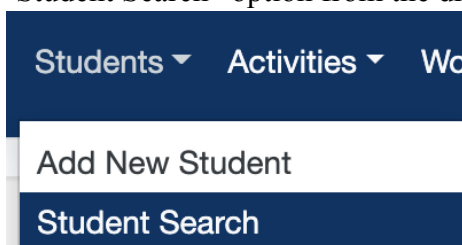
Career Plan Entry Staff

Overview: All students are required to have Career Plan at the Commencement Level. Career plans connect learning experiences across subject areas. The career development model used to create the New York State Career Plan exemplars aligns with the CDOS standards. The New York State Career Plan records attainment of knowledge and skills. It documents a history of achievement that students build from elementary school to high school. The Career Plan design has also incorporated the transition planning process that is highly desirable for all students and required for students with disabilities. A digital version is available for use in CPP.

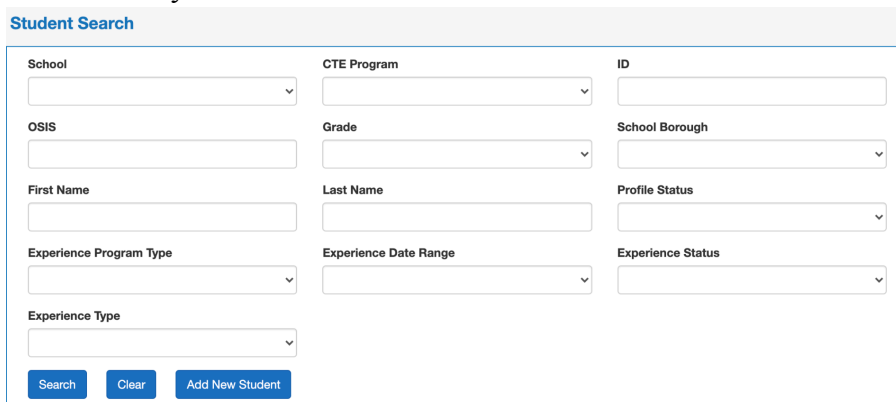
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



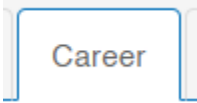
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.




4. After you have found the student on the list, select “View” to open their profile.

A rectangular button with a light gray background and the word "View" in blue text.

5. Within the student account, select the “Career” tab.

A rectangular tab with a light gray background and the word "Career" in blue text, highlighted with a blue border.

6. In general, students can enter all fields at anytime and should be a process driven by them, however staff can also enter data on students behalf and exclusively enter annual reviews of the plan, which requires you to select the “Add New” button.

A rectangular button with a blue background and the text "Add New" in white.

7. When all information has been entered on the provided page, do not forget to select Save.

A rectangular button with a blue background and the text "Save" in white.

Employability Profile: Pathways Courses

Overview: On a scholar's Employability Profile, the system should automatically pull the Pathways Courses identified in your School's Pathways Course Sequence section. As a school-based user, it is our responsibility to ensure that the appropriate teacher of record for the course is identified and that an indication of whether the student has passed or failed that course.

Steps: 8. Login to CPP at CareerPathways.nyc

9. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

10. Using the provided filters you can narrow down the list of all of the students that you have access to review.

11. After you have found the student on the list, select “View” to open their profile.

12. On the sub-menu select the “Employability Profile” tab.



13. The system (is/will be) programmed to automatically import the course sequence details of your Pathways Program when students complete their profile.

CTE Courses

CTE Course	Term	Hours	Year	Status	Teacher
IT Essentials	Fall	162.00	School Year 2019/2020	Pass	Emama Akhter
Networking & Security	Spring	162.00	School Year 2019/2020	Pass	Emama Akhter
Computer Science Principles	Fall	162.00	School Year 2020/2021	Pass	Damiano Mastrandre
Career & Financial Management I	Fall	26.00	School Year 2020/2021	Pass	Ismail Oca
Application Development	Spring	162.00	School Year 2020/2021	Pass	Damiano Mastrandre
Career & Financial Management II	Spring	26.00	School Year 2020/2021	Pass	Rovan Hill

- NOTE: In the image above, a “Status” is set, which when equated to “Pass” will credit students coursework seat time hours that are equivalent to 54 hours per one NYC credit.

IF You Need to Add Missing Courses Manually, Continue (Otherwise Skip to Step #9)

14. Select the “Add New” button.



- NOTE: You should only continue with the step AFTER you have verified that your [Course Sequence](#) is correctly entered under the ‘Schools’ tab.

15. Identify the Pathways course that needs to be added to the student’s profile using the dropdown. This listing is imported from the [Course Sequence](#) entered under the ‘Schools’ tab.

CTE Course *

16. You will need to update student data based on the results of their completion of each course, which can be conducted by selecting the

“View” button next to the appropriate course.

[View](#)

17. On the following screen, you should then click the “Edit” button.

[Edit](#)

18. Identify the term that the student was enrolled in the course.

Term *

Fall

Spring

19. Select the appropriate school year that the student was enrolled in the course.

Year *

School Year 2016/2017

School Year 2017/2018

School Year 2018/2019

School Year 2019/2020

School Year 2020/2021

School Year 2021/2022

- NOTE: Each school year begins on July 1st and ends the following June 30th. Example: August 15th, 2021 is part of School Year 2021/2022.

20. Indicate “Pass” or “Fail” for the student in the course.

Status *

Pass

Fail

- NOTE: ‘Pass’ in this regard refers to the attainment of the appropriate NYC High School credit, which is typically represented by a numeric score of ‘65’, but may differ for schools using alternative scoring systems.

21. Lastly, ensure that the appropriate teacher is identified as the instructor of that student’s course.

Teacher *

- NOTE: The system will automatically default to the identified instructor of the program from the “Contact” list under the ‘Schools’ tab that was subsequently assigned to the [Course Sequence](#) section entered under the ‘Schools’ tab.

22. Don’t forget to select the “Save” button when you finish.

Save

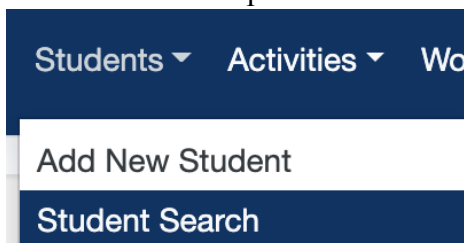
Employability Profile: Skills Evaluation & Evaluator Information

Overview: On a scholar's Employability Profile, there are three sections of skills (Employability, Academic Literacy [set by NYCDOE], and Technical) that are evaluated at the end of each course, at minimum semi-annually for two-term based years. Both students and their teacher are responsible for setting a rubric-based score for these values.

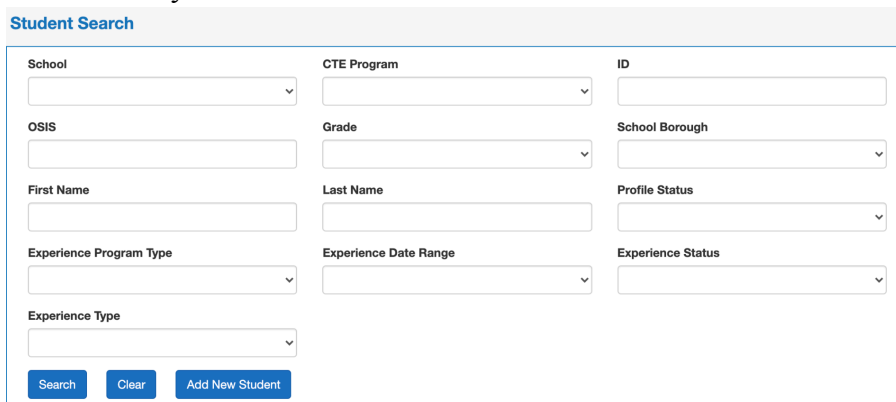
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.

[View](#)

5. On the sub-menu select the “Employability Profile” tab. When scrolling down you will see different sections for the skills and any entered evaluations.



- NOTE: Each category/skill should be evaluated at a minimum once per course.
6. Select “Add New” to establish a new evaluation for either Employability, Academic Literacy, or Technical Skills.

Add New

- NOTE: The Employability and Academic Literacy skills are established by the NYCDOE and cannot be altered. Technical skills are imported from the Pathways Program details page under the ‘Schools’ section.
7. On the new screen, establish the date of the evaluation.

Date *

8. After, identify the grade level of the student at the time of the evaluation.

Grade *

- NOTE: In the same regard with a minimum of one full evaluation of all skills for each course, scholars should be evaluated a minimum of twice a grade level that they are enrolled in their Pathways program of study.
9. Optionally, you can set a “Deadline” for students, which will allow students the ability to login to the Participant Portal and edit the skills evaluation you have created. After that date, they will lose the ability to edit the evaluation.

Deadline
 


- NOTE: To be clear, students can only edit the scores under the student column, which means they **cannot** change the Date, Grade Level, Comments, or Teacher evaluation.
10. Finally, you will want to enter the Teacher Evaluation of each skill using the provided proficiency scale rubric values.

Employability Skill	Teacher	Student
Personal Mindset	N/A ▾	N/A ▾
Dependable	N/A ▾	N/A ▾
Social Awareness	N/A ▾	N/A ▾
Collaboration	N/A ▾	N/A ▾

- NOTE: If teachers are also meeting with students to discuss this evaluation or collecting scholar evaluations another way, they can also input the student skill evaluations here.
11. Don't forget to select the "Save" button when you finish.



12. Repeat steps 6-11 to ensure an evaluation is added for all three types of skills.
13. You will need to identify the evaluator of the skills for the particular pass on the Employability Profile as well with any important narrative notes, which is marked under the "Evaluator Information" section, you can use the "Add New" button to do so.



14. Identify the staff member that conducted the evaluation (dropdown generated from the School's Contacts list), their title and the grade they conducted the evaluation.

Staff Member *	Title *	Grade *
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Optionally, you can add any narrative comments regarding the student's skill development.

15. Don't forget to select the "Save" button when you finish.

Save

Employability Profile: Technical Assessments

Overview: On a scholar's Employability Profile, it is the school-based personnel's responsibility to identify the pass or fail, as well as the score, of each part of the three-component Technical Assessment. The system will automatically identify the Technical Assessment components based on the details notated on the School's Pathways Program Technical Assessment section.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Employability Profile” tab.



6. Under the “Technical Assessments” section, you will see any attempts on any of the three parts of your Pathways Program’s Technical Assessment identified under the ‘Schools’ section in the ‘Pathways’ tab. You can also add attempts as they occur in this section by selecting the “Add New” button.



7. The first thing to do on this screen is to identify the “Type” of Technical Assessment being recorded, which would be the appropriate Part that scholars have completed.

Technical Assessment Details

Type *

- NOTE: These options are auto-imported from the Technical Assessment details identified under the ‘Schools’ section in the ‘Pathways’ tab.

8. Next, indicate the date that the student engaged in this part of the Technical Assessment.

Date *

- NOTE: In terms of Part 1 & 2, it should be the date the student sat for the assessment, and for Part 3 the date should indicate when the artifact (Project/Portfolio) was submitted.

9. After, indicate the score that the student achieved on the assessment.

Score *

10. Lastly, indicate if the student has successfully passed or failed this component of the assessment.

Status

- NOTE: If a scholar has attempted the component again, it should be added as a separate entry (i.e. Repeat Steps 6-9).
11. Don't forget to select the "Save" button when you finish.

Save

Employability Profile: Industry Certifications

Overview: On a scholar's Employability Profile, it is the school-based personnel's responsibility to identify the pass or fail, as well as the score, of any industry-recognized certification that scholars earn.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

[View](#)

5. On the sub-menu select the “Employability Profile” tab.

6. Under the “Industry Certifications” section, you will see any attempts on any attempts for your Pathways Program’s Industry Certifications identified under the ‘Schools’ section in the ‘Pathways’ tab. You can also add attempts as they occur in this section by selecting the “Add New” button.

Industry Certifications Add New

Date	Industry Certification	Certifying Authority	Status
------	------------------------	----------------------	--------

7. The first thing to do on this screen is to identify the “Industry Certification” being recorded

Industry Certification *

- NOTE: These options are auto-imported from the Industry Certifications details identified under the ‘Schools’ section in the ‘Pathways’ tab.
8. Next, indicate the date that the student attempted the Industry Certification..

Date *

9. After, indicate if the student has successfully passed or failed this component of the assessment.

Status

10. Following that, you will need to identify the Certifying Authority (the organization or entity that issues the certification, which may have multiple sources).

Certifying Authority *

- NOTE: These options are auto-imported from the Industry Certifications details identified under the ‘Schools’ section in the ‘Pathways’ tab.
11. Optionally, you may also find it necessary to add a description or notation or score in the narrative section.

Description

12. Don't forget to select the "Save" button when you finish.

Save

Employability Profile: Student Achievements & Activities

Overview: On a scholar's Employability Profile, any additional student achievements and/or activities that scholars have demonstrated excellence should be added.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Employability Profile” tab.

6. Under the “Student Achievements & Other Activities” section we can see any related accolades for scholars and use the “Add New” button to include additional listings.

Student Achievements & Other Activities


Add New

Date	Organization / Achievement Provider	Student Role	Comments
------	-------------------------------------	--------------	----------

- o NOTE: Activities in this context do NOT refer to work-based learning (WBL) activities, rather it is referring to student organization involvement.

7. First, identify the date of the achievement or the start of involvement in the activity.

Date *



8. Second, enter the organization that students have earned the award from or participate with.

Organization / Achievement Provider *

9. Third, add the Student’s Role. In the case of an award, the student’s role is “Awardee” and if a scholar is involved, but doesn’t hold a specific role they should be identified as a “Participant”.

Student Role *

10. Optionally, you can include any relevant comments if necessary, which can indicate an end date, significance, or other pertinent details.

Comments

11. Don’t forget to select the “Save” button when you finish.

Save

Employability Profile: Reviews

Overview: On a scholar's Employability Profile, the details of when the document has been reviewed with a scholar (minimum on an annual basis) has been conducted.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Employability Profile” tab.

6. Under the “Reviews” section, it can be determined when the student and teacher have conducted their annual review, and if one needs to be entered using the “Add New” button.

Reviews Add New

Date	Grade	Teacher Comment	Student Comment
------	-------	-----------------	-----------------

7. First, enter the date of the review that occurred between the student and teacher.

Review Date *

- NOTE: Other stakeholders can be included in the review, such as parents and school counselors, which should be detailed if they participated.

8. Second, the grade level of the student should be identified when the review took place.

Grade *

9. Teachers, and other school-based professionals, can insert commentary regarding the status of the scholar in regards to their Employability Profile.

Teacher Comments

10. Scholars should include reflective notes on their Employability Profile in terms of strengths and next steps.

Student Comments

- NOTE: You may decide to collect any comments in the format that works best for entry, which may involve students typing in notes or the teacher taking notes during the review or post-meeting that is copied from a reflection form.

11. Don't forget to select the “Save” button when you finish.

Save

Creating Training Plans

Overview: Training plans are official documentation that identifies the projected learning goals of a student’s experience in specific WBL activities, which can include opportunities like internships, workplace challenges, and job shadows.

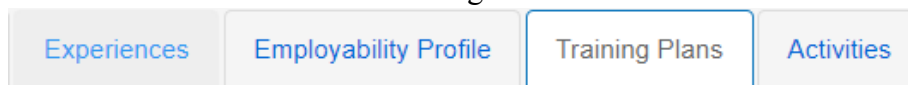
Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Training Plan” tab.



6. In the provided list you will be able to see any Training Plans created for students regarding work-based learning. As you may recall, a training plan is designed to provide direction towards the goals of the experience and are required for certain types of opportunities. If you need to create a new list, click “Add Training Plan”.

Student Training Plans Add Training Plan

Type	Date	Grade	Location	WBL Signature	Supervisor Signature	Participant Signature
Job	08/16/2021 -	10				
Shadow	08/27/2021					View

7. On the new page, use the dropdown entitled “Training Plan Type” to select the type of activity or experience.

Training Plan Type *

[Empty Selection]

- Experience
- Job Shadow
- Mentoring
- Onsight Project
- School Based Enterprise
- Youth Apprenticeship
- Other

- NOTE: Recall that an Experience, Internship or Workplace Challenge, that is found on the tab of the same name on the student’s profile.
8. IF YOU SELECTED “Experience” Continue, Otherwise Skip to Step 9 From the dropdown menu, select the linked experience that this training plan connects to.

Experience

[Empty Selection]

- NOTE: When you use a linked Experience, many of the details will be automatically copied, however you should review if the details are correct, which is discussed in the next steps.
9. Ensure that the “Student Grade” is set to the right level.

Student Grade *

10

10. Indicate the “Start Date” and “End Date” of the activity.

Experience Start Date *

mm/dd/yyyy

**Experience End Date ***

mm/dd/yyyy



- NOTE: If an experience drastically changes from the overview or details/goals of the training plan, you may issue a new training plan by ending the current End Date and starting a new document.

11. Confirm the related work-based learning organization.

Supervisor / Mentor

Worksite/Experience Location

Address1

Address2

City

State

Zip Code

- NOTE: If you are creating a Training Plan for an Experience, this data will automatically be populated. In addition, the supervisor will be able to login to their portal and [Sign Training Plans](#). Otherwise, no supervisor signature is required, but is recommended.

12. Check off the relevant Employability, Literacy, and Technical skills that are related to the experience.

Employability Skills *

- Personal Mindset
- Social Awareness
- Problem Solving

Additional Literacy Skills *

- Creativity
- Economic
- Scientific Literacy

Technical Skills

- IT 01 - 1. Demonstrate
- IT 02 - 2. Identify and i
- IT 04 - 1. Explain legal

- NOTE: Your experience should address at least ONE item from each category. This assists in any required / recommended evaluations or reflects related to the achievement of the goals of students participating. As a reminder, the Employability and Literacy skills are set by NYCDOE and Technical Skills are imported from your Pathways Program’s details under the ‘Schools’ tab.

13. Optionally, you can insert any additional skills that are not listed.

Additional Skills to be gained

14. Don’t forget to select the “Save” button when you finish.

A blue rectangular button with rounded corners containing the word "Save" in white text.

15. Lastly, as a work-based learning coordinator you can digitally sign the document by selecting the “Sign” button.

A blue rectangular button with rounded corners containing the word "Sign" in white text.

Creating Training Plan Supervisor Evaluations

Overview: Training plans are official documentation that identifies the projected learning goals of a student’s experience in specific WBL activities, they then need to be evaluated by the supervisor as feedback to demonstrate growth.

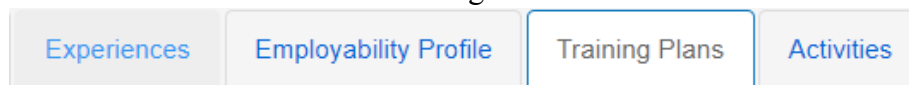
Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Training Plan” tab.



6. In the provided list you will be able to see any Training Plans created for students regarding work-based learning. As you may recall, a training plan is designed to provide direction towards the goals of the experience and are required for certain types of opportunities, we’ll now setup the evaluation for that Training Plan for the student. Select the “Add Evaluation” button to get started.

Add Evaluation

7. The next screen will ask the Experience it should be linked to, which is typically an Internship or Industry-based Project (i.e. Workplace Challenge). Selecting from this menu links the skills established on the Training Plan to auto-select and retrieve information to lessen your role in data entry. Click “Continue” when you have the right experience identified in the dropdown.

Select a Training Plan to Evaluate

Contin

Training Plans

Experience: 6/1/2023 - 8/31/2023

8. Review all of the information to ensure that it is correct, if something needs to be adjusted, select the “Edit” button.

Edit

9. Information you may need to adjust include the evaluation type and timing.

Evaluation Type *	Time Frame	Date Evalu
Final Evaluation	06/01/2023 to 08/31/2023	03/22/202

- You can enter, on behalf of the host information if needed, but when you have everything setup correct, the Host can complete the evaluation from their portal.

10. Don’t forget to select the “Save” button when you finish.

Save

11. Lastly, when the Host has completed their evaluation, as a work-based learning coordinator you can digitally sign the document by selecting the “Sign” button. (Don’t forget, students should also go in and sign.)

Sign

Reviewing Student Activities

Overview: All students should participate in a continuum of work-based learning. Within CPP, we can review a student’s specific record of WBL activities, which will give a running log of participating activities, as well as the number of hours that contribute to the 54 hour threshold set by NYSED.

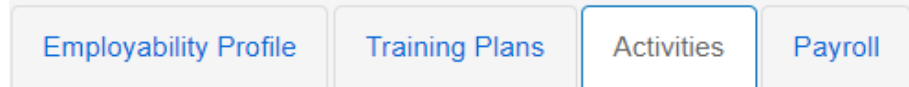
Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

5. On the sub-menu select the “Activities” tab.



6. This page will offer a summary of activities, including experiences, that scholars have participated in. At the bottom will be a calculation of work-based learning hours, including a sub-division of hours that are countable under NYSED/Perkins V requirements for the 54 Hour threshold. You can quickly jump to activity details here, as well as quick change to “Add Activities” that students should be rostered for (afterwhich, attendance will need to be taken to credit hours).



- NOTE: See the activity section for additional support.

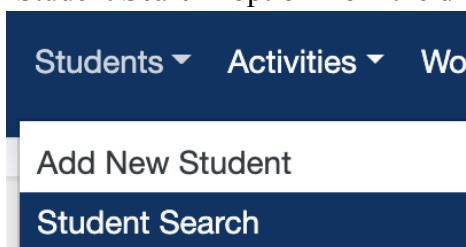
Reviewing Payroll Information

Overview: In certain circumstances, it may be necessary to review a student’s payroll information to confirm that they have been appropriately compensated. This section also indicates how they were paid.

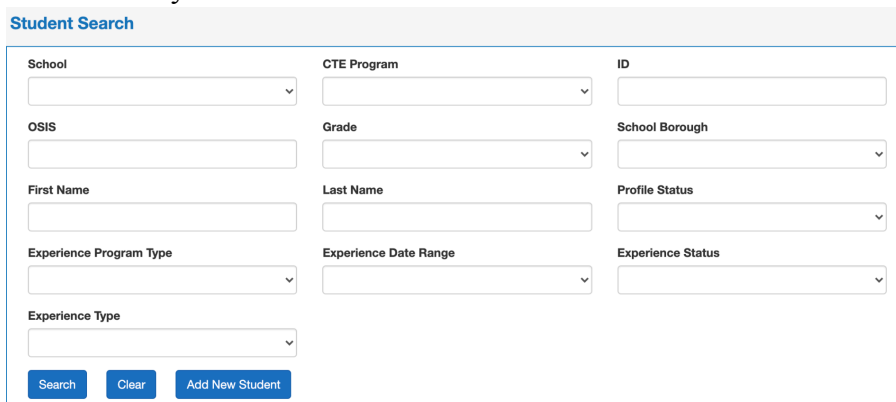
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



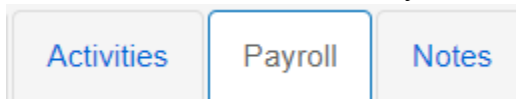
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



5. On the sub-menu select the “Payroll” button.



6. On this page you will be able to view information related to students being appropriately compensated.:

- Payment Method identifies if a student is being paid via Payroll Card or Direct Deposit.

Payment Method *

Payroll Card ▼

- Hours and Stipends will list the pay period final totals of hours, including any adjustments.

[Hours](#)

Week Ending	Hours	Entered	Approved	Committed	Status	Note
-------------	-------	---------	----------	-----------	--------	------

[Stipends](#)

Week Ending	Stipend	Amount	Entered	Approved	Committed	Status	Note
-------------	---------	--------	---------	----------	-----------	--------	------

- Lastly, the pay history will breakdown actual compensation submitted to the scholar's Payment Method.

[Pay History](#)

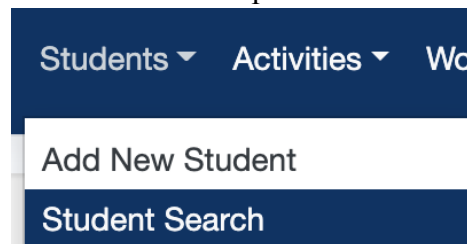
Initiative	Check Number	Check Date	Gross	Net	Voided	Pay Type	Payroll Card ID
------------	--------------	------------	-------	-----	--------	----------	-----------------

Adding Notes

Overview: Notes can be added to students' profiles as written narratives that do not take the form of an uploaded document or attach to another portion of the system.

- Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.

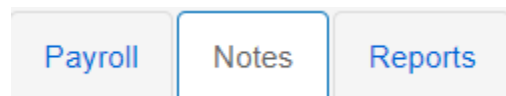


3. Using the provided filters you can narrow down the list of all of the students that you have access to review.

4. After you have found the student on the list, select “View” to open their profile.

[View](#)

5. On the sub-menu select the “Notes” tab.



6. On this page, you can see a list of any existing notes on the student's profile. If you need to create a new artifact you can select the "Add Note" button.

Add Note

7. The page will load a two-field form, where you can identify the subject and details for the student account.

Subject *

Details *

- NOTE: The system will connect your name to the note. You can use Notes for internal processes and for other details that do not correspond to existing documents.
8. Don't forget to select the "Save" button when you finish.

Save

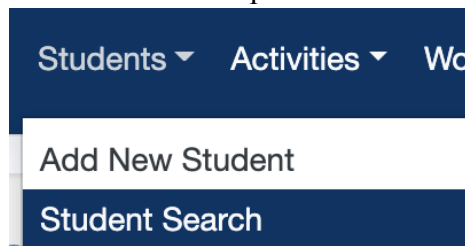
Student Reports

Overview: There are several reports that can be run regarding a specific student and their profile, which includes an official export of their Employability Profile.

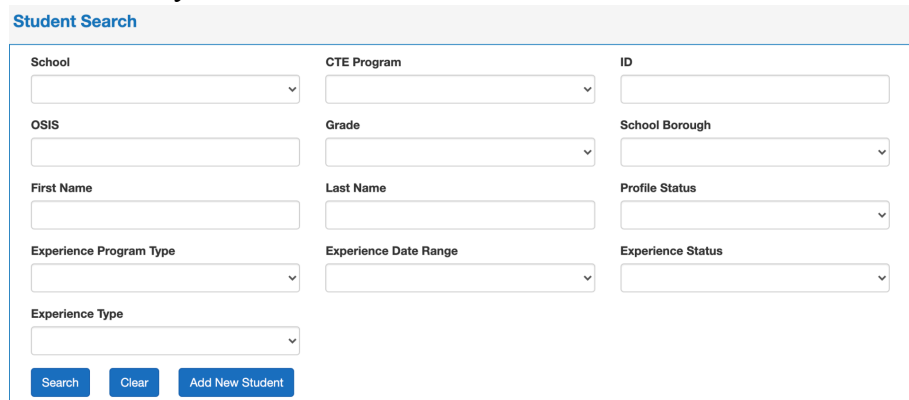
- Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Students” tab in the navigation bar and then the “Student Search” option from the dropdown.



