

Submitting your CRLE on CIS:

Step 1: Navigate to the Junior CIS page: <https://oregoncis.uoregon.edu/Portal.aspx>

The screenshot shows the Junior CIS portal interface. At the top, there is a navigation bar with tabs for 'My StEPP', '9th Grade', '10th Grade', '11th Grade' (which is highlighted in red), and '12th Grade'. To the right of the tabs is a link that says '[Print My StEPP]'. Below the navigation bar, there is a side menu on the left with a list of steps: 'Overview', 'Step 1 - My Personal Information', 'Step 2 - My Self', 'Step 3 - My Research and Goals', 'Step 4 - My Education Plans', 'Step 5 - My High School Classes', 'Step 6 - My Activities and Achievements', 'Step 7 - My Standards Met', 'Step 8 - My CRLEs', 'Step 9 - My StEPP', and 'Survey'. The main content area on the right is titled '11th Grade - Overview' and contains the following text: 'Grade 11 Activities', 'Follow the steps on the side menu to complete the required activities for this year and update your StEPP.', 'Junior year - things are happening pretty quickly now. More people are asking you what you are going to do when you graduate. And, if you have been working on your StEPP, you have some pretty good answers.', 'This year, your StEPP will begin to focus squarely on your post high school plans. Will you be prepared to take that next step after you graduate?', and 'Remember... People take different roads to find fulfillment. Just don't get lost or detoured finding your road.'

Step 2: Hover over “My Portfolio” and then select “Career-Related Learning Experience/CRLE Plans”.

The screenshot shows the 'My Portfolio' dropdown menu. The menu is divided into two columns. The left column contains the following items: 'Beaverton School District', 'My StEPP', 'Checklists', 'Beaverton School District Diploma Requirements' (with a small icon), 'High School Tools', 'Career-Related Learning Experiences/CRLE Plans' (which is highlighted in blue), 'Course Planner', 'Senior Project/EA Project', and 'Résumé Creator'. The right column contains the following items: 'Saved & Favorites', 'Favorites', 'Sort and Assessment Results', 'Stored Files and Links', 'Reports', 'Activities Chart (OSAC)', 'Application Tracker', 'Combined Report of Assessments', and 'My Student Education Plan and Profile'.

Step 3: Click on “Create New Plan”

CRLE PLANNER

Current Plan: No current plan

My CRLE Plans

[Create New Plan](#)

[Edit Existing Plan](#)



[View My Personal Information](#)

Step 4: Select “Short-Term Experience”

Create New Plan

Welcome to My CRLE Planner! You are about to

Different types of experiences require different plans as shown from the table below. If you are not sure which

Type of Plan		
Short-Term Experience	New	Help
Project-Based Experience	New	Help
Community-Based Experience	New	Help
School-Based Experience	New	Help

Step 5: Fill in the boxes: Plan Name and the date, then click “Save Changes”. Then click “Review and Reflect”

The screenshot shows a web form titled "Edit My Plan" with a sub-header "(Complete all items in this section)". On the left, there are two main sections: "Edit My Plan" (highlighted in green) and "Complete My Plan" (highlighted in red). Under "Edit My Plan" are links for "Plan Information" and "Plan Objective". Under "Complete My Plan" are links for "Print", "Export", and "Review and Reflect". A black arrow points from the "Review and Reflect" link to the "End Date" field. Another black arrow points from the "Save Changes" button to the "Plan Name" field. The form fields are as follows:

Field Label	Field Value
Plan Name:	Mock Interview
Career Interest:	leave blank
Class of:	2017
Term:	leave blank
Student Age:	leave blank
Student Phone #:	leave blank
Instructor:	leave blank
Instructor Phone #:	leave blank
Contact Title:	leave blank
Contact Phone #:	leave blank
Contact Employer/Company:	leave blank
Type of CRLE:	Career Mentorship
Start Date:	Today's Date
End Date:	Today's Date

At the bottom of the form are two buttons: "Save Changes" (blue) and "Cancel" (grey).

Step 6: Complete a minimum of a 20 word reflection and then “Save Changes”

Review and Reflect

Once you have completed your CRLE, you will want to review what you have accomplished and how the experience has affected you.

Reflections

Save Changes

Cancel