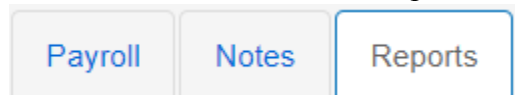
3. Using the provided filters you can narrow down the list of all of the students that you have access to review.



4. After you have found the student on the list, select “View” to open their profile.



5. On the sub-menu select the “Reports” tab.



6. CPP offers specific student reports that download with a single click.

Reports: List of student reports

[Student Employability Profile](#)

[Student Training Plan](#)

[Student Task Report](#)

[Student Message Report](#)

- Student Employability Profile - Download the Excel version of the Employability Profile that includes all of the necessary details and calculations expected for the NYSED document.
- Student Training Plan - Select from the dropdown the specific training plan that you want to download, which you can then print and have a person sign to then reupload, or file for your records.
- Student Task Report - Generate the full list of tasks assigned to this specific scholar, including details, status, and any related notes.
- Student Message Report - Generate the full list of messages sent to this specific scholar, including details, status, and any responses they've included.

Students Tab - BULK ACTIONS

Topic	Video	Audience	Team
Mass Student Account Creation	X	School-Based Staff	SIMS
Bulk Training Plan Creation	X	School-Based Staff	SIMS
Bulk Employability Profile Entry	X	School-Based Staff	PAQ

Mass Student Account Creation

Overview: ***CAUTION - Bulk Data Entry Tool - Training Highly Recommended***

This tool is used to create accounts for groups of scholars in CPP using a spreadsheet upload. You will need to complete this process for your school by CTE Pathway or for Non-CTE students as separate submissions for data integrity purposes.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Using the top navigation bar, select the “Students” header, followed by “Student Mass Upload” on the dropdown menu.



Add New Student

Student Search

Online Applications

I-9 Dashboard

Student Messages

Student Tasks

View Experience Funding

Update Experience Funding

Bulk Entry of CTE Employability Profiles

Bulk Entry of Training Plans

Student Mass Upload

3. **READ ALL OF THE INFORMATION ON THIS PAGE FIRST.**

***** Instructions continue on next page to emphasize Step 3 *****

- **NOTES:**
 - Due to the nature of this tool, you should verify that no other team member has used this tool for the same purpose; uploading user data of existing accounts will overwrite existing accounts.
 - Scholars will still need to go to the participant portal after the upload to claim their accounts by selecting the Register option and setting a username and password, in which they'll be able to update or enter any missing data.
4. On the instructions page, there will be a link for a spreadsheet, download this file and open it to review all of the required field (highlighted in Red and listed below):
- School Name
 - School DBN
 - CTE Program
 - OSIS / Student ID
 - Last Name
 - First Name
- If your students are properly programmed in STARS, you can request from your STARS Programmer the "STARS Report Custom Report 3.07" to generate 95+% of this data (required and optional fields) automatically.
5. Upload your spreadsheet using the "Choose File" button. As a reminder, this spreadsheet is by School AND CTE Program, so the tool will need to be used for each CTE Program group of students. The CTE Program must match the exact text used in CPP, otherwise scholars will not be attached properly.

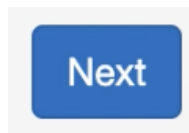
School *

CTE Program *

File Name *

 No file chosen

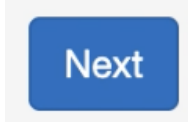
6. Select "Next" for the system to validate your data.



7. You will then see a new screen that is called the “File Verification” screen, if you used the template correctly then all should be fine, but as a precaution, ensure that you review a few rows to confirm that the columns correctly identify the data.

Row	School Name	School DBN	CTE Program	OSIS / Student ID	Last Name	First Name
2	Brooklyn Navy Yard STEAM Center	33K891	Computer Security	265893420	Mastrandrea	Damiano

8. Once you’ve verified the data looks correct, select “Next”.



9. The summary page will identify how many student accounts will be processed, including if there are any existing accounts (as a reminder, if an account already exists in the system, provided data will be overwritten [i.e. Updated]).

Summary

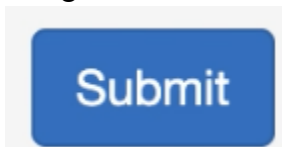
Please review the information below ar

Total rows uploaded from file: 1

Total new students to be imported: 1

Total existing students to be updated: 0

10. The final step is to select “Submit”, this will process all accounts, once finished you can immediately see them in the Student Search section and scholars can claim their account and login for any remaining changes.



- This process cannot be reversed by the programmer.

Bulk Training Plan Creation

Overview: ***CAUTION - Bulk Data Entry Tool - Training Highly Recommended***

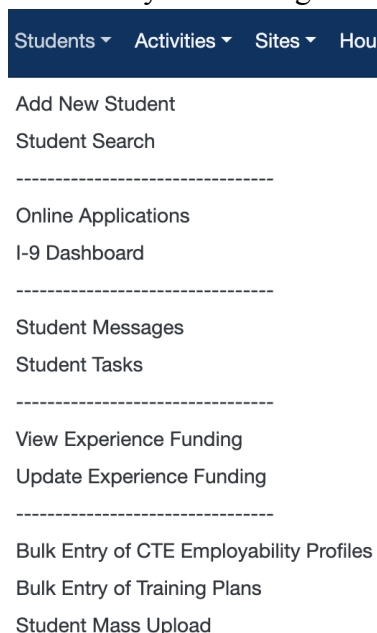
This tool is used to complete data entry for multiple students within the same pathway in one comprehensive step, as opposed to individually entering data for each scholar. It is important to point out that the data you select will be applied to all students selected.

You will only be able to apply data for Training Plans by CTE Program, repeat procedures will need to be done for additional programs. If you have already creating the Training Plan on a student profile, you should go to that scholar's account, where you can Copy the Training Plan individually to other students.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Using the top navigation bar, select the “Students” header, followed by “Bulk Entry of Training Plans” on the dropdown menu.



3. **READ ALL OF THE INFORMATION ON THIS PAGE FIRST.**

***** Instructions continue on next page to emphasize Step 3 *****

- Select your “School” and the “CTE Program” on the dropdown.

School *

CTE Program *

- Create the Training Plan. (The process is the same, with one exception, as the individual creation process, which has been linked below):

Handbook Section	Video
Creating Training Plans	X

- The one exception is the “Experience” type of Training Plan, you will need to go to each student’s training plan after the bulk creation to attach it to the applicable paid experience.
- Once ready, select the “Next” button to continue.

Next

- Utilize the provided list of applicable students (those in this CTE Program) and the remaining filters to select the scholars that should have the crafted training plan entered for them.

Bulk Entry of Training Plans

Select Students

- Not seeing some of your students? Common Issues:
 - Is that student properly attached to the selected CTE Program?
 - Do you have a filter on that would hide them?
- When you’ve selected all of your students, select “Next”.

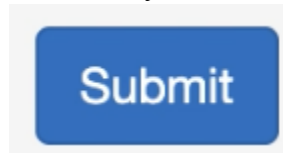
Next

- Review the Summary of all actions and applied students to ensure it is correct.

Bulk Entry of Training Plans

Summary

10. When ready, click “Submit”.



- This process cannot be reversed by the programmer.

Bulk Employability Profile Entry

Overview: ***CAUTION - Bulk Data Entry Tool - Training Highly Recommended***

This tool is used to complete data entry for multiple students within the same pathway in one comprehensive step, as opposed to individually entering data for each scholar. It is important to point out that the data you select will be applied to all students selected. You will only be able to apply data on Employability Profiles by CTE Program, repeat procedures will need to be done for additional programs.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Using the top navigation bar, select the “Students” header, followed by “Bulk Entry of CTE Employability Profiles” on the dropdown menu.



Add New Student

Student Search

Online Applications

I-9 Dashboard

Student Messages

Student Tasks

View Experience Funding

Update Experience Funding

Bulk Entry of CTE Employability Profiles

Bulk Entry of Training Plans

Student Mass Upload

3. **READ ALL OF THE INFORMATION ON THIS PAGE FIRST.**

***** Instructions continue on next page to emphasize Step 3 *****

4. Select your “School” and the “CTE Program” on the dropdown.

School *

CTE Program *

5. Once ready, select the “Next” button to continue.

Next

6. Enter your bulk Employability Profile items. Information on each of these items and how to properly enter them individually (which works for the Bulk tool as well) are detailed in their corresponding section of the Handbook (Shortcuts below):.

Handbook Section	Video
Employability Profile: Pathways Courses	X
Employability Profile: Skills Evaluation & Evaluator Information	X
Employability Profile: Technical Assessments	X
Employability Profile: Industry Certifications	X
Employability Profile: Student Achievements & Activities	X

○ NOTES

- If there is a dropdown, item, or other piece missing it is MOST LIKELY due to not being configured correctly on your school’s account, instructions are detailed in their corresponding section of the Handbook (Shortcuts below):

Handbook Section	Video
Listing Contacts	X
Pathways Program Information	X
Pathways Technical Assessment	X
Pathways Articulation Agreements	X
Pathways Course Sequence	X
Pathways Technical Skills	X
Pathways Industry Certifications	X

- Additionally, it should be noted that “SKILLS” cannot be assigned, UNLESS the course is FIRST added to the Employability Profiles of applicable students (It cannot be in the same bulk entry.)

7. When all items have been added to the list, select “Next”.

Next

8. Utilize the provided list of applicable students (those in this CTE Program) and the remaining filters to select the scholars that should have the previously crafted Employability Profile actions entered.

Bulk Entry of CTE Employability Profile

Select Students

- Not seeing some of your students? Common Issues:
 - Is that student properly attached to the selected CTE Program?
 - Do you have a filter on that would hide them?
 - Are you doing a skills evaluation? If so, do those students already have the corresponding course on their Employability Profile?
9. When you’ve selected all of your students, select “Next”.

Next

10. Review the Summary of all actions and applied students to ensure it is correct.

Bulk Entry of CTE Employability Profiles

Summary

Please review the information below and click "Submit" to finalize the CTE employability profil

11. When ready, click “Submit”.

Submit

- This process cannot be reversed by the programmer.

Activities Tab

Topic	Video	Audience	Team
Experiences vs. Activities	X	Grant / School-Based Staff	PAQ
Activity Search	X	School-Based Staff	PAQ
Direct Attendance for Activity	X	School-Based Staff	PAQ
Activity: Creating Overview	X	School-Based Staff	PAQ
Activity: Scheduling	X	School-Based Staff	PAQ
Activity: Roster	X	School-Based Staff	PAQ
Activity: Meeting Times	X	School-Based Staff	PAQ
Activity: Notes	X	School-Based Staff	PAQ
Activity: Reports	X	School-Based Staff	PAQ

Experiences vs. Activities

Overview: It is important to recognize that Experiences and Activities are both work-based learning experiences, but they are entered into the system by using separate methods and have purposeful uses.

Steps: 1. Login to CPP at CareerPathways.nyc



2. An 'Experience' refers to any Work-Based Learning opportunity that is considered an Internship (Paid / Unpaid) or a Paid Workplace Challenge (Unpaid Workplace Challenges are referred to as Onsite Projects and are documented as activity). All other types of WBL opportunities are considered 'Activities'.
 - Experiences
 - [Experiences: Adding an Internship](#)
 - [Experiences: Adding a Workplace Challenge](#)
 - Activities
 - Continue below in this section of the handbook.

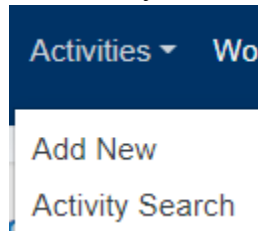
Activity Search

Overview: Your school will offer a multitude of WBL activities and being able to appropriately find them is necessary for proper accountability.

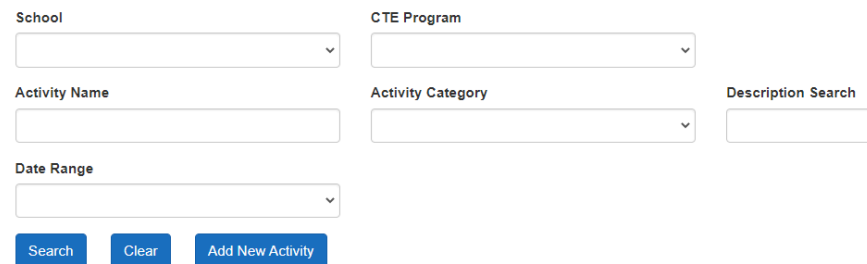
Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.



3. Utilizing the provided filters, narrow down the results to find the activity you are searching for.



4. Select “View” next to the activity you would like to review.

[View](#)

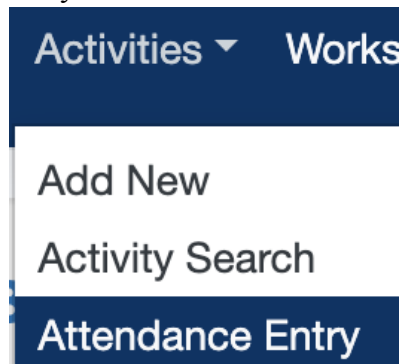
Direct Attendance for Activity

Overview: It is possible to enter “day of” attendance for a WBL activity into the system without having to navigate multiple screens.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the "Activities" tab in the navigation bar, select "Attendance Entry".



3. The filter will automatically default to today, indicating all of the activities scheduled, where you can select the “View” button to be taken directly to the attendance recorder.

[View](#)

4. Continue from Step 5 in [Activity: Meeting Time](#).

Activity: Creating Overview

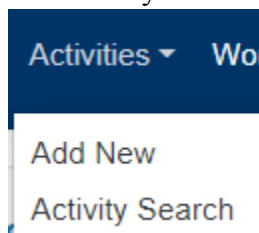
Overview: Whether you are creating a new activity or updating some of the details, the Activity Overview is the categorical information used by the system to determine its applicability towards NYSED WBL Hours and which students can be attached to the activity.

Steps: 1. Login to CPP at CareerPathways.nyc



2. ADDING NEW ACTIVITY

In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Add New” sub-menu option.

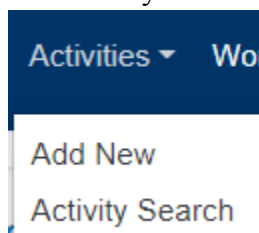


Alternatively, you can select “Activity Search” and choose “Add New Activity” on the new webpage.



EDITING EXISTING ACTIVITY

In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.



Utilizing the provided filters, narrow down the results to find the activity you are searching for.

School	CTE Program	
<input type="text"/>	<input type="text"/>	
Activity Name	Activity Category	Description Search
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Range		
<input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Add New Activity"/>

Select “View” next to the activity you would like to review.

[View](#)

- On the Activity Overview page, you will need to indicate some basic information about the WBL activity to move forward, first you will need to select your “School” (Based on your role you may have access to more than one school.)

School *

- Next, you will need to select the “Pathways Program” this activity applies to. If students from more than one Pathways Program will participate in this activity you should select “School Wide” (this will help later with rostering.)

CTE Program *

- CTE Test Program
- School Wide

- Third, you will need to identify the “School Term” this activity takes place.

School Term *

- School Year 2021 / 2022
- School Year 2020 / 2021

- NOTE: NOTE: Each school year begins on July 1st and ends the following June 30th. Example: August 15th, 2021 is part of School Year 2021/2022.

- Afterwards, craft a name for the “Activity Title”. (Our recommendation is to be specific in terms of Type, Partner, and Group.)

Activity Title *

7. You should also identify the Organization/Company involved in this WBL activity.

Organization/Company

- NOTE: In the instances of more than one partner for a specific activity, we recommend writing “Various”, further details can be included elsewhere.
8. Select the “Activity Category” that this WBL activity belongs to.

Activity Category *

[\(Expand Definition\)](#)

Definition:

Example:

Valid for WBL:



Required Docs for WBL:

- NOTE: By selecting “Expand Definition” you can see a more detailed breakdown of the activity, including its viability to NYSED WBL Hours tabulation and required documentation.
9. Using the “Description” text box, you can further elaborate on the activity, including any key individuals or listing organizations if there are more than one.

Description

10. Finally, a “Date Range” must be selected that indicates the absolute first day and last day of the activity.

Activity Date Range *

mm/dd/yyyy		to	mm/dd/yyyy	
------------	---	----	------------	---

- NOTE: If the activity is only one day, the start and end date will be the same.
11. Don't forget to select the "Save" button when you finish, you'll notice additional tabs that are detailed in the following section.

Save

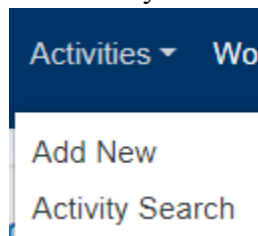
Activity: Scheduling

Overview: Activities have to be scheduled, whether they're one day or multiple sessions so that the system can enable you to take attendance for each date.

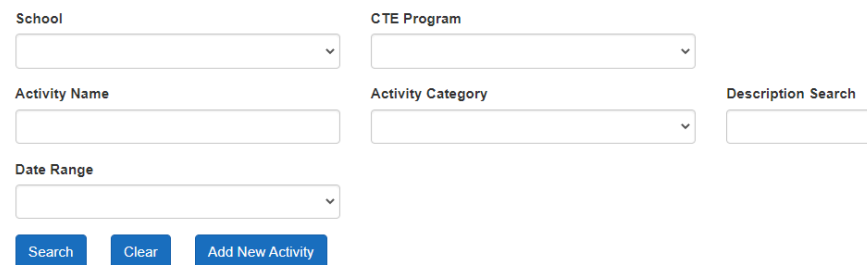
Steps: 1. Login to CPP at CareerPathways.nyc



2. IF YOU ALREADY HAVE AN ACTIVITY OPEN, SKIP TO Step 3
In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.



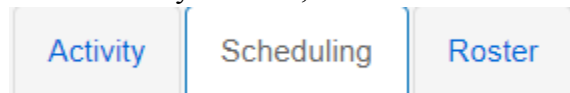
Utilizing the provided filters, narrow down the results to find the activity you are searching for.



Select “View” next to the activity you would like to review.

[View](#)

3. In the Activity window, select the “Scheduling” tab.



4. Scheduling is the step in the Activity logging process that identifies “WHEN” the students are actually participating. By adding dates/times you will be able to take attendance for student participation. To do so, we’ll need to add those details to a calendar by selecting the “Add

New” button.

Add New

5. A screen pop-up will appear that will enable you to add date/times individually or in a schedule that is routine, such bi-weekly or monthly.

Activity Schedule

Occurs

- Once
- Daily
- Weekly
- Monthly

Schedule a meeting time for one specific date.

Date

mm/dd/yyyy

- NOTE: You can add multiple dates/times by revisiting this screen. For example, you might have an event happen monthly so you add that to the schedule, but you may also have a one-off event part of the activity that doesn't fall on this schedule. You do NOT need to create a new activity, you can just “Add New” to the schedule of this activity.
6. You will also need to identify the Start & End Time of the Activity, which will be used later to calculate scholar time.

Start Time

3

00

PM

End Time

4

00

PM

- NOTE: You can edit this information if necessary in the event that an activities schedule changes.
7. Once you've set the details, make sure to click the “Save” button.

Save

8. The Scheduling page will list all of the expected dates/times of the activity in both a list and calendar format.

Schedule	Start Date	End Date	Start Time	End Time
Once on 09/07/2021	09/07/2021	09/07/2021	03:00 PM	04:00 PM

🕒 today

September 2021

Sun	Mon	Tue	Wed	Thu	Fri
29	30	31	1	2	
5	6	7 3:00p Scheduled - Demo Acti	8	9	

9. The next step in the process is Rostering scholars.

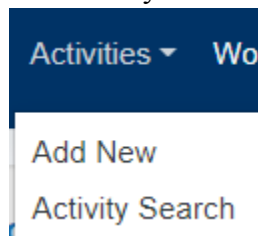
Activity: Rosters

Overview: A roster of students needs to be applied to a WBL Activity to generate the attendance log that you can use to notate who participated.

Steps: 1. Login to CPP at CareerPathways.nyc



2. IF YOU ALREADY HAVE AN ACTIVITY OPEN, SKIP TO Step 3
In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.



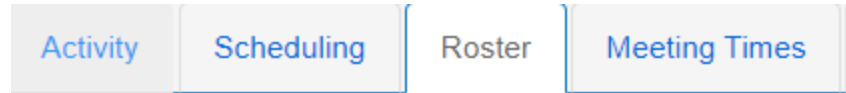
Utilizing the provided filters, narrow down the results to find the activity you are searching for.

School	CTE Program	
<input type="text"/>	<input type="text"/>	
Activity Name	Activity Category	Description Search
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Range		
<input type="text"/>		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Add New Activity"/>

Select “View” next to the activity you would like to review.

[View](#)

3. In the Activity window, select the “Roster” tab. This is where we will add the students participating in the activity.



Rosters: Student Assignments

Last Name	First Name	Assignment Start Date	Assignment End I
Graham	Beth	09/07/2021	09/07/2021

- NOTE: You will see a list of any students assigned and can use the hyperlinks to update their specific assignment and jump to their profile.
4. Select the “Add Students” button.

Add Students

5. Use the filters to assist in displaying the specific students you need to assign to this activity.

First Name	<input type="text"/>	Last Name	<input type="text"/>
Grade	<input type="text" value="v"/>	CTE Program	<input type="text"/>
Max Students to Display:	<input style="width: 100px;" type="text" value="50"/>	Show	<input type="text" value="All"/>

- NOTE: You can use the filters to show all students at once, as well as only show students that have/haven't been assigned.
6. Under the “Assign” column we can check off the students that are participating in the activity.

Assign

- NOTE: This list is based on the “Pathways Program” selected on the ‘Activity’ tab will automatically filter the students only from that pathway. If you select ‘School Wide’ all scholars will appear.
- NOTE: If all students are expected to participate, you can also use the “Assign All” button.

Assign All

7. Optional: If you have students participating in the activity at different times or commitment lengths, you can alter their “Assignment Date

Range”, which will only make them appear on Meeting Times for dates the activity is scheduled for within this constraint..

Assignment Date Range

09/07/2021  to 09/07/2021

8. Once you've assigned all the students, make sure to click the “Save” button.

Save

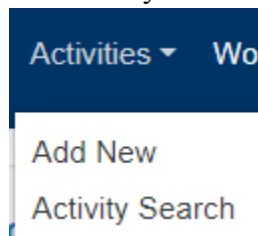
Activity: Meeting Time

Overview: The Meeting Time function in the activity menu is to take attendance and appropriately account for hours that students engage in WBL.

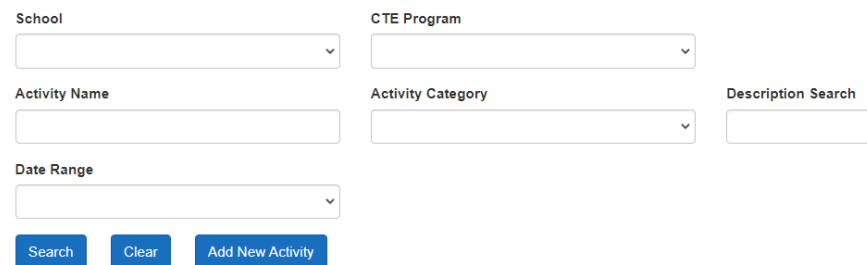
Steps: 1. Login to CPP at CareerPathways.nyc



2. IF YOU ALREADY HAVE AN ACTIVITY OPEN, SKIP TO Step 3
In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.



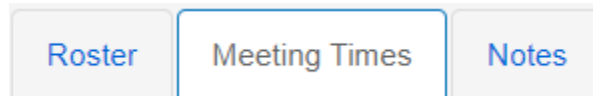
Utilizing the provided filters, narrow down the results to find the activity you are searching for.



Select “View” next to the activity you would like to review.

[View](#)

3. In the Activity window, select the “Meeting Times” tab.



4. In this window, you will see all of the expected meeting dates for the activity as determined by the scheduling tab. Here you can determine the details of each date, expected student count, and if attendance has been taken for a specific date. You can select “Take Attendance” to

account for a date or revise previous attendance.

Date	Day of Week	Start Time	End Time	Hours	Locked	Students Assigned	Attendance Collected
09/07/2021	Tuesday	03:00 PM	04:00 PM	1.00	No	1	

[Take Attendance](#)

- On this screen, you will indicate if a student was present for that particular session of the WBL activity. In order to do so, you just check the box under the “Present” column.

Present



- NOTE: For convenience, you can use the filters to find specific students or show a larger group at once. In addition, you can mark all students present or absent with the appropriate button.

Mark all Present

Mark all Absent

- When applicable, if a student does not participate in the entire session you can update their specific attendance on this page to give them partial credit. Otherwise, it defaults for the full-time.

Time Present

3 ▾

00 ▾

PM ▾

to

4 ▾

00 ▾

PM ▾

- Make sure to click the “Save” button when you’re finished. This will also have all student accounts tabulate the hours on their profile.

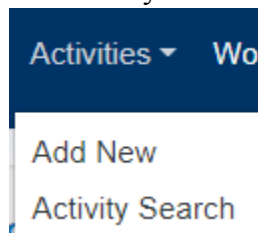
Save

Activity: Notes

Overview: Similar to student notes, activity notes can be written narratives that do not fit in other sections, but are important to include to further elaborate on the activity or a specific circumstance.

Steps: 1. Login to CPP at CareerPathways.nyc

2. IF YOU ALREADY HAVE AN ACTIVITY OPEN, SKIP TO Step 3
In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.

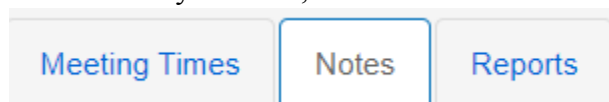


Utilizing the provided filters, narrow down the results to find the activity you are searching for.

Select “View” next to the activity you would like to review.

[View](#)

3. In the Activity window, select the “Notes” tab.



4. On this page, you can include any narratives you feel are necessary to include that do not have a place in another appropriate section. You can use the “Add New Note” to get started.

Add New Note

5. Identify the subject of the note.

Subject *

6. Afterwards, include the full details of the notes.

Notes *

7. Make sure to click the “Save” button when you’re finished.

Save

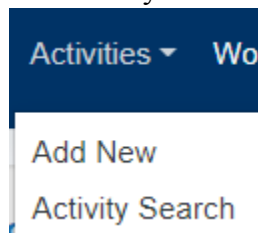
Activity: Reports

Overview: Each activity has access to a set of reports that can be useful in accounting for the WBL time, as well as determining the results as it applies to students.

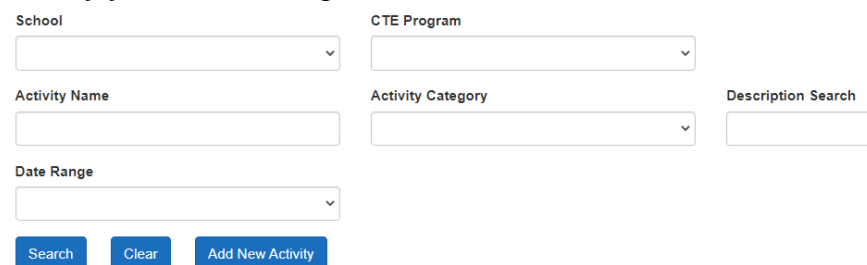
Steps: 1. Login to CPP at CareerPathways.nyc



2. IF YOU ALREADY HAVE AN ACTIVITY OPEN, SKIP TO Step 3
In the navigation bar at the top of the page, select the “Activities” tab, followed by the “Activity Search” sub-menu option.



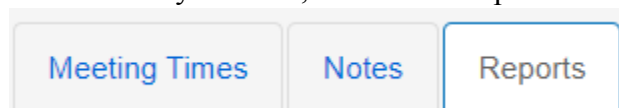
Utilizing the provided filters, narrow down the results to find the activity you are searching for.



Select “View” next to the activity you would like to review.

[View](#)

3. In the Activity window, select the “Reports” tab.



4. CPP offers specific activity reports that download with a single click.

Reports: List of activity reports[Activity Summary Report](#)

Print the activity summary for this activity.

[Activity Contacts Report](#)

Print the list of Student Contacts for this activity.

[Attendance Sheets](#)

Print attendance sheets for this activity.

[Activity Attendance Summary](#)

Summary of attendance for the activity's students.

Hours / Stipends Tab

Topic	Video	Audience	Team
Hours Dashboard Overview	X	WBLCs / Grant	SIMS
Enter New Hours	X	WBLCs / Grant	SIMS
Editing Existing Hours	X	WBLCs / Grant	SIMS
Provide Participants Missing Hours Rationale	X	WBLCs / Grant	SIMS
Editing Entered Missing Hours Reasons	X	WBLCs / Grant	SIMS
Adding Adjustments	X	WBLCs / Grant	SIMS
Approving Hours	X	WBLCs / Grant	SIMS
Making Changes to Approved Hours	X	WBLCs / Grant	SIMS
Committing Hours	X	WBLCs / Grant	SIMS
Stipends Dashboard Overview	X	WBLCs / Grant	SIMS
Enter New Stipends	X	WBLCs / Grant	SIMS
Editing Existing Stipends	X	WBLCs / Grant	SIMS
Provide Participants Missing Stipends Rationale	X	WBLCs / Grant	SIMS
Editing Entered Missing Stipends Reasons	X	WBLCs / Grant	SIMS
Adding Adjustments Stipends	X	WBLCs / Grant	SIMS
Approving Stipends	X	WBLCs / Grant	SIMS
Making Changes to Approved Stipends	X	WBLCs / Grant	SIMS
Committing Stipends	X	WBLCs / Grant	SIMS

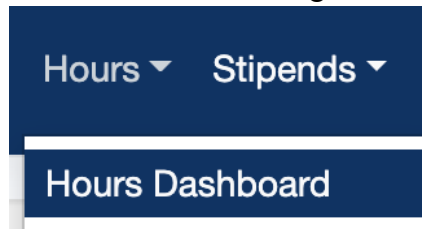
Hours Dashboard Overview

Overview: The Hours Dashboard provides a breakdown of paid experiences that are codified by hourly pay, which are indicated as internships in the system, where everything to ensure the appropriate scholars are paid can be conducted.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. The Hours Dashboard is broken down into five steps:
1. Entering / Editing New Hours for Students
 2. Entering Rationale for Students with No Hours
 3. Entering Adjustments for Payments in Previous Weeks
 4. Approving Entered Hours
 5. Committing Hours
 - **NOTE:** The difference between approving and committing hours is that committing hours is for BOTH weeks in the pay period and sends the information to be processed in payroll to actually send the funds to students.

School

A Test School - Live ▼

Show
Clear
Switch To 08/20/2021

This is the first week of this two week pay period.
 Hours for this week must be approved by 08/25/2021 10:00 AM.
 Hours for this pay period must be committed by 08/25/2021 10:00 AM.
 You have selected 1 school(s).
 There are 0 participants in these school(s) for this week.

Step 1: Enter Hours		
0:	Number of participants that need hours entered for this week.	Enter New Hours
0:	Number of participants that have hours entered for this week.	Edit Existing Hours
Step 2: Enter Reasons for Any Participant With Zero Hours		
0:	Number of participants that still need reasons for having missing hours.	View Participants Missing Hours
0:	Number of participants that have reasons for missing hours.	View Entered Reasons
Step 3: Enter Adjustments to Prior Weeks		
0:	Number of adjustments made to prior weeks.	View Adjustments
Step 4: Approve Entered Hours		
0:	Number of hours entries that need to be approved.	View Non-Approved Hours
0:	Number of hours entries that have been approved.	View Approved Hours
Step 5: Commit Hours		
	This school's hours are ready to be committed.	Commit Hours

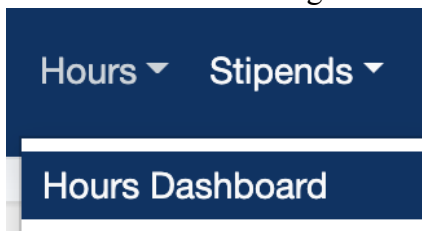
Enter New Hours

Overview: As a coordinator you have the ability to enter student hours for their internship in the event they are unable to in the participant portal.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

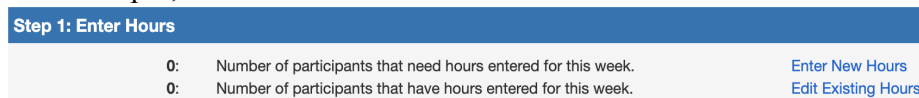
Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

School

5. Under Step 1, select the “Enter New Hours” button.



6. You will be brought to a new screen with a list of scholars that need to have hours entered for this period. Use the filters and/or scroll the list to identify the student you need to enter hours for.

Last Name	<input type="text"/>	First Name	<input type="text"/>
Experience ID	<input type="text"/>	Filter	<input type="text" value="All"/>
Worksite	<input type="text"/>		
	<input type="button" value="Show"/>	<input type="button" value="Clear"/>	

7. By selecting the “Not Entered” button you will then be able to enter the hours by day to the student’s entry.

Hours

[Not Entered](#)

8. After, you can select the “Add Hours” to indicate this specific scholar’s time for the given pay period.

9. You are also able to use the “Upload” button in the same line as the student to submit their paper timesheet.

Time Sheet

[Upload](#)

10. If a student has uploaded their timesheet, or if you would like to check the timesheet, you will choose the “View” button.

Time Sheet

[View](#)

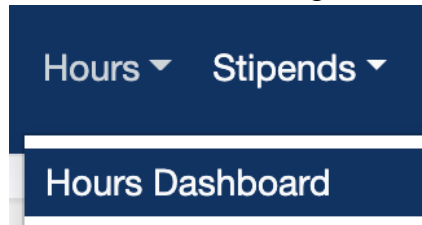
11. If you have students that will not have hours entered this period, a reason must be provided, continue to [Provide Participants Missing Hours Rationale](#). Otherwise, you can continue on to approve those hours in the [Approving Hours](#) section.

Editing Existing Hours

Overview: Sometimes, students make mistakes, and coordinators are able to enter the system and update a student’s existing hours that they have inputted to ensure they are reflected appropriately.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 1, select the “Edit Existing Hours” button.

Step 1: Enter Hours		
0:	Number of participants that need hours entered for this week.	Enter New Hours
0:	Number of participants that have hours entered for this week.	Edit Existing Hours

6. You will be brought to a new screen with a list of scholars that have hours entered for this period. Use the filters and/or scroll the list to identify the student you need to edit hours for.

Last Name	First Name
<input type="text"/>	<input type="text"/>
Experience ID	Filter
<input type="text"/>	All <input type="button" value="v"/>
Worksite	
<input type="text"/>	<input type="button" value="v"/>
<input type="button" value="Show"/>	<input type="button" value="Clear"/>

7. Once you've located the student, select the Hours count to move to the next screen.

Hours

3.00

8. In order to change existing entered hours, select the "Edit" button next to the appropriate day and update the information.

Edit

You can also "Add Hours" if time was not inputted for all days.

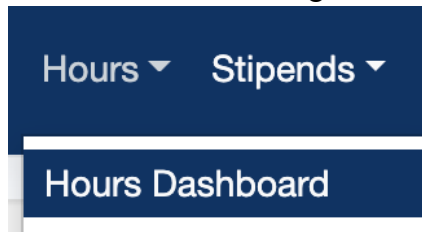
Provide Participants Missing Hours Rationale

Overview: All students need to have hours inputted into the system to commit the payroll, however there may be times when students have not accumulated any hours. Part of the process is to provide the reasoning on why the student does not have any hours inputted.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.
 Hours for this week must be approved by 08/25/2021 10:00 AM.
 Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 2, select the “View Participants Missing Hours” button.



- The screen will display a list of scholars that have no hours entered for this pay period's week. You will need to provide a reason for the scholar not having any hours this week from the pre-generated list of options. To do so, select the Hours number button next to the student's name.

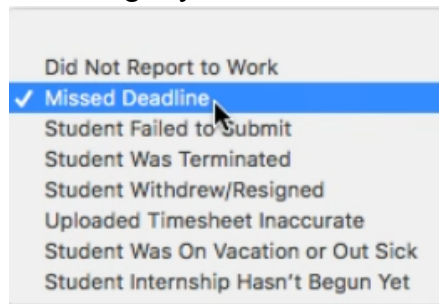
Hours

0.00

- On the new screen, select the "Missing Hours" button.

Missing Hours

- Utilizing the dropdown, you can then select the reason for the scholar not having any hours this week.



- Once you have entered reasons for each student that is missing hours, you can move on to the next step.

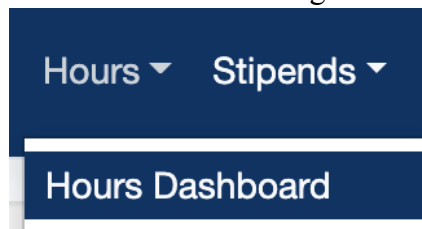
Editing Entered Missing Hours Reasons

Overview: When you are entering student missing hours reasons, you might accidentally make a mistake or need to remove the rationale so that students can put in hours at the last minute within the pay period. You can edit the entered missing hours reasons for a student to enable hours entry or update the reason for the missing hours.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 2, select the “View Entered Reasons” button.



6. Select the student's Hours value, which should be set to 0.00.

Hours

0.00

7. On the new screen, select the "Missing Hours" button.

Missing Hours

8. Utilizing the dropdown, you can then select the blank option at the top for the scholar that will then enable hours entry..

Select the Missing Hours Reason

Student Failed to Submit

Student Completed Experience

Did Not Report to Work

Missed Deadline

Student Failed to Submit

Student not scheduled for work

9. Once you have clicked "Save" you can continue to your next action.

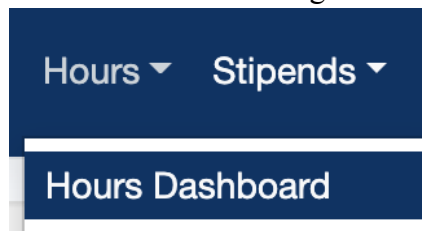
Save

Adding Adjustments

Overview: Adjustments enable you to process payroll for previous weeks for a student's paid internship. This could be due to missing or partially entered hours that now need to be adjusted for due to that pay period now being closed.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

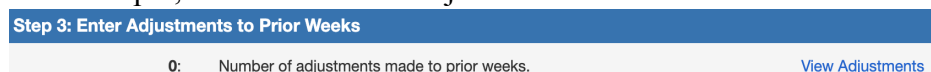
Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 3, select the “View Adjustments” button.



6. The new screen will indicate any adjustments made for the current pay period. To add a new one, select the “Add Adjustment” button.

Add Adjustment

- On the new screen, select the participant that is having their hours adjusted from the dropdown.

Participant

- The screen will then disable how many remaining hours the scholar has in terms of funding for an experience. You will then be able to use the dropdown to indicate the week to provide the adjustment for.

Hours Remaining 60.00

Internship Dates 10/18/2021 to 12/24/2021

Week Ending to Adjust

- NOTE: Adjustments should be made carefully, in which hours should not overlap with previous hours. Students should only receive adjustments for hours that were not entered previously and should be paid for.
- You will then be able to identify the hours that should be added to the scholar's experience by selecting the "Add Hours" button.

Add Hours

- The first dropdown on the popup will prompt you to provide the reason for the adjustment.

Select the Adjustment Reason *

Hours calculated incorrectly

All hours not counted

Timesheet submitted after original pay period

- NOTE: You may also include any additional notes that you feel need to be included in the adjustment.

11. You can then indicate the date and time of the adjusted hours.

Date *

Time In *

Time Out *

Approving Hours

Overview: Entered hours must be approved in order for the system to process them. Typically, a worksite host/supervisor can log into the host portal to approve the hours, but there may be times that the WBLC may instead approve entered time.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Hours” navigation tab, select the “Hours Dashboard”.

3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.

This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

5. Under Step 4, select the “View Non-Approved Hours” button.

Step 4: Approve Entered Hours	
0:	Number of hours entries that need to be approved. View Non-Approved Hours
0:	Number of hours entries that have been approved. View Approved Hours

6. Review the student information on the list, including the uploaded timesheet, and check the “Approved” box to confirm the scholar time.

Approved



7. Don't forget to click “Save” when you've approved all the applicable students.

Save

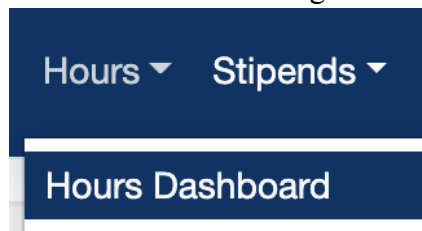
- NOTE: Student hours that cannot be approved should be kicked back to students to be corrected or fixed by the WBLC. In the event that a student doesn't have hours you must enter a missing hours reason.

Making Changes to Approved Hours

Overview: There may be instances where you may need to retract the approval of a student's entered hours. This could be due to a worksite host accidentally approving a certain time or the student has identified an error and they would like to fix it.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Hours” navigation tab, select the “Hours Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 5, select the “View Approved Hours” button.

Step 4: Approve Entered Hours	
0:	Number of hours entries that need to be approved.
0:	Number of hours entries that have been approved.
	View Non-Approved Hours View Approved Hours

6. Identify the student that needs to have their hours un-approved and deselect the checkbox.

Approved

7. Don't forget to press save when you are finished.

Save

Committing Hours

Overview: Hours must be committed for each pay period (two-week cycle), which is what initiates the system to process the hours and pay scholars their respective payment type (pay card or direct deposit). Once hours have been committed, they cannot be edited.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Hours” navigation tab, select the “Hours Dashboard”.

3. Ensure you are in the second week of the pay period. If you are in the first week, you can select “Switch To XX/XX/XXXX” to jump to the other week of the pay period.

This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

School

5. Under Step 5, select the button “Commit Hours”.

If you do NOT see this button, you must ensure that hours / missing hours reasons have been entered for all students in BOTH pay weeks of the pay period and they have all been approved.

Step 5: Commit Hours

This school's hours are ready to be committed.

[Commit Hours](#)

6. The screen will then ask you to confirm that you are committing the hours, as you cannot go back to edit after this step. When you're ready, select the "Commit" button.

Commit Hours**School: A Test School - Live**

Before committing hours, be sure to print out a copy of the Hours Status Report for this pay period.

[Print Hours Status Report](#)

By clicking Commit below, you are confirming that all hours and adjustments entered for this pay period are correct.

Once you commit hours, you will not be able to edit those hours, and any adjustments will need to be made in the next pay period.

[Commit](#)[Cancel](#)

- NOTE: You may also use the report button to generate a list of hours for the pay period by student.
7. You will be returned to the Hours Dashboard screen where you can see your confirmation number.

Hours have been committed for this school. Confirmation #8849

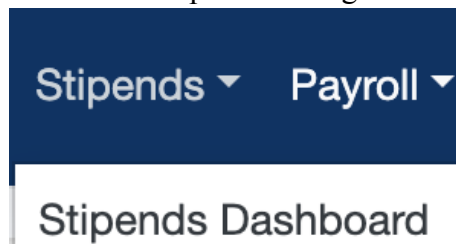
Stipends Dashboard Overview

Overview: The Stipends Dashboard provides a breakdown of paid experiences that are codified by weekly stipend pay, which are indicated as Workplace Challenges in the system, where everything to ensure the appropriate scholars are paid can be conducted.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. The Stipends Dashboard is broken down into five steps:
- Entering / Editing New Stipends for Students
 - Entering Rationale for Students with No Stipends
 - Entering Adjustments for Payments in Previous Weeks
 - Approving Entered Stipends
 - Committing Stipends
 - i. NOTE: The difference between approving and committing stipends is that committing stipends is for BOTH weeks in the pay period and sends the information to be processed in payroll to actually send the funds to students.

Step 1: Enter Stipends		
0:	Number of participants that need stipends entered for this week.	Enter New Stipends
0:	Number of participants that have stipends entered for this week.	Edit Existing Stipends
Step 2: Enter Reasons for Any Participant With No Stipends		
0:	Number of participants that still need reasons for having no stipends.	View Participants Missing Reason
0:	Number of participants that have reasons for no stipends.	View Entered Reasons
Step 3: Enter Adjustments to Prior Weeks		
0:	Number of adjustments made to prior weeks.	View Adjustments
Step 4: Approve Entered Stipends		
0:	Number of stipends entries that need to be approved.	View Non-Approved Stipends
0:	Number of stipends entries that have been approved.	View Approved Stipends
Step 5: Commit Stipends		
Select a single school to commit stipends.		

Enter New Stipends

Overview: As a coordinator you have the ability to enter student stipends for their workplace challenge.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.

3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.

This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

School

5. Under Step 1, select the “Enter New Stipends” button.

6. You will be brought to a new screen with a list of scholars that need stipends entered for this period. Use the filters and/or scroll the list to identify the student you need to edit hours for.

Last Name	First Name
<input type="text"/>	<input type="text"/>
Experience ID	Filter
<input type="text"/>	<input type="text" value="All"/>
Worksite	
<input type="text"/>	
<input type="button" value="Show"/>	<input type="button" value="Clear"/>

7. Next to the student name, identify if the student will receive “No Stipend”, “Half Stipend”, or “Full Stipend”.

Stipend

- No Stipend
- Half Stipend
- Full Stipend

- NOTE: This terminology refers to the specific payment for this week, NOT the total stipend amount. Stipends are broken down into payments across each week.
8. Click “Save” when you complete the selections for each student.

Editing Existing Stipends

Overview: If you need to change the Stipend Status for a student you can go in and edit it prior to approving time.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.

3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.

This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

School

5. Under Step 1, select the “Edit Existing Stipends” button.

6. You will be brought to a new screen with a list of scholars that need stipends entered for this period. Use the filters and/or scroll the list to identify the student you need to edit hours for.

Last Name	<input type="text"/>	First Name	<input type="text"/>
Experience ID	<input type="text"/>	Filter	<input type="text" value="All"/>
Worksite	<input type="text"/>		
	<input type="button" value="Show"/>	<input type="button" value="Clear"/>	

7. Next to the student name, identify if the student will receive “No Stipend”, “Half Stipend”, or “Full Stipend”.

Stipend

- No Stipend
- Half Stipend
- Full Stipend

- NOTE: This terminology refers to the specific payment for this week, NOT the total stipend amount. Stipends are broken down into payments across each week.

8. Click “Save” when you complete the selections for each student.

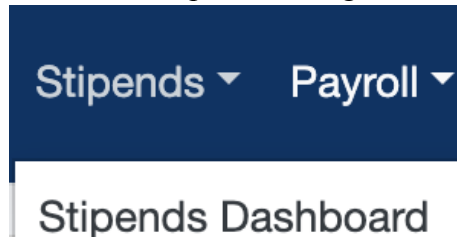
Provide Participants Missing Stipends Rationale

Overview: In the event that a scholar does not participate in their workplace challenge for a given week, they should be notated as “No Stipend” for that pay period.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 2, select the “View Participants Missing Reason” button.

Step 2: Enter Reasons for Any Participant With No Stipends

0: Number of participants that still need reasons for having no stipends. [View Participants Missing Reason](#)

0: Number of participants that have reasons for no stipends. [View Entered Reasons](#)

6. You will be brought to a new screen with a list of scholars that need stipends entered for this period. Use the filters and/or scroll the list to identify the student you need to edit hours for.

Last Name
First Name

Experience ID
Filter

Worksite

7. Next to the student name, identify if the student will receive “No Stipend”.

Stipend

8. Under the “Status” tab, select the reason for ‘No Stipend’.

Status

Student Completed Experience
 Missed Deadline
 Student Failed to Submit
 Student Was Terminated
 Student Withdrew/Resigned
 Student Was On Vacation or Out Sick
 Student Experience Hasn't Begun Yet

9. Click “Save” when you complete the selections for each student.

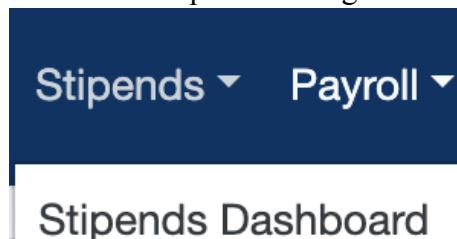
Editing Entered Missing Stipends Reasons

Overview: There may be instances where an entered reason for a missing stipend needs to be changed or removed.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

School

5. Under Step 2, select the “View Participants Missing Reason” button.

Step 2: Enter Reasons for Any Participant With No Stipends		
0:	Number of participants that still need reasons for having no stipends.	View Participants Missing Reason
0:	Number of participants that have reasons for no stipends.	View Entered Reasons

6. You will be brought to a new screen with a list of scholars that need stipends entered for this period. Use the filters and/or scroll the list to identify the student you need to edit hours for.

Last Name	<input type="text"/>	First Name	<input type="text"/>
Experience ID	<input type="text"/>	Filter	<input type="text" value="All"/>
Worksite	<input type="text"/>		
	<input type="button" value="Show"/>	<input type="button" value="Clear"/>	

7. Utilizing the “Status” dropdown, you can then select the blank option at the top for the scholar that will then enable stipend entry.

Status

- Student Completed Experience
- Missed Deadline
- Student Failed to Submit
- Student Was Terminated
- Student Withdrew/Resigned
- Student Was On Vacation or Out Sick
- Student Experience Hasn't Begun Yet

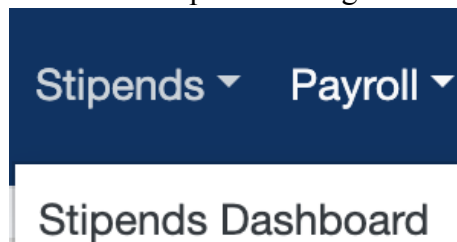
8. Click “Save” when you complete the selections for each student.

Adding Adjustments Stipends

Overview: Similar to Internships, there may be times that students make the deliverables for their workplace challenges or the WBLC may not have had all of the information necessary to make a determination on the payment of the stipend. Adjustments allow you to add funds to a student for work from prior pay periods.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

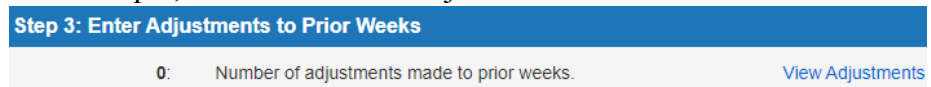
Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 3, select the “View Adjustments” button.



6. On the new screen, select the “Add Adjustment” button.

Add Adjustment

7. In the new window, identify the student from the dropdown. Then select the Week that is being adjusted as well as the stipend status.

Participant *

Internship Dates

Week Ending to Adjust *

Stipend *

Stipend Amount

8. You will then be asked to provide a reason on the dropdown for the adjustment.

Adjustment Reason *

- NOTE: You may also add a narrative in the ‘Note’ section if necessary.
9. Don’t forget to click “Save”.

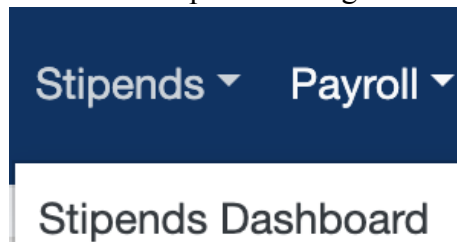
Save

Approving Stipends

Overview: Entered stipends must be approved in order for the system to process them.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 4, select the “View Non-Approved Stipends” button.

Step 4: Approve Entered Stipends		
1:	Number of stipends entries that need to be approved.	View Non-Approved Stipends
0:	Number of stipends entries that have been approved.	View Approved Stipends

6. Review the student information on the list and check the “Approved” box to confirm the scholar stipend.

Approved



7. Don't forget to click "Save" when you've approved all the applicable students.

Save

- NOTE: Student stipends that cannot be approved should be kicked back to the WBLC. In the event that a student doesn't have a Stipend you must enter a missing stipend reason.

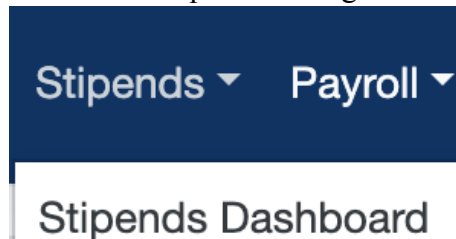
Making Changes to Approved Stipends

Overview: There may be instances where you may need to retract the approval of a student's entered stipend.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

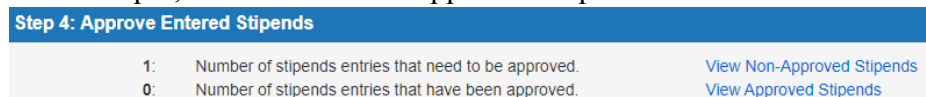
Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.

School

5. Under Step 4, select the “View Approved Stipends” button.



Step 4: Approve Entered Stipends	
1:	Number of stipends entries that need to be approved.
0:	Number of stipends entries that have been approved.

[View Non-Approved Stipends](#)
[View Approved Stipends](#)

6. Identify the student that needs to have their stipend un-approved and deselect the checkbox.

Approved

7. Don't forget to press save when you are finished.

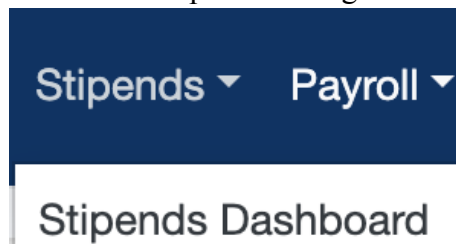
Save

Committing Stipends

Overview: Just like with hours, Stipends must be committed to process payroll. You can only commit stipends when all stipends, including missing stipends reasons, are included and approved. Commit only appears on the second pay week in a pay period.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the “Stipends” navigation tab, select the “Stipends Dashboard”.



3. Ensure you are in the pay week of the pay period that you would like to conduct business in. The “Switch To XX/XX/XXXX” button allows you to jump to the other week of the pay period.



This is the second week of this two week pay period.

Hours for this week must be approved by 08/25/2021 10:00 AM.

Hours for this pay period must be committed by 08/25/2021 10:00 AM.

4. After, select your school from the dropdown (if you have access to more than one) and click “Show”.



5. Under Step 5, select the “Commit Stipends” button.

Step 5: Commit Stipends

6. The screen will then ask you to confirm that you are committing the

stipends, as you cannot go back to edit after this step. When you're ready, select the "Commit" button.

Commit Hours
School: A Test School - Live

Before committing hours, be sure to print out a copy of the Hours Status Report for this pay period.

[Print Hours Status Report](#)

By clicking Commit below, you are confirming that all hours and adjustments entered for this pay period are correct.

Once you commit hours, you will not be able to edit those hours, and any adjustments will need to be made in the next pay period.

[Commit](#)

[Cancel](#)

- NOTE: You may also use the report button to generate a list of stipends for the pay period by student.
7. You will be returned to the Stipends Dashboard screen where you can see your confirmation number.

Hours have been committed for this school. Confirmation #8849

Sites Tab

Topic	Video	Audience	Team
Site Search	X	WBLCs / Grant	SIMS
Project Site vs. Worksite (Standard)	X	WBLCs / Grant	SIMS
Worksite: Add New	X	WBLCs / Grant	SIMS
Worksite: General	X	WBLCs / Grant	SIMS
Worksite: Management	X	WBLCs / Grant	SIMS
Worksite: Jobs	X	WBLCs / Grant	SIMS
Worksite: Site Visits	X	WBLCs / Grant	SIMS
Worksite: Special Plan	X	WBLCs / Grant	SIMS
Project Site: Add New	X	WBLCs / Grant	SIMS
Project Site: General	X	WBLCs / Grant	SIMS
Project Site: Project Scope	X	WBLCs / Grant	SIMS
Site: Commit	X	WBLCs / Grant	SIMS
Site: Assignments	X	WBLCs / Grant	SIMS
Site: Notes	X	WBLCs / Grant	SIMS
Host Organization Search	X	WBLCs / Grant	SIMS
Host Organization: General	X	WBLCs / Grant	SIMS
Host Organization: Personnel	X	WBLCs / Grant	SIMS
Host Organization: Personnel Profile Unlock	X	WBLCs / Grant	SIMS
Host Organization: Jobs	X	WBLCs / Grant	SIMS
Host Organization: Locations	X	SIMS	SIMS
Host Organization: Schools	X	SIMS	SIMS
Host Organization: Worksites	X	SIMS	SIMS
Host Application Search	X	SIMS	SIMS
Approving Host Applications	X	SIMS	SIMS

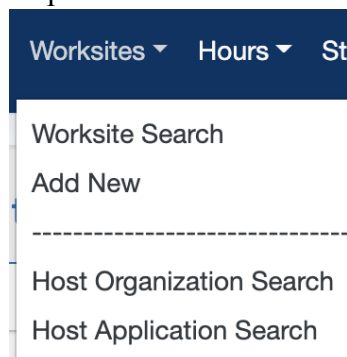
Site Search

Overview: The Worksite Search will enable you to identify the currently aligned workplaces that your school has setup in the system to collaborate for work-based learning experiences (internships/workplace challenges).

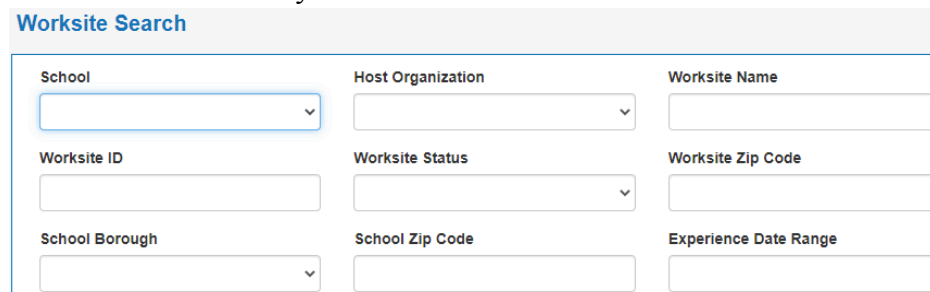
- Steps:** 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.



4. Select “View” when you have found the worksite you need.

[View](#)

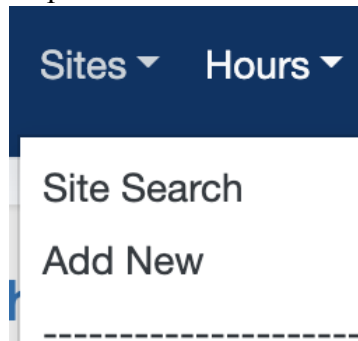
Project Site vs. Worksite (Standard)

Overview: There are two types of sites in the platform. Worksites, which can be used for “Wage - Internships” and/or “Stipend - Workplace Challenges”, are typically refer to an industry-based location for scholars to engage in work. Project Sites, most often are school locations, and are used for “Stipend - Workplace Challenges” where scholars can engage in WBL in a more education setting.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use any filter to locate a given site, however the “Site Type” dropdown will assist in differentiating whether a site is considered a suitable “Worksite” or “Project Site”.

Site Search

School <input type="text"/>	Host Organization <input type="text"/>
Site ID <input type="text"/>	Site Status <input type="text"/>
School Borough <input type="text"/>	School Zip Code <input type="text"/>
Program Types <input type="checkbox"/> CTE <input type="checkbox"/> Pathfinder	Site Type <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Project

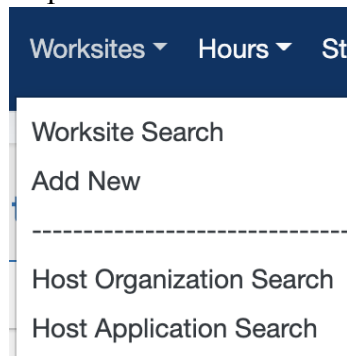
Worksite: Add New

Overview: A worksite is a specific location of a host that has been copied to be connected to a specific school for a specific year. Each year, a worksite needs to be added to your school if you intend to use it for that year. It ensures that the most accurate data has been entered and that a site visit has been conducted prior to the placement of any scholars in that school year.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Worksites”, select the “Add New” from the dropdown.



3. Utilize the filters to locate the School that will have a Worksite attached to it.

School Name	School DBN	Borough City Wide Office
<input type="text"/>	<input type="text"/>	<input type="text"/>
Economic Need Index	School Program Approval and Quality Manager	School Zip Code
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>
OPSR Programs that Support this School		
<input type="checkbox"/> CS4ALL <input type="checkbox"/> College Access For All <input type="checkbox"/> AP For All		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	<input type="button" value="Cancel"/>

4. After, click the “Select” button.

Select

5. You will then find a list of all of the Host Organizations the school you have selected has access to. Locate the Host Organization and click the "Select" button.

Select

6. Next, the screen will load to display all of the worksite locations the host has available, these would be the list of options for the specific place the scholar would be working. Choose the Host Organization's Location by clicking "Select".

Select

7. Here you will be able to update the location information if it has changed for this year, then you may click "Save", which will make a copy of the worksite specifically for your school that is specific for this school year.

Save

8. From this point you will be able to conduct regular worksite functions to ultimately commit the site and then connect scholars to the worksite for experiences.

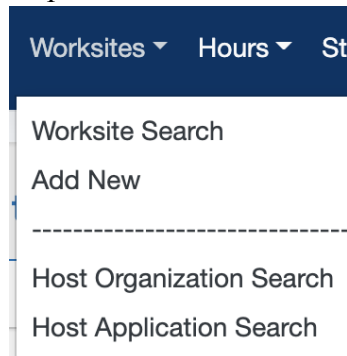
Worksite: General

Overview: Each worksite contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘General’ tab contains overview information on the organization.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

Worksite Search

School	Host Organization	Worksite Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Worksite ID	Worksite Status	Worksite Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School Borough	School Zip Code	Experience Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Select “View” when you have found the worksite you need.

View

5. On the new screen, select the ‘General’ tab.



6. In order to make changes to this information, you will need to select

the “Edit” button.



NOTE: Typically Steps 7-9 would be automatically copied from the Host Application, but if you want to make updates you can use this information.

7. If necessary, update the name and physical location of the worksite.

Organization Name *

#GoBeyond

Address *

100 Park Avenue

City *

Manhattan

State *

NY

Zip *

10017

- NOTE: As a reminder, worksites are a specific location of a Host Organization, meaning that a Host Organization can have multiple worksites, each with its own specific details. (e.g. The MTA is a Host Organization and they have hundreds of offices that are considered Worksites in CPP.)

8. Identify the type of worksite being described.

Worksite Type

Non-Profit

Industry/Sector

IT:Hardware

- NOTE: This information can be used to filter in reports specific worksites when aligning experiences or summarizing the types of partners you work with.

9. Next, provide the experience details related to the worksite that will be offered.

<p>Virtual Site *</p> <input type="text" value="No"/>	<p>NYCDOE CTE Student will be expected to work *</p> <input type="text"/>
<p>What is the total number of Participants requested? *</p> <input type="text"/>	<p>How many staff will be responsible for supervising youth? *</p> <input type="text"/>

Job Schedules

Scheduled hours youth will be working at the Worksite, whether remote, virtual, or hybrid (use the earliest and latest time that youth are working)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
From	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>
To	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>	<input type="text" value="--:--"/>

- NOTE: This information is tentative and may differ on a student case-by-case basis, but provides a general overview for setting up experiences.

10. Don't forget to select the "Save" button once you have finished updating the worksite's general information.



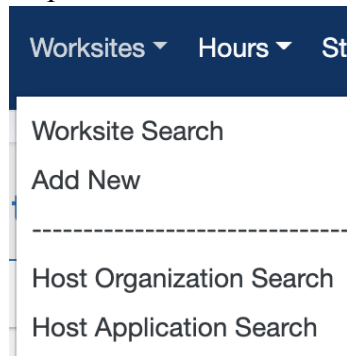
Worksite: Management

Overview: Each worksite contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Management’ tab contains the contacts for the specific worksite.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

Worksite Search

School	Host Organization	Worksite Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Worksite ID	Worksite Status	Worksite Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School Borough	School Zip Code	Experience Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Select “View” when you have found the worksite you need.

[View](#)

5. On the new screen, select the ‘Management’ tab. Here you will find the contact information for managers in this location.



6. If you need to add a manager, select the “Add New Contact” button. (If you see an existing manager that you want to edit, you can click the ‘View’ link instead.)

Add New Contact

View

- NOTE: It is important to differentiate a Manager for a Worksite and a Personnel/User on a Host Organization. Personnel/Users have their own CPP Host Portal account to update this information, approve timesheets, and sign training plans. The Manager list may include Personnel/Users but also just include contact information.
7. Indicate the worksite manager/contact information.

Worksite Contact Details

First Name *

Last Name *

Title *

Phone *

Ext

Email *

Authorized to Sign Timesheets *

- NOTE: The authorization to sign timesheets is a field for you to determine when reviewing scholar timesheets if the signature is valid to be approved.
8. Don't forget to select the “Save” button once you have finished updating the worksite’s general information.

Save

Worksite: Jobs

Overview: Each worksite contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Jobs’ tab contains the list of opportunities for our scholars.

- Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.

3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

4. Select “View” when you have found the worksite you need.

[View](#)

5. On the new screen, select the ‘Jobs’ tab. You will see, if already entered, a list of potential ‘Jobs’ (i.e. Internship Opportunities) listed.

This is what the system pulls when setting up a student experience for title and description.

General	Management	Jobs	Site Visits	Special Plan	Commit	Assignments	Notes
---------	------------	------	-------------	--------------	--------	-------------	-------

6. In order to create a listing, you can select the “Add New Job” button. (If you would like to edit a previous job, select the “View” link.)

Add New Job

W

[View](#)

7. On the new screen, select the “Function/Department”, which is a ‘Career Cluster’ to identify the specific type of experience opportunity for students.

Worksite Job Details

Function/Department *

<ul style="list-style-type: none"> Automotive/Transportation Advocacy and Human Services Business, Finance & Prof Serv Construction & Sustainability Culinary Arts Education Engineering Government Healthcare Hospitality & Tourism IT:Hardware IT:Software Law and Law Enforcement Media and Design Other
--

- NOTE: This will assist in aligning experiences with scholar Pathways programs.
8. In the additional space provided, indicate the Job Title, Estimated Number of Interns, and a Description of Duties.

Job Title *

Number of Interns requested for this position *

Duties *

- NOTE: This Job Title and Duties will be copied over to a scholar's experience agreement and training plan when those are linked.
9. You may also opt to indicate any requirements the employer/host or school has set for this position based on the work expected.

Requirements

10. Don't forget to select "Save".

Save

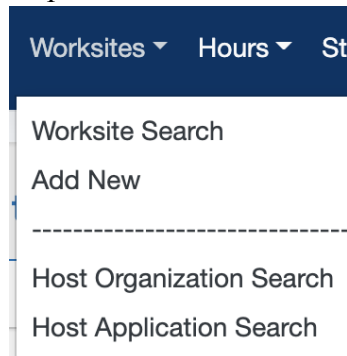
Worksite: Site Visits

Overview: Each worksite contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Site Visits’ tab contains pre-placement site visit and mid-placement coordinator visit information.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

Worksite Search

School	Host Organization	Worksite Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Worksite ID	Worksite Status	Worksite Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School Borough	School Zip Code	Experience Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Select “View” when you have found the worksite you need.

[View](#)

5. On the new screen, select the ‘Site Visits’ tab. Site visits include pre-placement site visits and mid-placement coordinator check-in visits.

General	Management	Jobs	Site Visits	Special Plan	Commit	Assignments	Notes
---------	------------	------	-------------	--------------	--------	-------------	-------

- NOTE: As a reminder, each worksite must have an annually documented pre-placement site evaluation in the system each school year in order to stay active.
6. To record a visit, select the “Add New Site Visit” button. (You can also review an existing Site Visit by selecting the “View” button next to the appropriate visit.)

Add New Site Visit

7. On the new screen, under the “Week of Program” you will either select ‘Pre-Program’ if it is a pre-placement site evaluation, otherwise you will select the week you visited the site for a mid-placement coordinator visit.

Week of Program *

- NOTE: Pre-placement site evaluations are conducted to ensure the details of the work placement are accurate and that location is appropriately safe. A mid-placement coordinator visit is when a WBLC checks in with a supervisor while the student is working to gauge progress. In either regard, there is a corresponding document to be uploaded.
8. After that you can provide the necessary information for the visit.

Date of Visit *

Time of Visit *

Name of Monitor *

Name of Worksite Staff Interviewed *

Note Detail *

- NOTE: For ‘Note Detail’ you should indicate any concerns or additional information that was not included on the checklist. Otherwise, place an ‘N/A’.
9. Lastly, remember to update the necessary checklist for the site visit.

File Name *

 No file chosen

10. Don't forget to press "Save" when you finish.

Save

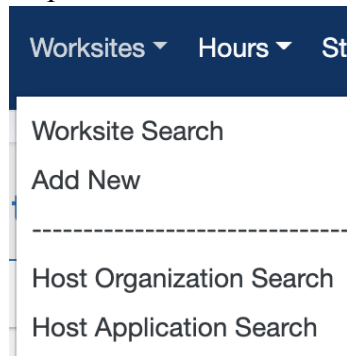
Worksite: Special Plan

Overview: Each worksite contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Special Plan’ tab contains related COVID-19 health precaution details and any virtual engagement logistics.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

Worksite Search

School	Host Organization	Worksite Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Worksite ID	Worksite Status	Worksite Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School Borough	School Zip Code	Experience Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Select “View” when you have found the worksite you need.

[View](#)

5. On the new screen, select the ‘Special Plan’ tab.



6. In order to make changes to the Special Plan you will need to click the

“Edit” button.

Edit

- In the first section, WBLCs discussing potential experience enrollment with the worksite will need to confirm specific health and safety precautions with the workplaces site monitor.

Please confirm that you have completed the NY Forward Safety Plan *

Not Confirmed

Please indicate the name and contact information of your Safety Plan Site Safety Monitor *

First Name *

Last Name *

Phone *

Phone Ext

Email *

Please confirm youth and all staff will remain 6 ft. apart to adhere to all social distancing requirements *

Not Confirmed

Please confirm all staff and participants in your establishment will be required to wear PPE, including but not limited to masks *

Not Confirmed

When will participants be required to report in-person? *

- In the second half of the page, information regarding any remote work will be identified to set expectations for participants and parents.

Please confirm all youth will be supervised during virtual assignments *

Not Confirmed

Please list the platforms required to complete virtual assignments *

- When you're finished, don't forget to press “Save”.

Save

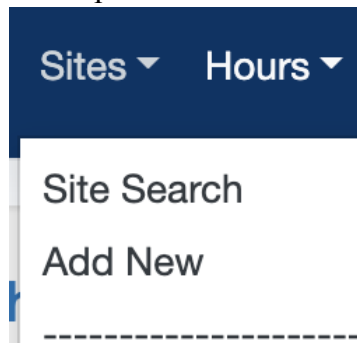
Project Site: Add New

Overview: Similar to adding worksites, a Project Site must be established from the host to represent the placement for the given school year and project scope.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Add New” option from the dropdown.



3. The first thing you will need to do is identify the school this site will be attached to, which for most users will be their own school and the only option.

Select the School

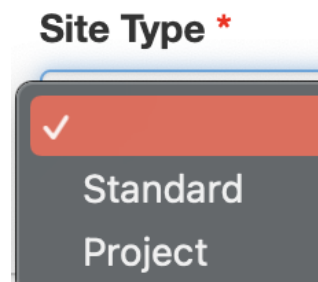
4. You will then be asked to select the Host Organization, which for most Project Sites will be “NYCDOE School” or specifically your school, except in this instance we’re selecting it in the database as a place students will engage in WBL.

Select the Host Organization

5. After, you will need to identify the location of that Host. If you had chosen your own school, you’re simply reaffirming your location details, if you selected “NYCDOE School”, you will need to find your own school on the list.

Location	Address
#GoBeyond	100 Park Avenue
#GoBeyond - 222 Broadway 19th Floor	222 Broadway

6. Once you have selected the location, you will be asked to confirm the details of the Site and identify its type, in which for this set of instructions is for a Project Site, so you will select “Project”.



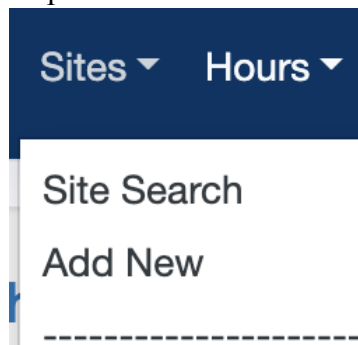
7. Once you select “Save” the “Project Site” has been created. You will then need to insert a Project Scope and Commit the site, instructions to complete this process are in the next section.

Project Site: General

Overview: The General tab of the Project Site describes the basic details of the intended site, such as name, location, and industry sector. Typically this information is automatically imported from the Host, but may require update over time.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.

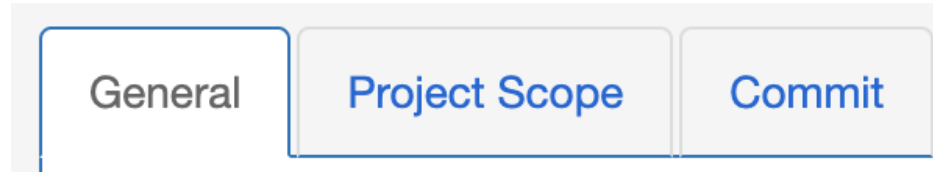


3. Utilize the filters to locate the “Project Site” you plan to complete a Project Scope for.

4. Click on the identified Project Site by choosing “View”.

View

5. Once the page has opened, select the “General” tab on the sub-navigation page.



6. If there is any information to update, choose the “Edit” button.



7. When you have finished, click “Save”.



Project Site: Project Scope

Overview: When establishing a Project Site, you must include a Project Scope that outlines the focus and progression of the activity over time. This information is directly entered into the platform. You will need to enter a project scope in order to commit the site for use.

Steps: 1. Login to CPP at CareerPathways.nyc

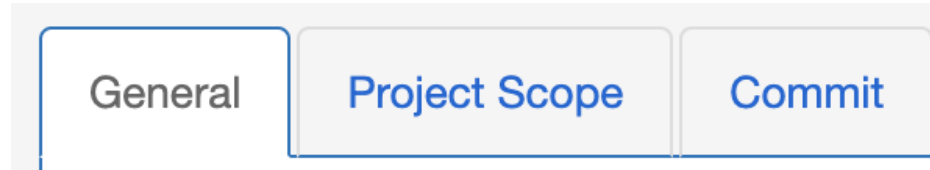
2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.

3. Utilize the filters to locate the “Project Site” you plan to complete a Project Scope for.

4. Click on the identified Project Site by choosing “View”.

View

- Once the page has opened, select the “Project Scope” tab on the sub-navigation page.



- Click the “Add New Project” button to create a new entry for a Project Scope at this Project Site. (If you are editing an existing Scope, you can select View on the listed project scopes.)

Add New Project

- Enter the required information in the provided textboxes. You will be asked to describe the information related to the project, including its goals, deliverables, targeted skills, and timeline for the project. You will also be asked to identify the corresponding industry partner that is collaborating on the project (which is a requirement for the work to be considered Work-based Learning).

Site Project Details

Project Name *

General Objectives *

Project Description *

Industry Partner Details

Industry Partner Name *

Address *

- When you have finished, click “Save”.

Save

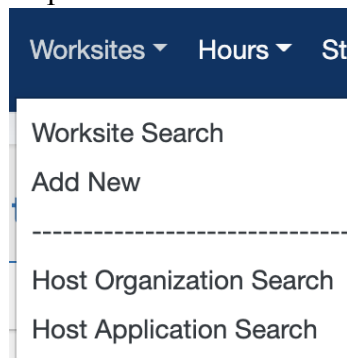
Site: Commit

Overview: Each site contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Commit’ tab contains the action submit to NYCDOE for them to make a Worksite “Approved” meaning it can be linked to a scholar’s experience for enrollment. (It will contain a list of anything missing in the event it can’t be approved.)

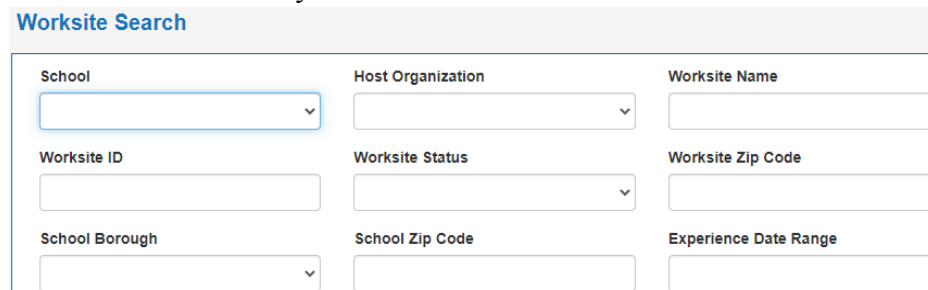
- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.



4. Select “View” when you have found the worksite you need.

[View](#)

5. On the new screen, select the ‘Commit’ tab, which will submit the data to NYCDOE for review. This is where it will then be notated to make a

Worksite “Approved” so we can link it to a scholar's experience.

NOTE: After selecting commit, it can take between 24-48 hours for the site to be reviewed and approved.

General	Management	Jobs	Site Visits	Special Plan	Commit	Assignments	Notes
---------	------------	------	-------------	--------------	--------	-------------	-------

- NOTE: The page will identify clearly if anything is missing from the previous tabs in order to be able to commit the site.

[Commit History](#)

This worksite has the following issues.

6. When all of the required items have been entered, you will be able to select the “Commit” button.



- NOTE: As a reminder, committing the site will cause it to enter a queue for the NYCDOE to review to Approve, which will then make it functional, which typically takes 24-48 hours.

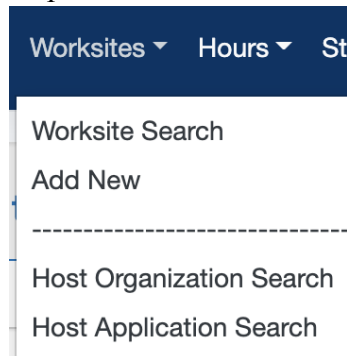
Site: Assignments

Overview: Each site contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Assignment’ tab contains the list of scholars that have been linked via an experience to the worksite.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

Worksite Search

School	Host Organization	Worksite Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Worksite ID	Worksite Status	Worksite Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School Borough	School Zip Code	Experience Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Select “View” when you have found the worksite you need.

View

5. On the new screen, select the ‘Assignments’ tab.



6. The page will list the scholars that have a linked experience to this

worksite, by clicking the “View” link on row you will be brought to that specific student’s profile.

[Student Assignments](#)

Student ID	Last Name	First Name	City	Phone	Age
------------	-----------	------------	------	-------	-----

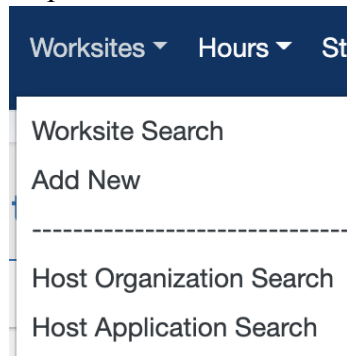
Site: Notes

Overview: Each site contains information on the organization and specific experience related details. Hosts are able to update the majority of this information via the Host Portal, but WBLCs may still login to make changes on their behalf. The ‘Notes’ tab contains information that does not fit within the other sections.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Sites”, select the “Site Search” from the dropdown.



3. You may use the filters to quickly locate the specific worksite that you want to review in the system.

[Worksite Search](#)

School	Host Organization	Worksite Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Worksite ID	Worksite Status	Worksite Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
School Borough	School Zip Code	Experience Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Select “View” when you have found the worksite you need.

[View](#)

5. On the new screen, select the ‘Notes’ tab.



6. Here you will see any notes added to the worksite, which may include

special instructions or private notes. Select “Add New” if you have a new item to include.

Worksite Notes

Add Note

Subject

Note Preview

Date Added

7. On the screen you will be able to identify a subject and a narrative, which will be watermarked with your account name.

Subject *

Notes *

8. Don't forget to click “Save” when you have finished.

Save

Host Organization Search

Overview: Host Organizations in CPP are the main vessel that identifies an employer/business as a whole for experiences (internships / workplace challenges), which can be subdivided into worksites for different physical locations for the organization. Locating the Host Organizations in the system can determine if a new Host Application must be completed or if the Host needs to be activated to a certain school.

- Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.

3. Utilize the filters to locate the Host Organization you are attempting to locate.

4. When you locate the target Host Organization, select “View”.

[View](#)

5. Based on your permission level (District-Users ONLY), you may also have the ability on this screen to directly enter a Host Organization information. Typically, Hosts complete their registration on the Host Portal or School-Based Users submit the paper version, after the Host

has completed it, to their SIMS Borough Manager for Entry.

[Add New Host Organization](#)

Host Organization: General

Overview: The General section of the Host Organization contains overview details and its current status. This is similar to the worksite section, except this applies to the Host Organization overall, in addition, if a worksite is added under this Host the data will be copied down.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.

3. Utilize the filters to locate the Host Organization you are attempting to locate.

4. When you locate the target Host Organization, select “View”.

[View](#)

5. On the sub-menu, select the “General Info” tab.

6. In order to make any changes, select the “Edit” button.



7. Based on provided information given by the host, edit the provided form fields.

General Information

Organization Name *

Address

City

State

Zip Code

What department(s) are interested in hosting interns? *

Contact Name

Contact Phone

Ext

Contact Email

Website

Industry

Employment Sector

Please provide a brief description detailing the nature of your business. Include interesting projects and/or accomplishments of your business. *

8. Don't forget to select "Save" when you're finished.



Host Organization: Personnel

Overview: The Personnel section contains the list of users from the Host Organization that can login to the host portal and make changes, approve time, and sign documents. This is similar to the worksite section, except this applies to the Host Organization overall, in addition, if a worksite is added under this Host the data will be copied down.

- Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.

3. Utilize the filters to locate the Host Organization you are attempting to locate.

4. When you locate the target Host Organization, select “View”.

[View](#)

5. On the sub-menu, select the “Personnel/Users” tab.

6. This page lists all of the users that can login to the host portal and may

also be a participant supervisor. You can select the “View” link to review/change a user; in order to expand this list you can select the “Add” button.

A blue rectangular button with the word "Add" in white text.

[View](#)

7. Enter the details for the user on this page.

User Details

First Name *

Last Name *

Title *

Phone *

Ext

Email *

Username *


Host Login:

Host Password:

8. Don't forget to click “Save”.

A blue rectangular button with the word "Save" in white text.

9. An email will be sent to the user to set their password based on the username you entered. You can manually resend the email by selecting “Send Welcome Email”.

A blue rectangular button with the text "Send Welcome Email" in white text.

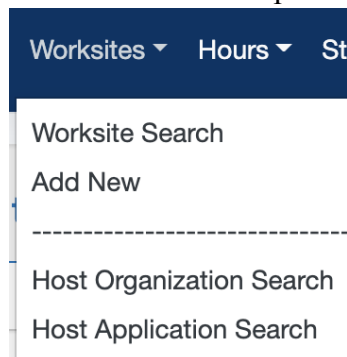
Host Organization: Personnel Profile Unlock

Overview: If a Host attempts to login to their portal an excessive number of times their account will be locked. Users can unlock the account so that the Host can try logging in again or reset their password.

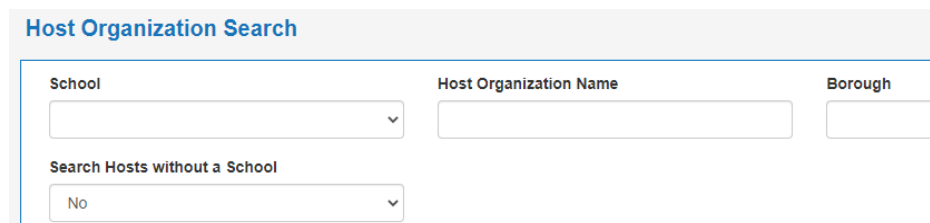
Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.



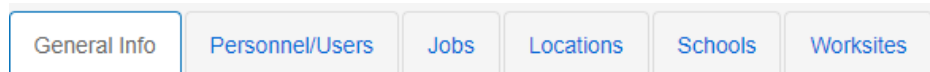
3. Utilize the filters to locate the Host Organization you are attempting to locate.



4. When you locate the target Host Organization, select “View”.

[View](#)


5. On the sub-menu, select the “Personnel/Users” tab.



6. This page lists all of the users that can login to the host portal and may also be a participant supervisor. You can select the “View” link to review/change a user.

[View](#)

7. On the user profile, you can then select “Unlock User” which will enable the user to try to login again or reset their password.

A blue rectangular button with rounded corners containing the text "Unlock User" in white.

- NOTE: This button will NOT appear unless the account is locked out.

Host Organization: Jobs

Overview: The Jobs section of the Host Organization are the potential opportunities that exist for this organization. This is similar to the worksite section, except this applies to the Host Organization overall, in addition, if a worksite is added under this Host the data will be copied down.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.

3. Utilize the filters to locate the Host Organization you are attempting to locate.

4. When you locate the target Host Organization, select “View”.

[View](#)

5. On the sub-menu, select the “Jobs” tab.

6. In order to create a listing, you can select the “Add” button. (If you

would like to edit a previous job, select the “View” link.)

Add

7. On the new screen, select the “Function/Department”, which is a ‘Career Cluster’ to identify the specific type of experience opportunity for students.

Worksite Job Details

Function/Department *

Function/Department *

- Automotive/Transportation
- Advocacy and Human Services
- Business, Finance & Prof Serv
- Construction & Sustainability
- Culinary Arts
- Education
- Engineering
- Government
- Healthcare
- Hospitality & Tourism
- IT:Hardware
- IT:Software
- Law and Law Enforcement
- Media and Design
- Other

- a. NOTE: This will assist in aligning experiences with scholar Pathways programs.
8. In the additional space provided, indicate the Job Title, Estimated Number of Interns, and a Description of Duties.

Job Title *

Number of Interns requested for this position *

Duties *

- a. NOTE: This Job Title and Duties will be copied over to a scholar’s experience agreement and training plan when those are linked.
9. You may also opt to indicate any requirements the employer/host or school has set for this position based on the work expected.

Requirements

10. Don't forget to select "Save".

Save

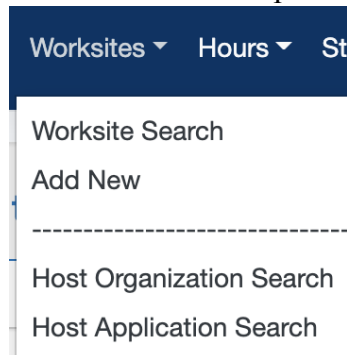
Host Organization: Locations

Overview: Locations are the list of worksites that the Host Organization has, which are the physical addresses and specific details for particular branches/sites of the Host (e.g. The MTA is a Host Organization and they have hundreds of locations.) This is similar to the worksite section, except this applies to the Host Organization overall, in addition, if a worksite is added under this Host the data will be copied down.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.

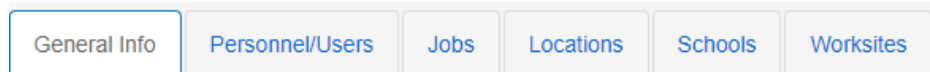


3. Utilize the filters to locate the Host Organization you are attempting to locate.

4. When you locate the target Host Organization, select “View”.

[View](#)

5. On the sub-menu, select the “Locations” tab.



6. This page will list all of the individual worksites for the Host

Organization, you can review the information by selecting “View” or “Add” to create a new one.



7. Enter the required “Location Details”, “Job Schedules”, and “NYCDOE Special Plan Attachment” details into the page.

Location Details

Organization Name *

Address

City

State

Zip Code

NYCDOE CTE Student will be expected to work *

What is the total number of Participants requested? *

How many staff will be responsible for supervising youth? *

Job Schedules

Scheduled hours youth will be working at the Worksite, whether remote, virtual, or hybrid (

	Sunday	Monday	Tuesday	Wednesday
From	--:-- -- ⌚	--:-- -- ⌚	--:-- -- ⌚	--:-- -- ⌚
To	--:-- -- ⌚	--:-- -- ⌚	--:-- -- ⌚	--:-- -- ⌚

NYCDOE Special Plan Attachment

Please complete the corresponding section based upon the type of site you would like to operate (challenges/etc.)

Hybrid (Both)

Please confirm that you have completed the NY Forward Safety Plan *

Not Confirmed

Please indicate the name and contact information of your Safety Plan Site Safety Monitor *

First Name *

Last Name *

Phone *

Phone Ext

Email *

- NOTE: This information is the same information when creating a new worksite, it is an alternative method to add it on one page.
8. Once you are finished, select the “Save” button.

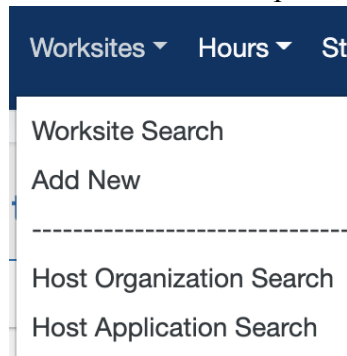
Host Organization: Schools

Overview: The Schools section of the Host Organization indicates the actual schools that can use the Host, which typically translates to being able to assign worksites to student experiences. This is similar to the worksite section, except this applies to the Host Organization overall, in addition, if a worksite is added under this Host the data will be copied down.

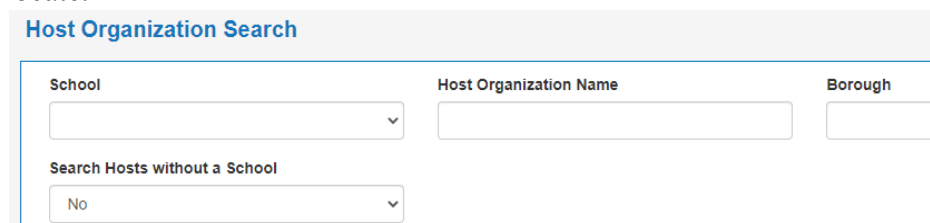
- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.



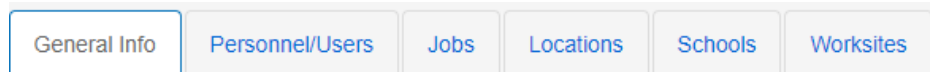
3. Utilize the filters to locate the Host Organization you are attempting to locate.



4. When you locate the target Host Organization, select “View”.

[View](#)

5. On the sub-menu, select the “Schools” tab.



6. This list contains the schools that have permissions to add student

experiences to the Host's Worksites/Locations. To add a school, select the "Add" button.

A blue rectangular button with the word "Add" in white text.

- Utilizing the dropdown on the new screen, select the school to add to the Host.

Host Organization School

School Name *

- Don't forget to click "Save".

A blue rectangular button with the word "Save" in white text.

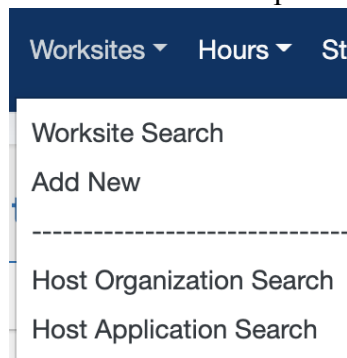
Host Organization: Worksites

Overview: Worksites in the Host Organization panel identify the specific Location to School assignment. Worksites can be assigned to specific schools and this table displays the link on a line-by-line report, as well as if the school has completed the steps to Commit the Worksite to be used for their specific students. This is similar to the worksite section, except this applies to the Host Organization overall, in addition, if a worksite is added under this Host the data will be copied down.

- Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Worksites”, select the “Host Organization Search” from the dropdown.



3. Utilize the filters to locate the Host Organization you are attempting to locate.

4. When you locate the target Host Organization, select “View”.

[View](#)

5. On the sub-menu, select the “Worksites” tab.

General Info	Personnel/Users	Jobs	Locations	Schools	Worksites
--------------	-----------------	------	-----------	---------	-----------

6. This page identifies the school/worksite alignment, as well as the “Status” of the site to determine if it is committed.

Worksites: [List of host organization worksites](#)

School	School Term	Worksite Name	Status	
A Test School - Live	School Year 2020 / 2021	#GoBeyond	Approved	View

Host Application Search

Overview: When a Host on the Host Portal applies to partner with schools, their application will appear in the Host Application Search section. This is where the district can review the details of the Host to confirm eligibility and approve the site for use. **NOTE:** This information is only accessible by district-level users.

- Steps: 1. Login to CPP at CareerPathways.nyc

2. Under the navigation item “Worksites”, select the “Host Application Search” from the dropdown.

3. Utilize the filters to locate the Host Application you wish to review.

4. Select the “View” link next to the deserved option.

[View](#)

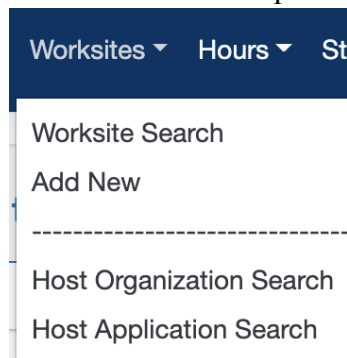
Approving Host Applications

Overview: When a Host Application is submitted, it must be reviewed for accuracy and eligibility. If it is determined that a Host meets all of the requirements, it must be approved for schools to be able to search for and use it. **NOTE:** This information is only accessible by district-level users.

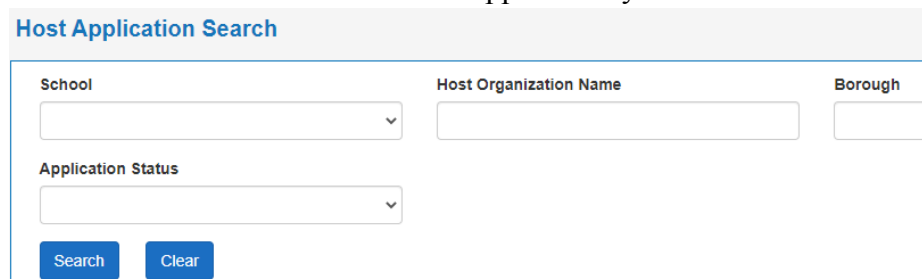
Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the navigation item “Worksites”, select the “Host Application Search” from the dropdown.



3. Utilize the filters to locate the Host Application you wish to review.



4. Select the “View” link next to the deserved option.

[View](#)

5. After reviewing all of the tabs of the Host Application, select the “Approve” button and you’re finished.

[Approve](#)

System

Topic	Video	Audience	Team
Logging In	X	All NYCDOE Users	PAQ / SIMS
Adding Users	X	System Admins	PAQ / SIMS
Applying Template (Permissions)	X	System Admins	PAQ / SIMS
Request an Account	X	All NYCDOE Users	PAQ / SIMS
Unlocking a User Account	X	System Admins	PAQ / SIMS
Student Message Board	X	System Admins	PAQ / SIMS

Logging In

Overview: All users that are based in a school or a central/district office login on to the main site. This is NOT the location that students or worksite hosts use to log in.

Steps: 1. Login to CPP at CareerPathways.nyc



The image shows a login page for NYC Career Pathways. At the top left is the NYC Department of Education logo. Below it is a header image with the text "NYC Career Pathways". The main content area contains a login form with two input fields: "Enter username" (with a person icon) and "Enter password" (with a lock icon). Below the password field is a link that says "Forgot Your Password or Login Name?". At the bottom of the form is a dark blue "Log in" button.

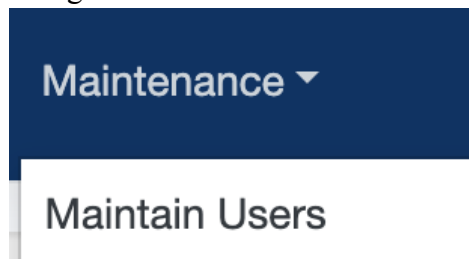
- If you do not have an account, refer to the “[Request an Account](#)” section.
- If you have forgotten your username or password, use the tools on the login page to assist you.
- If you have been locked out of your account, please reach out to your support person to have the account unlocked. Members trying to figure out how to unlock a user account should refer to the “[Unlocking a User Account](#)” section.

Adding Users

Overview: User accounts for the main site are typically created when the request form is filled out, but there may be times that a user needs to be created manually. This is NOT the location that students or worksite hosts use to log in.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Maintenance” tab and select “Maintain Users”.



3. Select the “Add New User” button.



4. Insert the required information for the user.

- The username can be anything, so long as it has not been taken yet (the system will let you know).
- The access template is the permissions that the account will have.

- Only set an “Inactive Date” if you do not want the account to be used past a certain date.
5. After you click “Save” on the account, you will then need to attach the user to the school, so you will then select the “School Access” button, followed by the “Edit” button and check off the schools the user should have access to.

User: Jacques Onanga Exit

User School Access

Assign All Unassign All Save Cancel

School

Max Schools to Display:

Show

Search Clear

50 Schools found that matches your filters

School	Current Users	Access
A Test School - Live	68	<input type="checkbox"/>

6. The user will automatically be sent the details to the indicated email, but you can always resend the email by selecting the “Send Welcome Email” button.

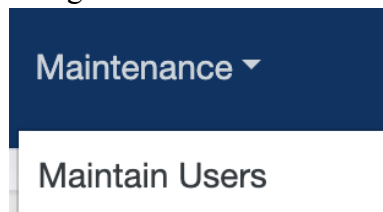
[Send Welcome Email](#)

Applying Template (Permissions)

Overview: When a user is created, they are given an Access Template, which is their permissions within the platform. There may be a need to change a user's Access Template, which can be completed easily by a system administrator.

Steps: 1. Login to CPP at CareerPathways.nyc

2. Navigate to the “Maintenance” tab and select “Maintain Users”.



3. Use the search filters to find the user and click “View” next to that user.

4. Once you've opened the profile, select “Edit” and change the “Access Template” dropdown.

Request an Account

Overview: NYCDOE staff and certain CBOs will need access to log in to the main site. An account will need to be requested to be created and linked to the appropriate permissions. This is NOT the location that students or worksite hosts use to log in.

Steps: 1. Navigate to “bit.ly/CPPARF”



2. Complete the form, indicating your Name, Contact Information, and Role.
3. Within 24-48 Hours you will receive a message to the email you provided with access to the system where you can set your own password.
4. Login to CPP at CareerPathways.nyc

A screenshot of the NYC Career Pathways login page. At the top left is the NYC Department of Education logo. Below the logo is a header image showing a group of people in a classroom setting, with the text "NYC Career Pathways" overlaid. Underneath the header is a login form with two input fields: "Enter username" and "Enter password". Below these fields is a link that says "Forgot Your Password or Login Name?". At the bottom of the form is a dark blue "Log in" button.

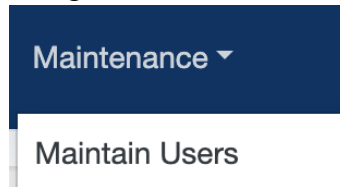
Unlocking a User Account

Overview: Sometimes a user account may be locked after too many attempts or due to suspicious activity. A system administrator can unlock the account so the user can log in without a delay.

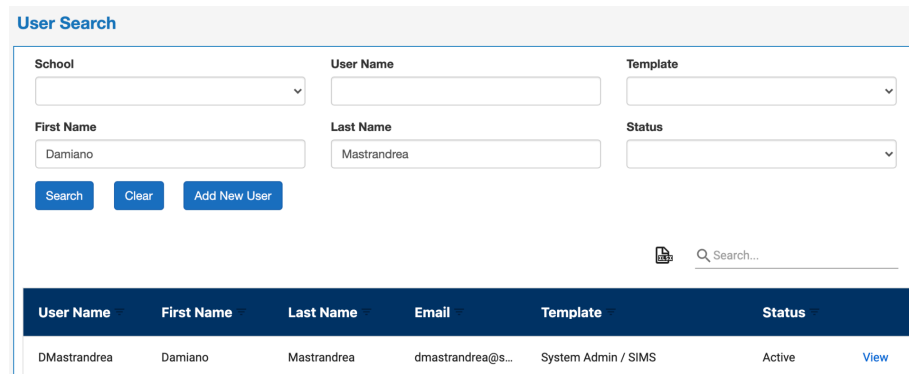
Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Maintenance” tab and select “Maintain Users”.



3. Using the search function, locate the user account that you plan to unlock and click “View”.



User Name	First Name	Last Name	Email	Template	Status
DMAstrandrea	Damiano	Mastrandrea	dmastrandrea@s...	System Admin / SIMS	Active

4. On the user account page, select the “Unlock” button.



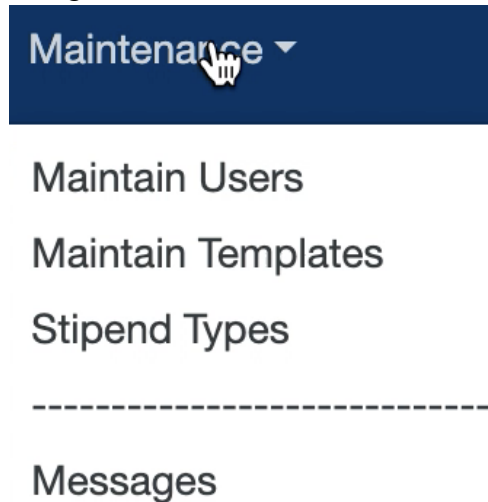
Student Message Board

Overview: The central district users can provide system-wide announcements for students to see on the participant portal as a way to share updates and key processes (i.e. I9 Verification) directly to their intended audience.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Navigate to the “Maintenance” tab and select “Messages”.



3. The new screen will list ALL messages created for both students and staff view, which can also include inactive messages. To create a new message, select the “Add New Message” button.

Add New Message

- Using the provided screen, enter the required information:
Subject = Header
School = * Leave BLANK for All Schools *
Active Dates = When should it be seen? Until what date?

It is recommended to write your post in a word processor and copy-paste it into the box for optimal formatting.

Message Details









Subject *

School

Active From *

Active To *

Show on Participant Site Only

B *I*      Size  Font  

- Don't forget to check the "Show on Participant Site Only" button for it to show up for students, leaving it unchecked will make the message show up on the Staff site.

Show on Participant Site Only

- Once finished, select "Save".



School Tab

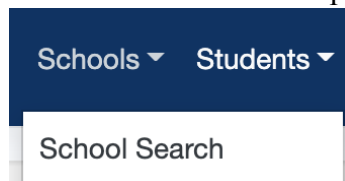
Topic	Video	Audience	Team
Update School Information	X	School-Based Staff	PAQ
Listing Contacts	X	School-Based Staff	PAQ
Pathways Program Information	X	School-Based Staff	PAQ
Pathways Technical Assessment	X	School-Based Staff	PAQ
Pathways Articulation Agreements	X	School-Based Staff	PAQ
Pathways Course Sequence	X	School-Based Staff	PAQ
Pathways Technical Skills	X	School-Based Staff	PAQ
Pathways Industry Certifications	X	School-Based Staff	PAQ
School Professional Development + Pathways Commission Meeting Attendance	X	School-Based Staff	PAQ
School - Pathways Documents	X	School-Based Staff	PAQ
Annual Self Evaluation	X	School-Based Staff	PAQ
Funding Allocation Check	X	School Admin / WBLC	SIMS

Update School Information

Overview: Although it may not change often, having up-to-date information regarding your school is important so that CPP can export reports with the most up-to-date details. This section also details your unique identifiers, classifications, and Program Approval and Quality Manager.

Steps: 1. Login to CPP at CareerPathways.nyc

2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. The school page will be the first section open, which contains the major details regarding your institution. In order to change details on the page, you can select the "Edit" button.



- NOTE: Your ability to edit some or all fields will be dictated by your role, if you require support, contact your support representative.

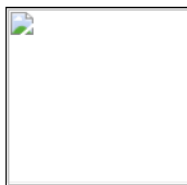
5. Ensure that you press the "Save" button when you are finished.

Save

6. You can also set your school logo on CPP, by selecting the “Upload” button.

General Information

Logo



Upload Remove

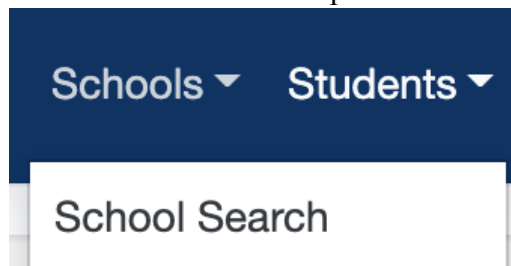
- NOTE: The file must be less than 10 MB and be in one of the following formats: BMP, GIF, PNG, JPG or JPEG. In addition, your file should be about 150 x 150 pixels.

Listing Contacts

Overview: By listing all of the contacts at your school involved with Pathways, it is possible for automated and central team messages to reach the appropriate individuals in a more efficient manner. In addition, these details also highlight key information related to teacher certification for appropriate maintenance, which will also simplify data exports when it comes time for program approval.

Steps: 1. Login to CPP at CareerPathways.nyc

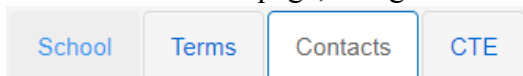
2. In the navigation bar, select the ‘School’ tab, followed by the ‘School Search’ button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click “View”.

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. On the school view page, navigate to the “Contacts” sub-menu tab.



5. This page will list the provided contacts for your school, which enables various teams to communicate with the appropriate personnel, link teacher certification data for reports, and more.

[Contacts: Details on contacts for the school](#)

First Name	Last Name	Type	Email	Phone	Status
------------	-----------	------	-------	-------	--------

If you need to create a new contact, select the “Add” button.



If you’re editing a contact, select “View”, followed by “Edit” on the following page.

[View](#)

6. On the contact page you will be asked to enter some basic information, including First Name, Last Name, Title, Phone Number, and Email.

First Name *	Last Name *	
<input type="text"/>	<input type="text"/>	
Title *		
<input type="text"/>		
Phone *	Ext	Alt Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	Email *	
<input type="text"/>	<input type="text"/>	

7. The system will also request a contact “Type”, which is used in reports and mass messaging to reach the appropriate audience. It is encouraged that all staff involved in Pathways at your school be on CPP.

Type *	Sta
<input type="text" value=""/>	<input type="text" value=""/>
<ul style="list-style-type: none"> Principal Assistant Principal Work Based Learning Coordinator Assistant Work Based Learning Coordinator CTE Support School Counselor Parent Coordinator Other CTE Contact CTE Teacher Academic Teacher 	

- NOTE: When selecting your type, we ask that you use the highest ranking and specific type related to your

workstream. For example, you may be a Pathways Teacher, but also the WBL Coordinator, in this instance you would select the second option.

8. Contacts should not be deleted from CPP, which is why the “Status” field enables you to update a contact related to the reason they are no longer active.

Status *

- Active
- Active**
- On Leave
- Retired
- Transferred
- Left the school

- NOTE: On-leave may be related to any type of leave (sabbatical, health, maternity, etc.). The difference between “Transferred” and “Left the School System” is that in the second option the contact is no longer employed with NYCDOE.

IF YOU ARE Pathways TEACHER CONTINUE to Step 9
 IF YOU ARE NOT A TEACHER, BUT HOLD A WBL EXTENSION
 Skip to Step 14

9. The next few items are in relation to teachers specific, with the first section “Certified Teacher” asking if the contact holds a NYSED teaching certificate.

Certified Teacher

10. Next, in the field “NYS Pathways Certification Title”, you will choose the official option that you have been certified by the state.

NYS CTE Certification Title

- NOTE: Refer to the [NYSED Teacher Certification Lookup Tool](#) for support.

11. Afterwards, you will identify the NYS Certification Type that you currently hold (Transitional A, Initial, Professional, Provisional, and Permanent are the only options).

NYS Certification Type

- NOTE: Refer to the [NYSED Teacher Certification Lookup](#)

[Tool](#) for support.

12. Additionally, with the exception of Permanent certificate holders, you should enter your “NYS Certification Expiration Date”, which will enable CPP to send automated reminders and include your PQM to support you for renewal/progression.

NYS Certification Expiration Date

mm/dd/yyyy

- NOTE: Permanent holders will leave this section blank. Professional certificate holders technically do not have an expiration date either, but they do need to renew their certification every five years and therefore have a renewal date that should be inputted here.

13. Furthermore, any “Industry / Professional Certifications” you hold should be included (this will auto-export for program approval applications).

Industry/Professional Certification

14. If the contact holds their “Work-Based Learning Extension Certificate”, that should be notated using the dropdown.

Work Based Learning Extension Certificate

15. Next, you should indicate the “Type of Certificate” for the WBL Extension you hold.

Type of Certificate

- NOTE: Refer to the [NYSESED Teacher Certification Lookup Tool](#) for support.

16. Afterwards, indicate if your extension certificate expires, if it does insert the expiration date.

Expiration of Extension Certificate

- Expires
- Permanent

Expiration Date

mm/dd/yyyy

17. Lastly, in the “Pathways Programs” section, select all of the programs that you are connected to (i.e. as a Teacher you teach OR as a WBL Coordinator the programs you oversee.)

CTE Programs **CTE Test Program**

18. Don't forget to click the "Save" button when you finish.

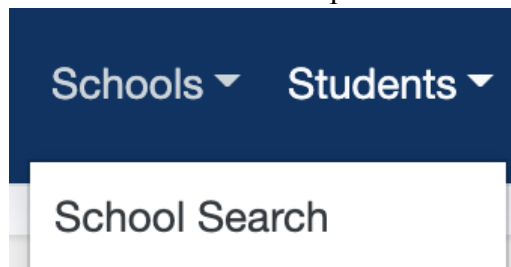
Save

Pathways Program Information

Overview: Your Pathways program has a lot of baseline information that has to be notated for approval. In this section those key identifiers are kept, as well as a changelog to ensure that any updates are documented.

Steps: 1. Login to CPP at CareerPathways.nyc

2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

School Search

School Name School DBN Borough

Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

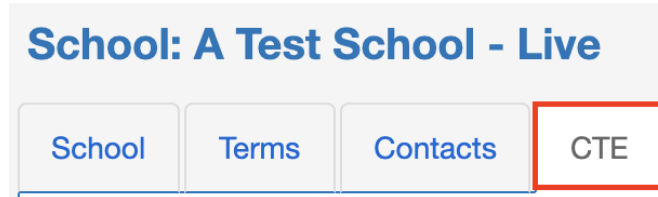
CS4ALL

College Access For All

AP For All

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

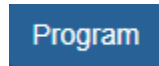
4. Select the “Pathways” tab on the school information screen.



5. Identify the program that you will be updating information for and select “View” on that row.

Program Name	CTE Program Approval Status	CTE Program Expiration Date	Mayoral Initiative	
CTE Test Program	Not Approved	6/30/2024	Yes	View

6. On the school view page, navigate to the “Program” sub-menu tab.



7. In order to make changes, you will need to select the “Edit” button.



- NOTE: These fields can only be edited by your Program Approval & Quality Manager, please speak to them to determine if changes can be made.

8. All of the information in the ‘Edit’ section shall only be changed by a PQM. The PAQ team will review their internal handbook for information related to this section.

CTE Program Information

CTE Program Name (As Identified by School) * **CTE Program Approval Status ***

CTE Test Progam Not Approved

State Program Name (Classification of Instructional Program)

CTE Test Progam

CIP Code

520906 - Resort Management

CTE Program Type

JRC
 NAF
 PLTW
 VE
 Other

CTE Portfolio **Entry Point**

Yes Mayorial Initiative

Program Launch Year **SED #** **BEDS Building Code(s)**

1995 Lorem ipsum dolor sit amet, consectetur adipiscing 1221,1233,123123

Perkins V Condensed Cluster **Perkins V Eligibility**

Information Technology Eligible

Stars

STARS Admin CTE Program Manager Status **STARS Admin CTE Program Manager Enrollment**

Entered 3

Designation **Mayoral Initiative** **NYC SSR Completion**

JRC Yes Incomplete

External Reviewer #1 **External Reviewer #2** **NYSED Ready**

tesdt 1 test 2 34

Application

Number of Industry Partners **Post Secondary Partner**

1 No

CTE Program Career Cluster * **CTE Program Expiration Date**

Information Technology 06/30/2024

Does this CTE program have a minimum 7 Credit Course Sequence? **Has this CTE Program been reviewed?**

No No

9. In the next section, in collaboration with your PQM, documented requests for a NYSED Amendment can be indicated, to do so you would click the “Add” button.

Amendment Details

Amendment Submitted to NYSED *

Amendment Approved by NYSED

Amendment Reason

- NOTE: Your PQM will facilitate the message to NYSED regarding your amendment and revisit this section should it be approved.
10. After the amendment section is the “External Review” section, which indicates when a Quality Review of your Program is conducted, in order to list a review you can click the “Add” button.

External Review Date Completed *

External Review Scheduled?

External Review Date

- NOTE: External Reviews may be conducted over several dates or rescheduled, which this section allows you to notate the difference on when it was scheduled versus completed.
11. In the instance that a program is going to request a CIP Code Adjustment, this information must be historically documented. In Step 8, you may have noticed that there is no way to change the CIP Code, and this is because a new code must be appended and this section holds the previous codes with data to demonstrate the historical change. To make the change, click “Add”.

CIP Code Adjustment Details

CIP Code *

Date CIP Code Adjusted

12. Lastly, in the unfortunate event that a program is rejected for their NYSED Program Approval, that information can be detailed so that

actionable steps can be made for a subsequent application for approval. To add that information, select the “Add” button.

Rejection Details

Date of Rejection *

Reason for Rejection

Don't forget to click “Save” for each of these items!

Save

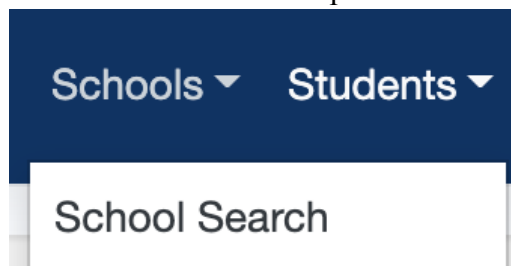
Pathways Technical Assessment

Overview: Your Pathways Program’s three-part Technical Assessment details are included in this section, highlighting the assessment scholars must pass as part of your program, as well as the programming details in STARS and ATS in relation to your program. This information is imported automatically to the student’s Employability Profile when a school-based staff member notates the Pass/Fail and score on the assessment. This data would be exported as part of the report for NYSED program approval as well.

Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar, select the ‘School’ tab, followed by the ‘School Search’ button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click “View”.

School Search


School Name School DBN Borough

Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

CS4ALL
 College Access For All
 AP For All

[Search](#) [Clear](#) [Add New School](#)



School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. Select the “Pathways” tab on the school information screen.

School: A Test School - Live

[School](#) [Terms](#) [Contacts](#) [CTE](#)

5. Identify the program that you will be updating information for and select “View” on that row.

Program Name	CTE Program Approval Status	CTE Program Expiration Date	Mayoral Initiative	
CTE Test Program	Not Approved	6/30/2024	Yes	View

6. On the school view page, navigate to the “Technical Assessment” sub-menu tab.

Technical Assessment

- NOTE: If you plan to make changes in any of these fields please communicate with your Program Approval & Quality Manager. You may not be able to make changes directly or without their permission. Changes to this section can have negative repercussions on your NYSED Program Approval status.
7. To make any changes, select the “Edit” button. The PAQ team will review their internal handbook for information related to this section.

Technical Assessment

Part 1 - Written

ASE-ASE Student Certification - Collision

Test Code / Number / Version

Lorem ipsum dolor sit amet, consecte

Provider

Lorem ipsum dolor sit amet, consecte

External Grader

Yes

Industry Valued Credential

Entered into STARS

No

Part 2 - Practical

Certiport-Adobe Cert Associate - Premiere Pr

Test Code / Number/ Version

Lorem ipsum dolor sit amet, consecte

Vendor / Consortium

Lorem ipsum dolor sit amet, consecte

External Grader

Industry Valued Credential

Entered into STARS

Part 3 - School Developed (Portfolio / Project)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed eleifend quam ut tellus egestas digniss

Please enter a detailed description of the Portfolio/Project and upload a sample in the documents section

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed eleifend quam ut tellus egestas

- Part 1 / 2 Name - Pulled from Lookup Table
- External Grader - Is a non-school staff member doing the evaluation?
- Industry Valued Credential - Does the industry consider this a certification or an academic exam?
- Entered into STARS - Does this program have a specific STARS code that must be logged?

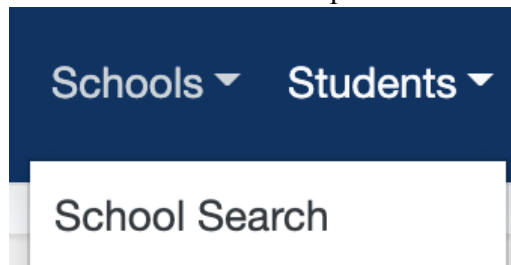
Pathways Articulation Agreements

Overview: Your Pathways Program should have, at least one, articulation agreement that develops a strong pipeline between the program and a postsecondary institution. This section highlights those documents, including the benefits and expirations of the agreements. This data would be exported as part of the report for NYSED program approval as well.

Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

School Search

School Name School DBN Borough


Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

CS4ALL

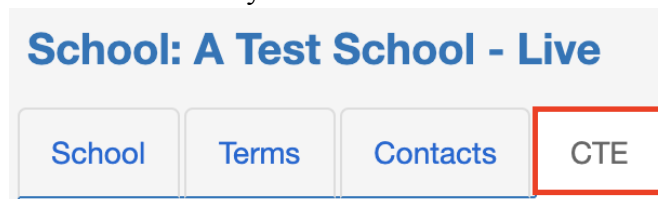
College Access For All

AP For All



School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. Select the “Pathways” tab on the school information screen.



5. Identify the program that you will be updating information for and select “View” on that row.

Program Name	CTE Program Approval Status	CTE Program Expiration Date	Mayoral Initiative	
CTE Test Program	Not Approved	6/30/2024	Yes	View

6. On the school view page, navigate to the “Articulation Agreements” sub-menu tab.

Articulation Agreements

- NOTE: If you plan to make changes in any of these fields please communicate with your Program Approval & Quality Manager. You may not be able to make changes directly or without their permission. Changes to this section can have negative repercussions on your NYSED Program Approval status.

7. If you are going to list a new Articulation Agreement, regardless of its source (NYCDOE-organized, school-developed), select “Add”. (Otherwise, you can click “Edit” on an existing agreement.)

Articulation Agreements

[Add](#)

Bulk Agreement	Agreement	Post Secondary Institution	Primary	Effective Date	Expiration Date	
Yes	BCC - Automotive & Transportation	BCC		1/29/2018	6/30/2022	Edit

- NOTE: Do NOT delete expired agreements, they are historical documents that must be retained.
8. When adding an Articulation Agreement to your program, the first thing to identify is if it is an established agreement brokered by the NYCDOE on your behalf (i.e. Bulk Agreement). If it is, the system will ask you to select the agreement from a prescribed list that is centrally managed, otherwise if you indicate “No” you can manually enter your school’s unique agreement.

Bulk Agreement *

9. Next, identify if this agreement is considered the “Primary”. In this regard, Primary would be a combination perception of your collaboration with the institution, involvement in your Pathways Advisory Council, and the target school that scholars in the program typically attend.

Primary

- NOTE: The identification of Primary does not affect your program’s standing.
10. From the dropdown, select the institution you have an articulation agreement with.

Post Secondary Institution

- NOTE: This dropdown list is managed by the central district and can be updated at the request of your PQM for any missing entries.
11. Provide the high level overview details of the articulation agreement.

Advanced Standing	College Credit
<input type="text"/>	<input type="text"/>
Other Direct Benefits	Articulation Effective Date
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Expiration	
<input type="text" value="mm/dd/yyyy"/>	

- Advanced Standing - The student, based on their performance and details within the agreement, can skip the required coursework (doesn’t receive credit) but can take another class in its place.
 - College Credit - The scholar will receive college credits based on the performance and details within the agreement (dual enrollment, certification equivalency, earning Technical Endorsement, etc.)
 - Other Direct Benefits - Examples include Scholarship Fund, Priority / Guaranteed Admission, etc.
12. Don’t forget to click save.

Save

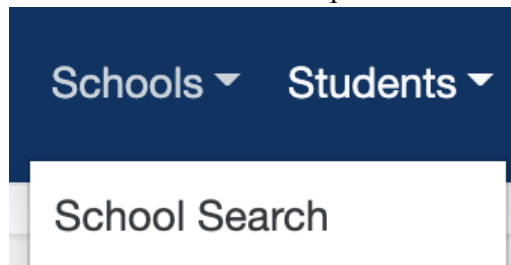
13. Lastly, make sure that you Upload the formally signed agreement in the Documents section!

Pathways Course Sequence

Overview: Your Pathways Course Sequence identifies all of the required and options classes that students must enroll in as part of your program. In terms of assisting for NYSED program approval, this data can be automatically exported to provide a listing of courses, credits, assigned teachers, and more. Furthermore, for students, these courses are listed on the Employability Profile of each student so that a school-based user can identify that a student has passed or failed their courses.

Steps: 1. Login to CPP at CareerPathways.nyc

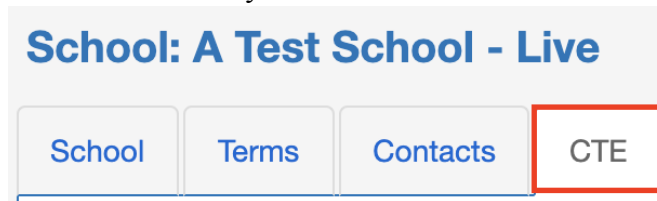
2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

- Select the “Pathways” tab on the school information screen.



- Identify the program that you will be updating information for and select “View” on that row.

Program Name	CTE Program Approval Status	CTE Program Expiration Date	Mayoral Initiative	
CTE Test Program	Not Approved	6/30/2024	Yes	View

- On the school view page, navigate to the “Course Sequence” sub-menu tab. The information on this tab should mimic the information in STARS Pathways Program Manager as it then copies to a scholar’s Employability Profile.

Course Sequence

- NOTE: If you plan to make changes in any of these fields please communicate with your Program Approval & Quality Manager. You may not be able to make changes directly or without their permission. Changes to this section can have negative repercussions on your NYSED Program Approval status.

- This page will list your current course sequence, which should be an EXACT copy from STARS Pathways Course Manager. You can use the “Add” or “Edit” button to make any necessary changes.

CTE Course Sequence [Add](#)

STARS Course Code	Course	CCTC Standards	Industry Standards	Academic Standards	CDOS Standards	Credits	Career and Fin. Management Embedded	Optional Course	
BCS21T	Career & Financial Management I	IT 01	NYSED CFM	New York State Learning Standards, Next Generation Learning Standards	1,2,3a	0.50	Yes	No	Edit

- NOTE: In June 2021, CSS attempted to import STARS data for you, but some errors may have occurred in the translation.

- Using the information from STARS Pathways Course Manager, insert the appropriate course name and STARS Course Code.

Course *

STARS Course Code

- NOTE: In collaboration with your PQM, if you haven't done so already, you should start developing course names that specifically identify the course topic, rather than Course 1, Course 2, Course 3, etc.
9. Each course in your sequence should also be aligned to a School Codes for the Exchange of Data (SCED) label, which is used to specify the core content of the course and is verified against proposed artifacts to determine that the appropriately selected CIP Code and Teacher Certification are in place for the program.

SCED

- NOTE: This feature will be made available soon, but is not currently available for all users. You can find the list of [NYSED accepted SCED options on their workbook available on their website.](#)
10. For the identified course, a short description should be included. This information typically comes from the syllabus designed for the class.

Description

11. The next item starts the process to assist you with building a curriculum crosswalk by asking you to select from the Common Career Technical Core the standards that are covered in this specific class.

CCTC Standard

- IT 01 - Demonstrate effective professional communication skills and practices that enable positive customer relationships.
- IT 02 - Use product or service design processes and guidelines to produce a quality information technology (IT) product or service.

- NOTE: These standards are imported based on your program's career cluster, if you believe that the correct cluster has not been selected for your program, please speak to your PQM. At this time, alignment to the CCTC standards is a recommendation.
12. Following that, you will be asked to identify the number of NYCDOE credits the course is worth, as well as its hour equivalency. Decimal values are accepted.

Credits

Hours

- NOTE: One NYCDOE credit is equivalent to 54 hours. A NYCDOE Credit is converted at half the rate for a NYSED Unit (i.e. 2 NYCDOE Credits = 1 NYSED Unit).
13. For this section, assisting in your development of a curricular crosswalk, is the opportunity to identify any Industry Standards used for your program for this course.

Industry Standard

- NOTE: You can either identify the name of the Industry Standards (eg. CompTIA A+, FAA Drone Part 107, ASE, etc.) or go further and identify the specific standards.
14. Next, select if this course from your program is aligned to any of the following Academic standards.

Academic Standards

- Common Core Academic Standards**
- New York State Learning Standards**
- Next Generation Learning Standards**

- NOTE: The Common Core Learning Standards are considered “Phased Out” for New York State, in which transition to the Next General Learning Standards should be made.
15. Finally, for the last part of the curricular crosswalk, selecting which of the CDOS standards in this course are addressed should be included.

CDOS Standard

- 1**
- 2**
- 3a**
- 3b**

- NOTE: In general, all Pathways courses address CDOS standards, but specific content will determine which of the four options apply.
16. Identify if this course has any of the Career & Financial Management course content embedded within it.

Career and Fin. Management Embedded

- NOTE: In the event of having a separate CFM course, the

answer to this question on that specific course would be “Yes”.

17. Indicate the primary teacher assigned for teaching this course.

Teacher

- NOTE: The dropdown list is generated from your school’s “Contacts” section, so if you do not see the teacher that should be identified, they’ll need to be added there first. This choice is just the default option that appears on the students’ Employability Profile courses, which can be changed if the faculty assignment is different. The intent is to change this to a “Select All The Apply” if multiple teachers teach this course.

18. Lastly, indicate if this is an “Optional” (Yes) or “Required” (No) course for your sequence.

Optional Course?

19. Don’t forget to click “Save” when you have finished.



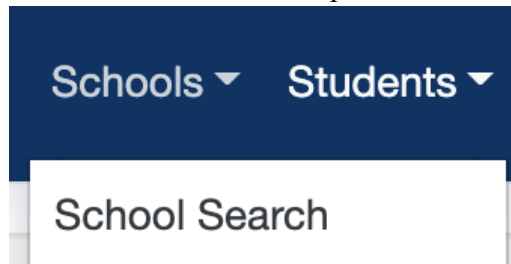
Pathways Technical Skills

Overview: Your Pathways Program is built on the goal of developing certain Technical skills to prepare scholars for a particular career entry point. Using the Common Career Technical Core, an alternative framework, and/or Advisory Council approved skill lists, you will enter the Technical Skills students are expected to develop over the course of your program's sequence. The skills list should be comprehensive enough to cover the continuum of the program, while also being curtailed as this is the list that is automatically imported when you conduct technical skills evaluations on the student's Employability Profile. A general recommendation is to have approximately two skills for each credit, which results in between 14-20 skills.

Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

School Search

School Name School DBN Borough


Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

CS4ALL

College Access For All

AP For All



School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. Select the “Pathways” tab on the school information screen.

School: A Test School - Live

5. Identify the program that you will be updating information for and select “View” on that row.

Program Name	CTE Program Approval Status	CTE Program Expiration Date	Mayoral Initiative	
CTE Test Program	Not Approved	6/30/2024	Yes	View

6. On the school view page, navigate to the “Technical Skills” sub-menu tab.

Technical Skills

- NOTE: If you plan to make changes in any of these fields please communicate with your Program Approval & Quality Manager. You may not be able to make changes directly or without their permission. Changes to this section can have negative repercussions on your NYSED Program Approval status.

7. On the new screen, you will see a list of Technical Skills that have been listed for your program. You can use “Add” to input a new skill or

“Edit” to change an existing skill.

Technical Skills

Add

Skill	CCTC	Other Skill Source
-------	------	--------------------

- NOTE: This skill list is NOT a standards alignment list. It is used to generate the Technical Skills on Student Employability Profiles. As always, it is important to check in with your PQM.
8. When on the ‘Add’ menu, a dropdown will be presented to you that enables you to select one of the Common Career Technical Core skills or the ability to enter your own via the ‘Other’ option.
SKIP TO STEP 10 if you selected a CCTC Skill.

Technical Skill Details

Technical Skill *

9. For custom skills, you should identify a “Skill Source” where the skill originates, and then the “Skill” that's formatted as a ‘Name - Brief Description’.

Skill Source *

Skill *

- NOTE: Your skill source must be a verifiable item (Industry Certification, Advisory Council, Labor Market Report, etc.)
10. Don’t forget to click “Save” when you are finished.

Save

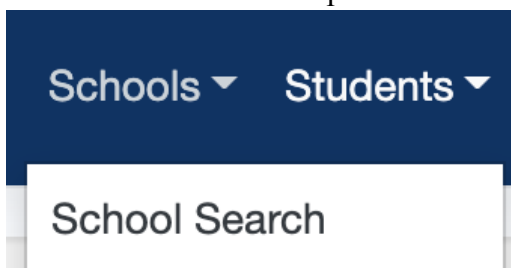
Pathways Industry Certifications

Overview: In this section we are highlighting any certifications, in addition to the Technical Assessment (where applicable), that students may earn as part of your Pathways Program. Industry certifications come from a master list, if one is missing, please contact your Program Quality Manager. When school-based staff review a scholar's Employability Profile, they will have the ability to indicate if a student has attempted these certifications pass or fail, as well as the score if necessary.

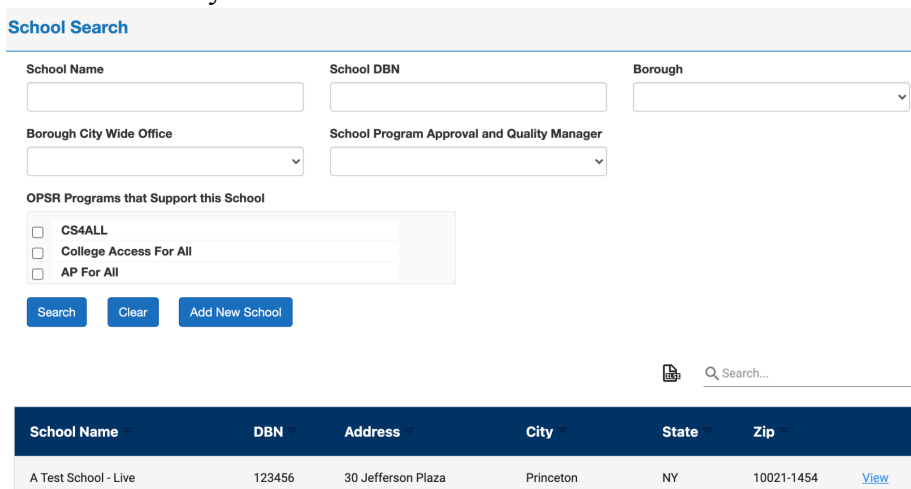
Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.

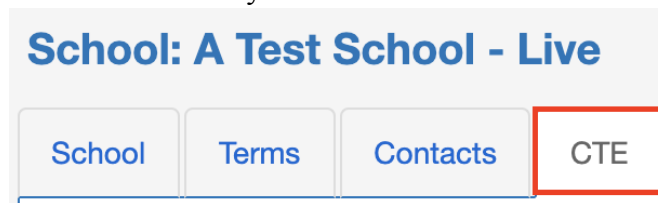


3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".



School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. Select the “Pathways” tab on the school information screen.



5. Identify the program that you will be updating information for and select “View” on that row.

Program Name	CTE Program Approval Status	CTE Program Expiration Date	Mayoral Initiative	
CTE Test Program	Not Approved	6/30/2024	Yes	View

6. On the school view page, navigate to the “Industry Certifications” sub-menu tab.



- NOTE: If you plan to make changes in any of these fields please communicate with your Program Approval & Quality Manager. You may not be able to make changes directly or without their permission. Changes to this section can have negative repercussions on your NYSED Program Approval status.

7. You will see a list of applicable Industry Certifications that you have identified as potential offerings to your scholars as part of the program. You can select “Add” or “Edit” to change the list.

Industry Certifications [Add](#)

Industry Certification	Certifying Authority	
AVID Pro Tools		Edit

- NOTE: If your Technical Assessment is ALSO an Industry Certification it should only be listed in the former section.
8. Utilizing the dropdowns identify the certification that you offer as part of your programming. The “Industry Certification” is the name of the actual credential and the “Certifying Authority” the organization that issues them (e.g. Industry Certification: Licensed Massage Therapist, Certifying Authority: New York State).

Industry Certification Details

Industry Certification *

Certifying Authority *

- NOTE: If you do NOT see the certification that you offer, you should contact your PQM, as they will be able to add it.
9. Don't forget to click "Save".

Save

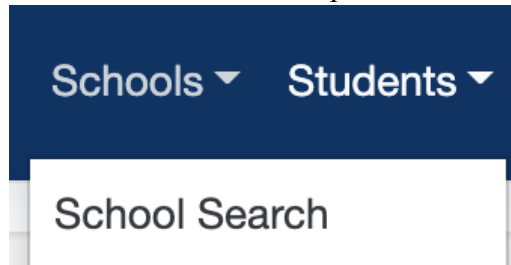
School Professional Development

Overview: CPP also has the function to record school-based professional development for a specific Pathways program that can be inputted to record the development of staff. Only Pathways-specific professional development should be recorded here. The NYCDOE Team will support the entry of specific events in this section.

Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

School Search

School Name School DBN Borough

Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

CS4ALL
 College Access For All
 AP For All

 Search...

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. Select the “Pathways” tab on the school information screen.

School: A Test School - Live

5. A list of Pathways specific professional development for your school will be listed. In order to record another event, select the “Add” button.

School Professional Development

Date	Type	Development Name	
3/12/2021	Virtual	Curriculum and Instruction	View

6. Identify the name of the professional development session and it’s date. You should also indicate the modality of attendance (In-Person, Virtual).

Development Name *

Date *

Type *

7. Lastly, identify the NYCDOE Pathways Team that provided the training.

Team That Hosted the PD

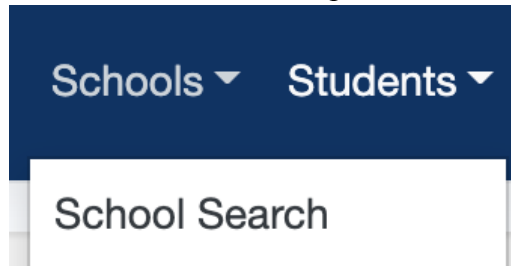
8. Don’t forget to click “Save”.

Pathways Commission Meeting Attendance

Overview: CPP also has the function of your program's attendance to the Pathways Advisory Commissions. The NYCDOE Pathways Team will support the entry of specific events in this section.

Steps: 1. Login to CPP at CareerPathways.nyc

2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".

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School Name School DBN Borough

Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

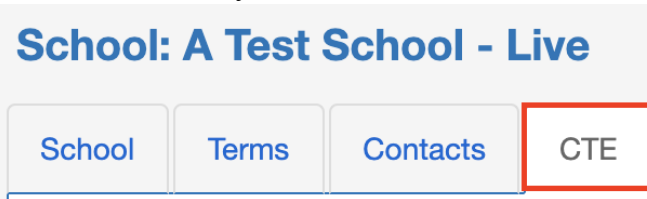
CS4ALL

College Access For All

AP For All

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

- Select the “Pathways” tab on the school information screen.



- The list of attended Pathways Commission Meetings that your school has attended will be listed. To record additional attendance, select “Add”.

CTE Commission Meeting Attendance [Add](#)

Date	Type	View
12/2/2020	Business and Finance	View

- Identify the Commission Meeting and date of attendance.

Commission Meeting Type * Commission Meeting Date *

- NOTE: This information will be reviewed for validity against sign-in documentation when submitted for program approval.

- Don't forget to click “Save”.

[Save](#)

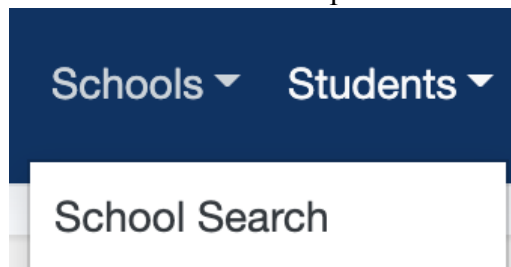
School - Pathways Documents

Overview: In an effort to keep all documents within the same system, in terms of accountability and program approval, it is possible to upload any pertinent files into CPP's Pathways Program Documents section. This assists with the export of program approval applications as well.

Steps: 1. Login to CPP at CareerPathways.nyc



2. In the navigation bar, select the 'School' tab, followed by the 'School Search' button on the dropdown menu.



3. Locate the school you wish to view/edit the information using the filter tools if necessary and click "View".


School Search

School Name School DBN Borough

Borough City Wide Office School Program Approval and Quality Manager

OPSR Programs that Support this School

CS4ALL
 College Access For All
 AP For All

 Search...

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

4. Select the “Documents” tab on the school information screen.

School: A Test School - Live

5. You can use the filters to locate any of the files that have been uploaded to your school’s documents, which you can check with the “View” button, however if you wish to upload an item select the “Add” button.

School Documents

CTE Program Document Type School Year

Date Range to Sort By

6. On the new screen, you will be able to identify the details related to the artifact you plan to upload, including which Pathways program it applies to, the document type, and school year.

CTE Program * Document Type * School Year *

7. After that, you’ll be able to select the file to upload.

File Name *

No file chosen

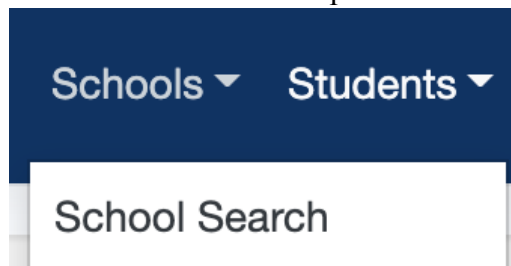
8. Lastly, select “Upload” and the file will now be saved in your documents section.

Annual Self Evaluation

Overview: The Annual Self Evaluation is a component of the annual process for improving programs, which involves a school-based approach to self-evaluate the key metrics of a Pathways program and provide narrative details regarding certain processes that are not captured elsewhere in the CPP platform. This data is required by NYSED and also is useful as part of the program approval process.

Steps: 1. Login to CPP at CareerPathways.nyc

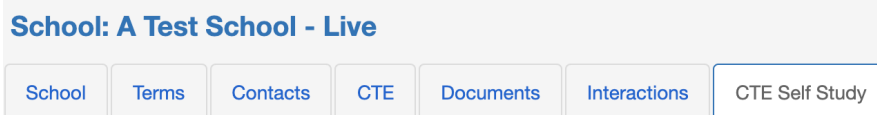
2. In the navigation bar, select the ‘School’ tab, followed by the ‘School Search’ button on the dropdown menu.



3.
4. Locate the school you wish to view/edit the information using the filter tools if necessary and click “View”.

School Name	DBN	Address	City	State	Zip	
A Test School - Live	123456	30 Jefferson Plaza	Princeton	NY	10021-1454	View

5. On the sub-menu, select the “Annual Self Evaluation” tab.



6. On this page you will see a listing of Self-Study Reports and their corresponding Pathways Program with its date. To conduct a new SSR, select the “Add” button.

[Self Study: Details on Self Study for the school](#) [Add](#)

CTE Program	Date	
CTE Test Program	07/04/1776	View

- NOTE: CSS was able to import your SY2019-2020 Annual Self Evaluation (if it was submitted). In addition, all schools should have created a NEW Self Study for the SY2020-2021 and NOT edit any previously entered data.
7. The first order of business is to identify the Pathways Program the SSR is for, as well as the date it is being entered, which should be during the correct school year.

School CTE Self Study Details

CTE Program * Date *

- NOTE: **Warning, this section contains a lot of data entry, it is vital to recall to select the “Save” button often.**
8. Second, you will be able to provide a narrative for your program’s current status, in terms of strengths and weaknesses, as well as planned future changes for your program. In both cases, there should be direct citation/reference to source material that justified your narrative.

Self-Study Report

Current status of the program

Identify/describe the program’s strengths and weaknesses. Mention significant modifications that have been made to the program in the current year. What suggestions did stakeholders, Industry Partners, or NYCDOE Industry Commission partners make regarding your curriculum? (Please identify who made the suggestion and how it was implemented.)

Future plans

Describe how current labor market data has informed program design and choice of technical assessment.

9. Next, the largest section is the “Self Study Evaluation”, which is conducted by a reflective process using the provided rubric and determining based on the given prompts where your program falls on each metric.

Self-Study Evaluation

10. The following questions then ask about your Course Sequence.

Course Sequence

Does this programs provide challenging academic coursework that is integrated with a field of study?

1. Program incorporates / aligns to academic standards

2. Program offers integrated courses.

3. Program offers AP course(s).

4. Program participates in academic integration work.

- NOTE: Integrated courses are a specific designation of a class based on the style and credits given. More information can be reviewed on the [NYSED website](#).

11. After that, you will then be asked to provide a narrative based on the strategies you employ to advertise your programs to students and their families, as well as your methodology to keep them engaged.

Program Enrollment

Student Recruitment - Briefly describe measures used to inform ALL students of CTE Program, including special populat

Parent Engagement - Briefly describe measures used to involve and engage parents:

12. The next section will ask you if the following types of further education are discussed as opportunities with students to continue their career path. The dropdowns will enable you to select “Yes” or “No”.

Program Completer Opportunities

All students are exposed to various opportunities to continue education beyond high school, in which of the follow

Industry Certifications

Apprenticeships

Licenses

Postsecondary Certificates

2-Year Postsecondary Degree

4-Year Postsecondary Degree

Immediate Employment

Additional Comments

13. Following that, you will be asked if your program actively offers the following opportunities while students are enrolled.

Programs will help students develop industry-based technical skills for success in a field of study by providing:

Career Awareness / Exploration

Career Development via Industry Credentials/License

Career Development & Application

Apprenticeships

Internships

14. Next, you will be asked to indicate how your program is executed in terms of topic progression from a generalist to specialist perspective.

Programs progresses in specificity – beginning with a survey of all aspects of the industry or career cluster, leading to more occupationally specific instruction?

Describe, in the space provided below, the progression of your program:

15. Lastly, you will be asked to provide a narrative to explain how you communicate to program stakeholders the benefits of your established articulation agreements.

[Articulation Agreement](#)

In the space below, describe how stakeholders (parents/guardians and students) are made aware of the benefit provided by the agree

16. Don't forget to "Save".



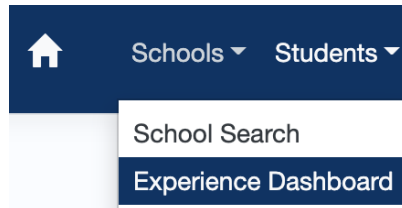
Funding Allocation Check

Overview: In CPP it is possible to review the annually provided SWEF funds for your school, which can be used to track expenditure and remaining capital for paid student experiences.

Steps: 1. Login to CPP at CareerPathways.nyc



2. Under the 'Schools' tab, select the "Experience Dashboard" option.



3. The details are provided here in a written format with corresponding graphical representations.

School Name: A Test School - Live

Total Allocation:	\$0.00	Allocation Spent to Date:	\$0.00	Total Wages Paid:	0.00
Stipends Allocated:	0.00	Allocation Remaining:	\$0.00	Total Stipends Paid:	0.00
Wages Allocated:	0.00	Remaining Hours Allocated:	0.00	Total Paid:	0.00
Allocation Remaining:	\$0.00	Remaining Stipends Allocated:	0.00		

Most Recent Payroll Period: \$0.00

- NOTE: This funding is for Internships / Workplace Challenges.

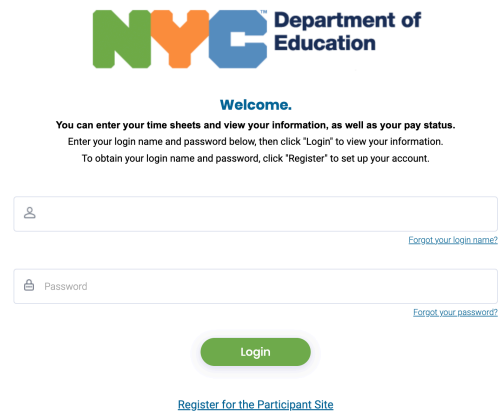
Student Portal

Topic	Video	Audience	Team
Logging In	X	Students	SIMS
Updating Information	X	Students	SIMS
Complete Page 1 I9 Digitally	X X	Students	SIMS
Applying to Internships	X	Students	SIMS
Signing Experience Agreement	X	Students	SIMS
Signing Training Plan	X	Students	SIMS
Signing Training Plan Evaluations	X	Students	SIMS
Entering Skills Evaluation	X	Students	PAQ
Downloading Employability Profile	X	Students	PAQ
Career Plan Entry by Student	X	Students	PAQ
Direct Deposit Sign Up	X	Students	SIMS
Entering Timesheet	X	Students	SIMS

Logging In

Overview: Students have access to the participant portal where they can complete major functions from a locked down view of CPP, which include entering internship hours, uploading timesheets, applying for direct deposit, updating student contact information, signing internship agreements and training plans, as well as evaluating themselves on their skills, and reviewing their Employability Profile and WBL activities.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc



The screenshot shows the login page for the NYC Department of Education. At the top, the NYC logo is displayed in green and orange, followed by the text "Department of Education". Below the logo, the word "Welcome." is centered. Underneath, there is a paragraph of instructions: "You can enter your time sheets and view your information, as well as your pay status. Enter your login name and password below, then click 'Login' to view your information. To obtain your login name and password, click 'Register' to set up your account." There are two input fields: the first is for the login name, with a person icon on the left and a "Forgot your login name?" link on the right; the second is for the password, with a lock icon on the left and a "Forgot your password?" link on the right. A green "Login" button is centered below the fields. At the bottom, there is a blue link that says "Register for the Participant Site".

2. If you do not remember your login name or password use the corresponding links on the page for assistance.

Updating Information

Overview: Students have the ability to update certain information about themselves in CPP, including contact information and specific demographic details.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

2. Once you login, you will be on the “Information” tab by default.



3. If you would like, you can upload a profile picture for your account by selecting the “Upload” button below the box.



[Upload](#)

4. In order to change any of the information grayed out below that, including Personal, Contact, Parent, and Other Information you will need to select the "Edit" button.



- NOTE: If you need to change anything in the top box “Participant Information”, you will need to contact a school staff member to update that data.

5. Make any necessary changes or updates by using the appropriate dropdown or entering the required text.

- NOTE: You cannot remove data completely from fields that

- have a red asterisk marking the field as required.
6. Once you are finished, make sure that you click the “Save” button near the top of the page where the Edit button was.

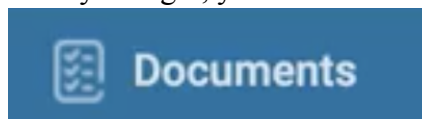


Complete Page 1 I9 Digitally

Overview: You can submit your Page 1 of the I9 document in the system digitally to jump start your process to complete verification that the NYCDOE can legally pay you for an internship - wage experience. I9 Verification is required for any scholar to receive compensation of an internship and must be completed prior to the actual experience.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

2. Once you login, you will be on the “Documents” tab by default.



3. Select the “View/Update” next to the “Form I-9 Page 1” document.

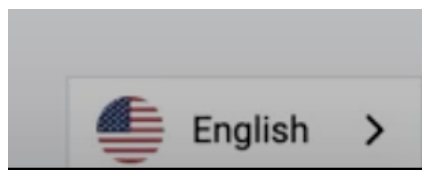
Forms	
Status	Document
	Form I-9 Page 1 View/Update

4. Optional: You may utilize the federal government’s instruction to understand the steps to complete this form AND/OR (at the bottom right) select the language you want to read the fields through. **NOTE:** Your responses will need to be written in English for our reviewers to verify.

Form I-9 Page 1

[View Form I-9 Instructions \(English\)](#)

[View Form I-9 Instructions \(Spanish\) \[Instrucciones en Español\]](#)



5. Enter the details in the required form fields.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)	First Name (Given Name)	Middle initial	Other Last Names (if any)	
<input type="text" value="Craft"/>	<input type="text" value="John"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code
<input type="text" value="131 livingston st"/>	<input type="text" value="12"/>	<input type="text" value="brooklyn"/>	<input type="text" value="NY"/>	<input type="text" value="11201"/>

6. When you are finished, select “Next”.

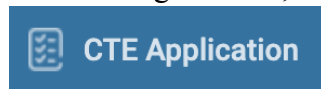


Applying to Internships

Overview: Students have the ability to apply in a centralized manner to the PathwaysISP opportunity, which is a NYCDOE centrally managed internship program. Some schools also use this for SWEF funded opportunities, which NYCDOE Pathways Central recommends, but may have devised their own mechanism.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

2. On the navigation bar, select the “Application” tab.



- NOTE: Remember that this application, by default, is ONLY for PathwaysISP, your school may have additional opportunities. Clarify with your school if this is also for SWEF.
3. If you are submitting a new application, the link will show on the new page, select the “Click Here” button to get started.

CTE Experience Application

[Click Here](#) to apply to the CTE Experience Program

- NOTE: Applications open/close at specific times in the year, so the link may not always be available. In addition, the screen will indicate if you have already applied or were accepted.
 -
4. First, you will need to enter your Social Security Number.

Social Security Number*

- NOTE: A SSN is required to appropriately pay you for the experience, if you have issues with your SSN, communicate with your school's work-based learning coordinator.
5. Next, you will need to upload your resume (we recommend a PDF).

Upload Your Resume*

Choose File No file chosen

- NOTE: Ensure that you have worked with a staff member at your school to revise your resume, it will be shared with potential internship hosts, which affects the opportunities you can have.
6. The last big step is to explain, in a few sentences, why you want to participate in an internship and what type of experience you are hoping to engage in.

Essay/Open Answer Field - Why are you interested in a CTE internship?*

7. The actual last section will ask you to confirm or update details from your profile and include any missing fields that will be needed to generate your internship agreement should you be accepted.

Do you have any allergies? (Animals, foods, etc.)*

Please specify your allergies:

Do you have access to an electronic device with internet accessibility?*

Do you have access to the internet?*

What internship environment are you looking for?*

Parent/Guardian Contact Information

First Name:*

Last Name:*

Relationship:*

Email:*

Home Phone:*

Work Phone:

Cell Phone:

8. Finally, select "Submit Your Application".

Submit Your Application

Signing Experience Agreement

Overview: Students have the ability to sign their experience agreements, a necessary NYCDOE document to officiate permission to start an experience. Regardless of experience program (PathwaysISP, PathwaysSS, SWEF, etc.) the steps are the same.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc



Welcome.

You can enter your time sheets and view your information, as well as your pay status.
Enter your login name and password below, then click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

Forgot your login name?

Forgot your password?

[Register for the Participant Site](#)

2. On the navigation bar, select the “Application” menu button.



3. If all of the required steps have been completed by the work-based learning coordinator, there will be an option to “Click Here” to sign your application.

[Click Here](#) to sign your application

4. A document will load that will let you digitally sign the respective sections of the experience agreement.

SIGN HERE - REQUIRED: ← Click in the box to sign

- NOTE: If you incorrectly enter your name, you will be asked to redo it.

5. When you have completed all of the fields, at the bottom of the page, you will check the box to “Accept” that your digital signature is valid.

Accept

6. Lastly, you will click the “Continue” button to submit it.



7. The screen will load the previous page and confirm your signatures were submitted.

Thank you for signing your CTE Experience Application.

Exit

- NOTE: You should check-in with your work-based learning coordinator for your next steps.

Signing Training Plan

Overview: Students have the ability to digitally sign their training plan, which is a required document for certain types of work-based learning that illustrate the goals of learning through workplace immersion.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

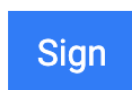
2. On the navigation bar, select the “Training Plan” menu button.



3. A list of all applicable Training Plans for work-based learning activities that you have been assigned. To review a specific one, and then subsequently sign, you can click “View”.

Training Plans				
Type	Start Date	End Date	Signed	Date Signed
Job Shadow	8/16/2021	8/27/2021	No	View

4. After reviewing the Training Plan on the new screen, click the “Sign” button.



5. You will be brought to a screen to confirm your digital signature. Enter your name and select “Accept”.

6. Once you have finished, click the “Save Signature” button.

Save Signature

7. You can confirm a Training Plan has been signed by looking at the “Student Signature Status” and seeing your name and date it was signed.

Student Signature Status:

My Name signed on 9/26/2021

Signing Training Plan Evaluations

Overview: Students have the ability to digitally sign their training plan evaluations to acknowledge their supervisors feedback, which is a required document for certain types of work-based learning that illustrate the goals of learning through workplace immersion.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

2. On the navigation bar, select the “Evaluations” button.



3. A list of all applicable Training Plans Evaluations for you to sign are listed. To review a specific one, and then subsequently sign, you can click “View”.

Scholar Experience Evaluations

Evaluations					
Training Plan Type	Time Frame	Grade	Evaluation Type	Signed	Date Signed
Experience	3/11/2024 - 6/14/2024	13	Final Evaluation	No	

4. After reviewing the Training Plan Evaluation on the new screen, click the “Sign” button.



5. You will be brought to a screen to confirm your digital signature. Enter your name and select “Accept”.

Student Signature - Please type your full name:

The words "execution," "signed," "signature," and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any other similar state laws based on the Uniform Electronic Transactions Act.

Accept:

6. Once you have finished, click the “Save Signature” button.

A green rounded rectangular button with the text "Save Signature" in white.

7. You can confirm a Training Plan Evaluation has been signed by looking at the “Student Signature Status” and seeing your name and date it was signed.

Student Signature Status:

A light gray rounded rectangular box containing the text "My Name signed on 9/26/2021".

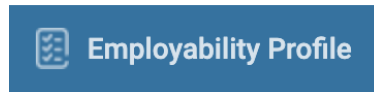
My Name signed on 9/26/2021

Entering Skills Evaluation

Overview: Students have the ability to complete their personal evaluation on the Academic Literacy, Employability, and Technical Skills as part of their Employability Profile.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

2. On the navigation bar, select the “Employability Profile” menu button.



3. Locate the skill section (Employability, Academic, Technical) that you have been instructed to evaluate. Select “View” next to the skill.

Employability Skill	Teacher	Student
Grade 10 - 9/26/2021		
Personal Mindset	3	N/A

4. Select the “Edit” button so that you can make changes to your score.



- NOTE: If you do NOT have the ability to edit, it is possible that it is past the deadline. Your teacher can change this deadline.

Deadline:

9/30/2021

5. Using the provided rubric and dropdowns, evaluate yourself on each of the skills presented based on your personal reflection.

Employability Skill	Teacher	Student
Personal Mindset Needs minimal supervision to complete tasks. Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions. Adapts approach in response to new conditions or others' actions.	3	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f00; color: white; padding: 2px;">✓ N/A</div> <div style="padding: 2px;">1</div> <div style="padding: 2px;">2</div> <div style="padding: 2px;">3</div> <div style="padding: 2px;">4</div> </div>

6. Don't forget to click "Save".



- NOTE: You may need to repeat these steps if you are also being asked to evaluate the other type of skills (Employability, Academic, Technical).

Downloading Employability Profile

Overview: Students have the ability to download their Employability Profile in its entirety to review their progress.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc



Welcome.

You can enter your time sheets and view your information, as well as your pay status.
Enter your login name and password below, then click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

[Forgot your login name?](#)

[Forgot your password?](#)

[Login](#)

[Register for the Participant Site](#)

2. On the navigation bar, select the “Employability Profile” menu button.

 **Employability Profile**

3. At the top right, select the “Download” button.

[Download](#)

- NOTE: You will need to have a program that can open a spreadsheet.

Career Plan Entry by Student

Overview: All students must have a career plan, which provides reflection on your progress and gives school staff insight into how they might advise you for a future career option. The New York State Career Plan records attainment of knowledge and skills. It documents a history of achievement that students build from elementary school to high school. The Career Plan design has also incorporated the transition planning process that is highly desirable for all students and required for students with disabilities.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc



Welcome.

You can enter your time sheets and view your information, as well as your pay status.
Enter your login name and password below, then click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

[Forgot your login name?](#)

[Forgot your password?](#)

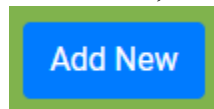
Login

[Register for the Participant Site](#)

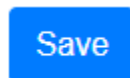
2. On the navigation bar, select the “Career Plan” menu button.



3. You should complete all sections once per grade level, in order to add information, select the “Add New” button.



4. Follow the prompts and enter the provided data in the given section, when you are finished, do not forget to select “Save”.



Direct Deposit Sign Up

Overview: Students have the ability to sign up for direct deposit for paid experiences should they not want to be paid via pay card.

Steps: 5. Login to the Student Portal at participants.CareerPathways.nyc



Welcome.

You can enter your time sheets and view your information, as well as your pay status.
Enter your login name and password below, then click "Login" to view your information.
To obtain your login name and password, click "Register" to set up your account.

[Forgot your login name?](#)

[Forgot your password?](#)

Login

[Register for the Participant Site](#)

6. On the navigation bar, select the “Direct Deposit” menu button.



7. Enter your Bank Name, Routing Number, Account Number, and Account Type.

Please enter your Direct Deposit Information

Bank Name:

Bank ABA Number (Routing Number):

Your Bank Account Number:

Account Type:

- NOTE: You can find your Account & Routing numbers on your banking website, or on a check, if you have one.

8. Re-enter the information you inserted into Step 3.

Please re-enter your Direct Deposit Information

Bank Name:

Bank ABA Number (Routing Number):

Your Bank Account Number:

Account Type:

Continue

Cancel

9. To confirm your details, enter the last four digits of your SSN.

Please enter last 4-digits of your Social Security Number to confirm:

10. Complete your registration and “Sign up for Direct Deposit”.

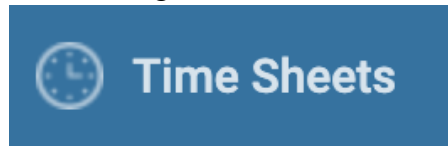
Sign up for Direct Deposit

Entering Timesheet

Overview: Students have the ability to enter hours for their internship and upload a timesheet to have it approved by their supervisor or WBL coordinator to receive compensation.

Steps: 1. Login to the Student Portal at participants.CareerPathways.nyc

2. On the navigation bar, select the “Time Sheets” menu button.



3. You will see any applicable pay period weeks to enter time for. To tabulate your time, select the “Add” option under the Action column.

Time Sheets					
Initiative	Week	Hours	Status	Action	Time Sheet
CTE	2/20/2021 - 2/26/2021	0	Not Entered	Add	

4. Now you will be able to click “Add Hours” to enter your time.

Missing Hours		Add Hours		Exit	
Maximum Hours Per Week:	80				
Hours Assigned:	80				
Hours Worked:	0				
Hours Remaining:	80				

5. Using the provided dropdowns, enter your start and end time for each date.

Time Sheet Details

Date:

Time In:

Time Out:

- NOTE: NYS Department of Labor laws limit the maximum hours you can work, as well as how late you can work, which the system will prevent you from entering.
6. After you have entered the hours, make sure you select “Save”.

Save

7. You will see a summary of all of the hours you entered for this pay period. If you need to change them, prior to them being submitted to payroll, you can select the “Edit” button.

Day	Date	Time In	Time Out	Hours Worked	
Monday	3/8/2021	01:00 PM	03:00 PM	2.00	Edit

Host Portal

Topic	Video	Audience	Team
Registering as a Host	X	Hosts	SIMS
Logging In	X	Hosts	SIMS
Host vs. Worksite	X	Hosts / WBLC	SIMS
Updating Host Information	X	Hosts	SIMS
Managing Supervisors	X	Hosts	SIMS
Managing Job Positions	X	Hosts	SIMS
Identifying Worksite Locations	X	Hosts	SIMS
Approving Student Hours	X	Hosts	SIMS
Signing Training Plans	X	Hosts	SIMS
Completing Training Plan Supervisor Evaluations HOSTS	X	Hosts	SIMS

Registering as a Host

Overview: Organizations that wish to host interns for our Pathways students will need to complete a Host Application, which illustrates the rules and regulations of the experience, as well as requesting the necessary details for placement (some of which can be updated later).

NOTE: To resume a started Host Application you must select the 'Edit/View "Saved" or "Pending" Applications' button.

If you have an issue or take a pause in registering, you may find you are having trouble getting back into your registration. Once you have an account, but don't yet have a Submitted or Approved Host Organization, you don't go to "Log in to your Host Organization". on the home page You need to click on the bottom option on the home page, "Edit/View Pending or Saved Applications". As long as you remember your username and password, you should have no difficulty getting back into your account

Steps: 1. Navigate to Hosts.CareerPathways.nyc.

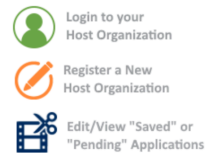


NYC Career Pathways Host Portal

Welcome.

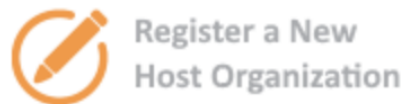
You can use this site to apply to become a Work Based Learning Host Site. This will allow you to host High School Students from NYC High Schools throughout the city.

If you are new to Hosting, please click the Register button to register your Organization.



Version 3.0 10-5-2022

2. Select the "Register a New Host Organization" button.



3. On the new screen, enter the organization's information, primary host contact information, along with the selected username and password.

New Host Organization

Organization Name:*

First Name:*

Last Name:*

Phone:* ext:

Email Address:*

Login Name:*

Password:*

Confirm Password:*

- NOTE: You will be able to add additional supervisors to have their own login and locations (if multi-site) beyond this.

4. Enter the physical address of your host organization. Typically, this is your state registered address or headquarters (if multi-site).

Company/Organization Name:*

Address Line 1:*

Address Line 2:

Zip Code:*

City:*

State:*

- In addition, if you have an alternative or specific address for the intern to work, you can indicate that below:

Worksite Address, if different than the above address

Address Line 1:

Address Line 2:

Zip Code:

City:

State:

5. Indicate the departments within your organization that would be willing to host interns. (You can write out more than one department if applicable.)

What department(s) are interested in hosting interns?*

- NOTE: This is not a concrete commitment and can be changed later.

6. Share with us a little about your organization as a whole so that we may better understand your line of work, which will enable us to match scholars to your internship that have a vested interest.

Website:

What is the industry of your organization?*:

Employment Sector:*:

Please provide a brief description detailing the nature of your business. Include in your business.*

7. Next, identify the type of experiences you plan to offer, the number of interns you can expect to host, and indicate the number of supervisors to manage interns.

NYCDOE CTE Student will be expected to work:*

What is the total number of Participants requested?*

How many staff will be responsible for supervising youth?*

8. After, indicate the typical expected timeframes you would like to have your interns work.

Job Schedules:

Scheduled hours youth will be working at the Worksite, whether remote, virtual, or hybrid (use the earliest and latest time that youth are working):							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	<input type="text"/> AM ▾	<input type="text"/> AM ▾	<input type="text"/> AM ▾	<input type="text"/> AM ▾	<input type="text"/> AM ▾	<input type="text"/> AM ▾	<input type="text"/> AM ▾
To:	<input type="text"/> PM ▾	<input type="text"/> PM ▾	<input type="text"/> PM ▾	<input type="text"/> PM ▾	<input type="text"/> PM ▾	<input type="text"/> PM ▾	<input type="text"/> PM ▾

- NOTE: This can be changed on a case-by-case basis and will need to ensure that it does not conflict with a scholar's school schedule.

9. Lastly, for this section, add any related supervisor (including yourself, if applicable) that will directly supervise scholars.

Please enter all staff that will be supervising students.

[Add New Supervisor](#)

- NOTE: You can update this information later to add or edit.

10. On the new page, you will be asked to identify at least one potential internship (Job) that you would plan to offer. You can identify the type of role and any qualifications you would like considered when students are applying.

Job Titles and Duties: Please use this section to let us know how an intern would contribute to your team.

Add New

- NOTE: You can update this information later to add or edit.
 - ~~During COVID-19, the protocol requires that you affirm specific requirements to ensure you remain in compliance with certain health and safety rules.~~

NYCDOE Special Plan Attachment

Please complete the corresponding section based upon the type of site you would like to operate for NYCDOE Experiences (internship/workplace challenges/etc.)

In-Person

Please confirm that you have completed the NY Forward Safety Plan.* Not Confirmed

Please indicate the name and contact information of your Safety Plan Site Safety Monitor.*

Last Name:*

First Name:*

Phone:* ext.

Email:*

Please confirm youth and all staff will remain 6 ft. apart to adhere to all social distancing requirements.* Not Confirmed

Please confirm all staff and participants in your establishment will be required to wear PPE, including but not limited to masks.* Not Confirmed

11. On the next page, you will identify the school(s) you plan to work with.

School Name:

Schools
A Test School - Live

○ NOTE: You can update this information later to add or edit.

12. Lastly, you will confirm that all of the information is correctly entered and submit your application.

By checking this box, I agree that it is my intent to sign and electronically submit this document to the Department of Education. I understand that by signing and submitting this document, I state that I have read, understood and agree to the above participant requirements:

Submit

Back

Logging In

Overview: Organization Hosts login through a special host portal to access the majority of their functions.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.



NYC Career Pathways Host Portal

Welcome.

You can use this site to apply to become a Work Based Learning Host Site. This will allow you to host High School Students from NYC High Schools throughout the city.

If you are new to Hosting, please click the Register button to register your Organization.



Login to your Host Organization



Register a New Host Organization



Edit/View "Saved" or "Pending" Applications

Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

Host vs. Worksite

Overview: When working in CPP, there is a fundamental difference between a Host and a Worksite. A host is the umbrella organization or main entity, whereas the worksite is the specific physical location (or virtual designation) that students will be expected to work, which may be different from the host's headquarters and internship program manager.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the "Login to your Host Organization" button.

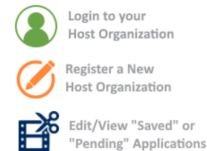


NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. You have now logged in into the Host Portal. Using the "Locations" tab, you can view all your worksites.

Updating Host Information

Overview: Hosts have the ability to update key information, inclusive of the type of organization they are in terms of industry sector and role, as well as the type of business they engage in.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.

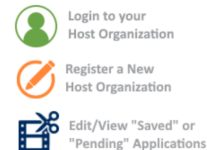


NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Information” button.

Information

4. This page contains the information related to your Host (i.e. The organization proper). In order to make changes, you’ll need to click the “Edit” button.

Edit

- NOTE: Certain information cannot be directly edited by a Host, to make changes you should contact your NYCDOE representative to request to make an update on your behalf.

Host Organization			
Address	City	State	ZipCode
		NY	

Worksite Address, if different than the above address			
Address	City	State	ZipCode
		NY	

Contact Name	Contact Phone	Ext	Contact Email

5. In this section you can identify which of your departments are considering interns, highlighting your classification as a host, and any vital details regarding your product/service that our coordinator would need to be aware of.

What department(s) are interested in hosting interns?

Website

Industry

Employment Sector

Please provide a brief description detailing the nature of your business. Include interesting projects and/or accomplishments of your business.

6. Don't forget to press "Save" when you have finished.

Managing Supervisors

Overview: Hosts will need to identify supervisors, a maximum ratio of one supervisor to fifteen interns (1:15) that are engaged with the task of monitoring students and approving timesheets (where applicable). They also have the ability to sign training plans and update host information.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.



NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Login to your Host Organization



Register a New Host Organization



Edit/View "Saved" or "Pending" Applications

Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Supervisors” button.

Supervisors

- On this page you will see any supervisors that have been granted access to login to the Host Portal. You can review a supervisor by selecting “View” next to their name to make changes, or select “Add New Supervisor” to create a new user.

First Name	Last Name	User Name
------------	-----------	-----------

- When creating a user, you’re able to set their username and contact information. An email will be automatically generated and sent to the indicated address for that person to set a password.

Host Organization

User Name*	First Name*	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone*	Phone Ext.	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title		
<input type="text"/>		

- Don’t forget to press “Save”.

Managing Job Positions

Overview: Hosts can preemptively update their potential internship offerings through the portal to indicate the type of experiences they will be able to offer. The categorization of internship by career cluster, role, and qualifications can also be set.

Steps: 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.



NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Login to your Host Organization



Register a New Host Organization



Edit/View "Saved" or "Pending" Applications

Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Jobs” button.

Jobs

4. This page will list the opportunities you plan to actively offer to potential interns. You may use the “Edit” link to change job details and even delete them if necessary, but you can also use the “Add New Job” to list a new opportunity.

[Add New Job](#)

Category	Job Title	# of Interns	Duties Preview	Requirements Preview
----------	-----------	--------------	----------------	----------------------

- NOTE: This information is used to generate a scholar’s experience agreement and training plan. In addition, coordinators use this information to pre-screen students.

5. On this page, you will be able to identify the job (internship) details.

Function/Department*

Job Title*

Number of Interns requested for this position:*

Duties*

Requirements

6. Don’t forget to press the “Save” button.

[Save](#)

Identifying Worksite Locations

Overview: As explained earlier, a host may have multiple worksites, and it is necessary for each worksite to be identified in the system so students can be specifically matched to a particular location. It is also a requirement that a WBLC annually visits the location for preemptive safety purposes. Hosts can list out their worksite locations and review existing worksites to update details.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.



NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Login to your Host Organization



Register a New Host Organization



Edit/View "Saved" or "Pending" Applications

Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Locations” button.

Locations

4. This page will list the worksites (i.e. Locations) you have identified for

your organization. You can update details by selecting the “View” link next to a specific location. In order to include another worksite, select “Add New Location”.

Locations : List of host organization locations

[Add New Location](#)

Location	Address	City	State	Zip
----------	---------	------	-------	-----

- NOTE: Each worksite must be identified as a Location. Even if you only have a single location that is also identified as the Host Organization, it must be listed as a Location. You only need to create one Location for Remote opportunities.

5. The first step is to indicate the information related to where the location is physically, as well as the type of supervisor available.

Organization Name

Address 1

Address 2

City State Zip

NYCDOE CTE Student will be expected to work

How many staff will be responsible for supervising youth? What is the total number of Participants requ

Supervisor to Participant ratio must at minimum be one (1) adult supervisor to fifteen (15) Participants.

6. The following section indicates the expected available time for students to be able to work. This assists with aligning student time with yours, however we acknowledge that it is just an estimate and scheduling will be handled on a case-by-case basis.

Job Schedules

Scheduled hours youth will be working at the Worksite, whether remote, virtual, or hybrid (use the earliest and latest time that youth are working)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾
To:	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾	<input style="width: 30px;" type="text"/> AM ▾

7. The last section for adding a new location is the “Special Plan”, which

assists in confirming certain safety and health precautions, as well as any specific details that need to be identified in regards to any remote work.

NYCDOE Special Plan Attachment

Please complete the corresponding section based upon the type of site you would like to operate for NYCDOE Experiences (internship/workplace challenges/etc.)

Hybrid (Both)

Please confirm that you have completed the NY Forward Safety Plan

Not Confirmed

Please indicate the name and contact information of your Safety Plan Site Safety Monitor

First Name

Last Name

Phone

Phone Ext

Email

Please confirm youth and all staff will remain 6 ft. apart to adhere to all social distancing requirements Not Confirmed

Please confirm all staff and participants in your establishment will be required to wear PPE, including but not limited to masks Not Confirmed

When will participants be required to report in-person?

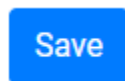
Please confirm all youth will be supervised during virtual assignments

Not Confirmed

Please list the platforms required to complete virtual assignments.

Comments: Please include any additional details to be considered in your application

8. Don't forget to press the "Save" button.



Approving Student Hours

Overview: Host supervisors have the ability, when given permission in the system, to review student hours by evaluating the uploaded timesheets and approving the time so that students can be compensated / granted WBL hours.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.



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If you are new to Hosting, please click the Register button to register your Organization.



Login to your Host Organization



Register a New Host Organization



Edit/View "Saved" or "Pending" Applications

Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Hours” button.

Hours

4. On this page you will see a list of students that need their time approved for the specific pay period. You can use the filters if you are looking for specific students that you supervise.

Last Name

First Name

Student ID

Filter

All

Approval

All

Worksite	Student ID	Last Name	First Name	Hours	Remaining Hours	Paid Intern	Status	Approved	TimeSheet
----------	------------	-----------	------------	-------	-----------------	-------------	--------	----------	-----------

- NOTE: A Pay Period is broken down into two separate weeks, which must be toggled between.

5. In order to approve a student's time, you simply need to click the checkbox. We recommend reviewing the hours and, if applicable, the uploaded timesheet for consistency.

Approved TimeSheet



6. Lastly, don't forget to click "Save".

Signing Training Plans

Overview: Host supervisors can login to the portal to sign training plans digitally to identify the learning goals of specific students in internships or other WBL activities.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.

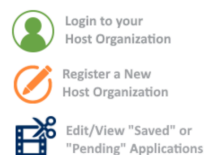


NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Training Plans” button.

Training Plans

4. A list of all Training Plans that have been assigned to scholars that link to your organization will be listed. To examine the details and then sign a Training Plan, select the corresponding “View” link.

Training Plans					
Student ID	Name	Start Date	End Date	Signed	Date Signed
0000000	Test, Student	3/15/2021	5/28/2021	No	View

5. After reviewing the details of the Training Plan, you can submit a digital signature by selecting the “Sign” button.

Sign

6. A screen will pop-up and request you enter your name and verify your acknowledgement of the validity of a digital signature.

Supervisor Signature - Please type your full name:

The words “execution,” “signed,” “signature,” and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any other similar state laws based on the Uniform Electronic Transactions Act.

Accept:

- Who should sign the Training Plan? The supervisor that will be engaged with the scholar should sign the training plan.

7. Lastly, select the “Save Signature” button to complete the digital sign.

Save Signature

8. You can verify that you signed the document by reviewing the “Supervisor Signature Status” line.

Supervisor Signature Status:

Your Name signed on 8/9/2021

Completing Training Plan Supervisor Evaluations HOSTS

Overview: Host supervisors can login to the portal to sign training plans evaluations digitally to confirm the learning of specific students in internships or other WBL activities.

- Steps:** 1. Navigate to the Host Portal at Hosts.CareerPathways.nyc and select the “Login to your Host Organization” button.



NYC Career Pathways Host Portal

Welcome.

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If you are new to Hosting, please click the Register button to register your Organization.



Login to your Host Organization



Register a New Host Organization



Edit/View "Saved" or "Pending" Applications

Version 3.0 10-5-2022

2. Log in to the host portal using your username and password.

Welcome.

Login to your Host Organization

[Forgot your Login Name?](#)

[Forgot your password?](#)

Login

3. On the navigation bar, select the “Evaluations” button.



4. Using the provided table, you can determine who needs an evaluation, select “View” to initiate the evaluation.

Student ID	Name	Start Date	End Date	Signed	Date Signed	
1095840	Craft, Weston	3/11/2024	6/14/2024	Yes	3/22/2024	Vi

5. Select the “Edit” button.



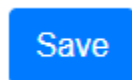
6. Review the first section and enter any missing information.

Site / Experience Location		Supervisor Name	
<input type="text" value="#GoBeyond"/>		<input type="text" value="Damiano Mastrandrea"/>	
Phone	Email	Preferred Contact Meth	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Job Schedule			
<input type="text" value="Monday 03:00 PM - 05:00 PM"/>			
Evaluation Type *	Time Frame		Date Evaluated *
<input type="text" value="Final Evaluation"/>	<input type="text" value="3/11/2024"/> to <input type="text" value="6/14/2024"/>		<input type="text" value="3/22/2024"/>

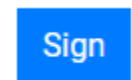
7. Then, use the appropriate scale to evaluate students’ skill sets from the Training Plan. There is a space for a short narrative, typically two-three sentences that identify the deliverables, impact, or proof of the scores assigned.

Technical Skills	
<p>These objectives are related to workplace opportunities that enhance academic learning and the student/young adult's career int student/young adult, worksite supervisor, and coordinator determine what learning opportunities are available and appropriate ar objectives that are typically aligned with the Career Pathways program of study the scholar is enrolled in.</p>	
Skill	Rating *
IT 04 - 1. Explain legal issues faced by IT professionals.	<input type="text" value="Training Level"/>
IT 08 - 1. Assess security threats.	<input type="text" value="Entry Level"/>
<p>Results</p> <p>Evidence of Results *</p> <input type="text" value="sdfghjkl"/>	
<ul style="list-style-type: none"> Not Exposed Training Level Improving Towards Entry Entry Level Exceeds Entry Level 	

8. Don’t forget to click “Save” when you have finished.



9. After completing the evaluation, you can submit a digital signature by selecting the “Sign” button.



10. A screen will pop-up and request you enter your name and verify your acknowledgement of the validity of a digital signature.

Supervisor Signature - Please type your full name:

The words "execution," "signed," "signature," and words of like import in this document shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity or enforceability as a manually executed signature or the use of a paper-based record keeping system, as the case may be, to the extent and as provided for in any applicable law, including the Federal Electronic Signatures in Global and National Commerce Act, the New York State Electronic Signatures and Records Act, or any other similar state laws based on the Uniform Electronic Transactions Act.

Accept:

- Who should complete and sign the Evaluation? The supervisor of the scholar that also signed the Training Plan..
11. Lastly, select the "Save Signature" button to complete the digital sign.

Save Signature

12. You can verify that you signed the document by reviewing the "Supervisor Signature Status" line.

Supervisor Signature Status:

Your Name signed on 8/9/2021

Appendix A *Employability & Academic Skills Defined*

Employability Skills

- Personal Mindset
 - Needs minimal supervision to complete tasks. Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions. Adapts approach in response to new conditions or others' actions.
- Dependable
 - Trustworthy and reliable. Takes responsibility for completing all given tasks and adheres to all deadlines.
- Social Awareness
 - Recognizes the consequences of one's actions. Balances own needs with the needs of others.
- Collaboration
 - Helps team members complete tasks, as needed.
- Problem Solving
 - Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.
- Professional Attitude
 - Brings energy and enthusiasm to the workplace. Takes responsibility for his or her actions and does not blame others.
- Technology
 - Is familiar with the technology needed to complete the work. Able to adjust to, and utilize the technology necessary to complete all tasks.
- Time and Attendance
 - Manages time to complete tasks on schedule. Punctual. On-time to appointments and meetings.

Academic Literacy Skills

- Creativity
 - Artistry, curiosity, imagination, innovation, personal expression.
- Civic
 - Ethical, and social-justice literacy.
- Economic
 - Financial literacy, entrepreneurialism.
- Global Awareness
 - Multicultural literacy, humanitarianism.
- Scientific Literacy
 - Scientific literacy and reasoning, the scientific method.
- Environmental
 - Environmental and conservation literacy, ecosystems understanding.
- Health and Wellness
 - Health and wellness literacy, including nutrition, diet, exercise, and public health and safety.

Appendix B CPP Experience Process

NOTE: The following information is provided as the recommended chronological steps to configure a student experience in CPP. Please refer back to the appropriate article/video that are linked in the CPP Handbook for conducting specific tasks. Connect with your SIMS Borough Manager if you encounter any issues.

1. Schools should reach out to potential industry hosts and ask them to [complete the Host Application](#) via the Hosts.CareerPathways.nyc website.
 - NOTE: There is NO paper version of the host application, in the past there was, but everything for our hosts is now digital.
2. A SIMS Borough Manager will then receive a notification that the Host has submitted an application where they will review the application to determine if the host is in compliance with NYCDOE Host guidelines and “[Approve](#)” it if applicable.
 - NOTE: In the event that the Host is rejected, rationale is documented on the account.
3. When the Host has been approved, it will be linked to your school, which will enable you to [add the host as a Worksite](#) to your school.
 - NOTE: A worksite is a specific location of the host and a unique copy for your school of that school year.
4. At this time you can go to the worksite for your school, review the given information, and [schedule a site visit](#). When you conduct the pre-placement site evaluation, you will enter that into CPP.
5. Once all required information has been entered, you can then [commit to the site](#), which will enable you to connect a student’s experience to the worksite.
6. Simultaneously, the Work-Based Learning Coordinator will engage in the recruitment process with their scholar population that will apply to the experience using the prescribed method, which would be inclusive of applicable Employment Certificate (i.e. Working Papers) and I9 Verification requirements.
 - NOTE: It is recommended that schools use [Application](#) function within the Participant Portal, which is located at Participants.CareerPathways.nyc
7. On the student account, the Work-Based Learning Coordinator will create an experience, ([Internship](#) / [Workplace Challenge](#)) indicating details regarding expected compensation, type, worksite placement, and then digitally sign the document. In the case of a Workplace Challenge, the [‘Scope of Work’ should be uploaded to the scholar’s account Documents section](#).
 - NOTE: This is also when a scholar should be notified that they have been accepted into an experience.

8. When the [WBLC has signed the experience participant document](#), an email notification will be sent to the scholar and parent to digitally sign the participant agreement.
9. Scholars will log in to the student participant portal at [participants.CareerPathways.nyc](#) to complete the signature process.
10. At this point, if applicable, the school should enroll the scholar in an internship course in STARS should the participant also be receiving academic credit for the experience (refer to the academic policy guide for regulations on implementing credit-bearing internship coursework).
11. From there, prior to the start of the experience, a [Training Plan should be created](#) that accurately reflects the learning goals of the placement, which the [WBLC would sign](#). After, the student and host from their respective portals should [sign the training plan](#).
12. The SIMS Borough Managers constantly monitor experiences as they are configured and completed, when all required information is entered (including a signed Training Plan), they will go into the system and [“Enroll” the scholar in this experience](#).
 - NOTE: A scholar may NOT begin an experience until they are officially “Enrolled” for the experience in the platform.
13. All enrolled students should be provided with an orientation that would break down the expectations of professionalism and work at the experience placement, as well as requirements for documentation, timekeeping, and communication.
14. Scholars until the end of the experience, where applicable (Internships), will start to [input their time on the CPP Participant portal](#) to be paid/record their experience time following a weekly cadence.
 - NOTE: [WBLCs enters the weekly stipend amount](#) per student in CPP for scholars enrolled in a Workplace Challenge.
15. WBLCs will, on a weekly cadence, review [hours](#) and [stipends](#) to approve/deny entered time.
 - NOTE: Host supervisors also have the ability to login and [confirm time](#), however it should be noted only a school user can commit the hours to payroll.
16. At approximately the mid-point of the experience, the WBLC should schedule with the Host and Scholar a Mid-Placement Site Visit, which covers the conversation points of scholar developmental progress, any alterations to the training plan, and improvement plan concerns. This would be [documented under the worksite section](#).
17. During the site visit, it should be noted that within a set timetable the evaluator should also complete a prescribed Mid-Point Supervisor evaluation of the participant that aligns with the skills set on the training plan. This document would be [uploaded to the scholar’s Documents](#) section when signed by the employer, scholar, and WBLC.
18. At the end of the experience, the evaluator will complete a Final Supervisor evaluation of

the participant that aligns with the skills set on the training plan. This document would be uploaded to the [scholar's Documents section](#) when signed by the employer, scholar, and WBLC.

Appendix C Instructional Video Introduction

Hello,

Welcome to the CPP Tutorial Video series, this video focuses on "{Topic}", if you require additional support, please contact your school's:

- Work-Based Learning Coordinator
- SIMS Borough Manager
- Pathways Program Coach
- Grant Associates Team Member

Appendix D *Instruction Format*

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Overview:

Steps: 1.

Appendix E *Common Issues*

Q How do I get a CPP account for a staff member?

A Submit your request through the [Staff Account Request form](#).

Q Who do I speak to regarding technical support?

A There are three levels of technical support:

Level 1: Utilize the CPP Handbook/Videos to self-troubleshoot.

Level 2: Contact the identified “Team” the that’ sections chapter table.

Level 3: Submit a [Glitch form](#) to have the System Administrator and

Programming Team troubleshoot the issue.

Q Why can’t I find my student in CPP, I am sitting with them and can see they have an account?

A Check to make sure that the student is connected to the correct school that you have access to. If they do not, send the student name, OSIS ID number, and correct school to your SIMS Borough Manager.

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Glossary

The following terms are a list of system specific vocabulary, which is referred to in documentation and presentations.

Term	Definition
CPP Experience	In CPP, an experience refers to any type of internship (paid or unpaid), as well all stipend opportunities (i.e. Paid Industry-based Projects [i.e. Workplace Challenges]). They are logged in a separate tab on a student's account. NOTE: Experiences are considered WBL Opportunities that count towards NYSED 54 Hour Accural.
CPP Activity	In CPP, an activity is considered ANY work-based learning that is NOT considered an experience. Examples include: Mentoring, Guest Speakers, and Unpaid Industry-based Projects. Any non-experience WBL opportunity can be logged here, consult in-platform descriptions and support personnel to determine if it contributes towards the NYSED 54 Hour Accural.
WBL Opportunity	Work-based learning (WBL) is the umbrella term used to identify activities which collaboratively engage employers and schools in providing structured learning experiences for students. Although all WBL opportunities are beneficial to scholars, not all contributes towards the NYSED 54 Hour Accural.
NYSED WBL Opportunity	WBL opportunities that DO contribute towards the NYSED 54 Hour Accural.
Supplemental WBL Opportunity	WBL opportunities that DO NOT contribute towards the NYSED 54 Hour Accural.
Student Account	In CPP, all scholars have an account, which they use to login and conduct functions.
Student Employability Profile	All scholar accounts have an Employability Profile, which exhibits the performance of the scholar during high school. For Pathways Programs, it also logs the required data over time.
Student Career Plan	All scholar accounts have a Career Plan, which is a reflective tool scholars complete annually and review it collaboratively with a school staff member.

Term	Definition
I9 Verification	The federally designed legal process to confirm the identity and work authorization for a person in order for them to qualify for a Paid Internship “Wage” Experience.
Employment Certificate	Also known as Working Papers, the document demonstrates permission for a minor (under the age of 18) to be allowed to engage in certain types of employment.
User Template	Refers to the permission levels of accounts by group in the system. Examples include: “WBL Coordinator” and “System Admin”.