

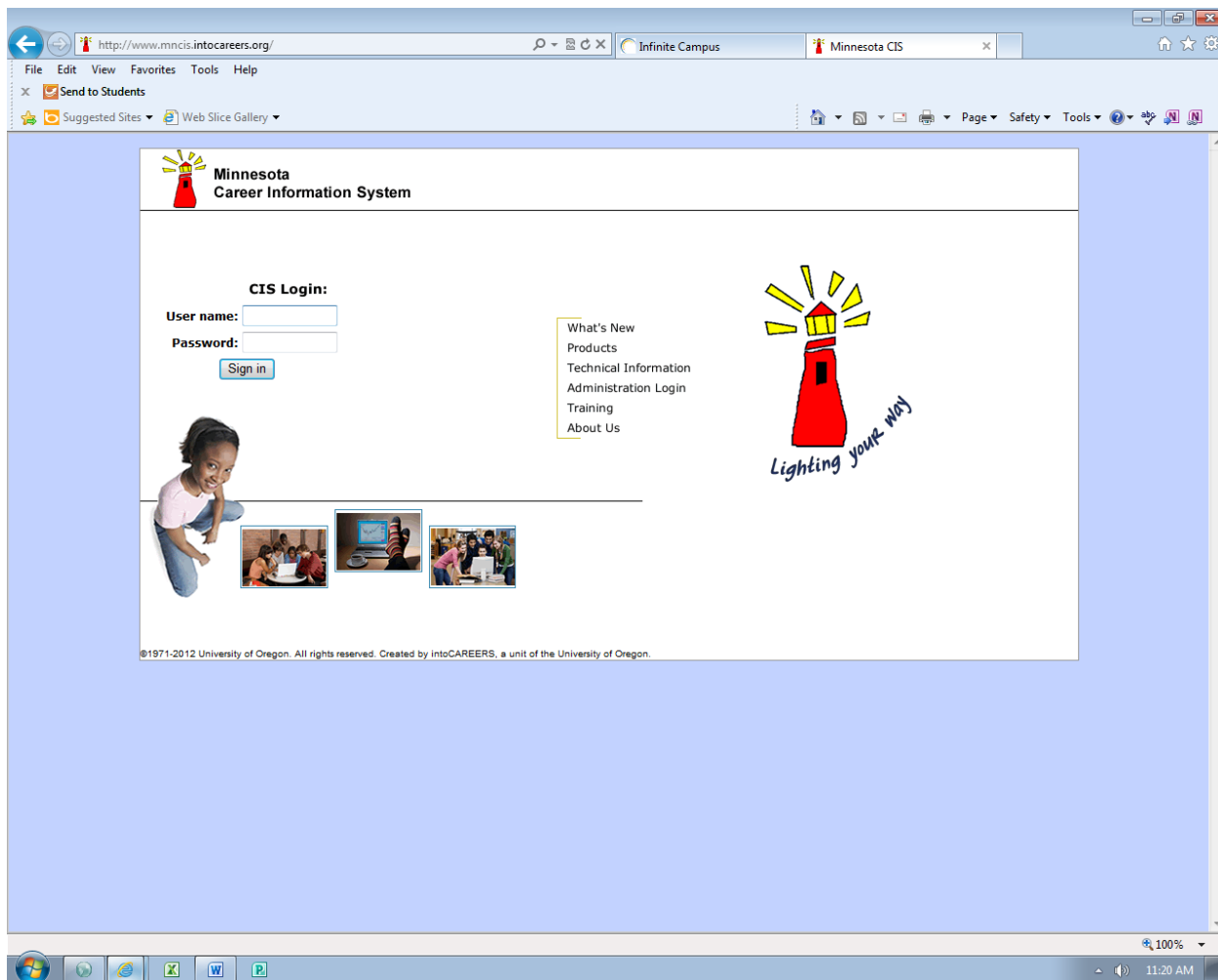
Go to: [www.mncis.intocareers.org](http://www.mncis.intocareers.org)

Enter in the default user name and password listed below:

User name: dchs

Password: chargers

OR if you have previous created an account (in Personal Finance class for example), please enter in your personal user name and password.

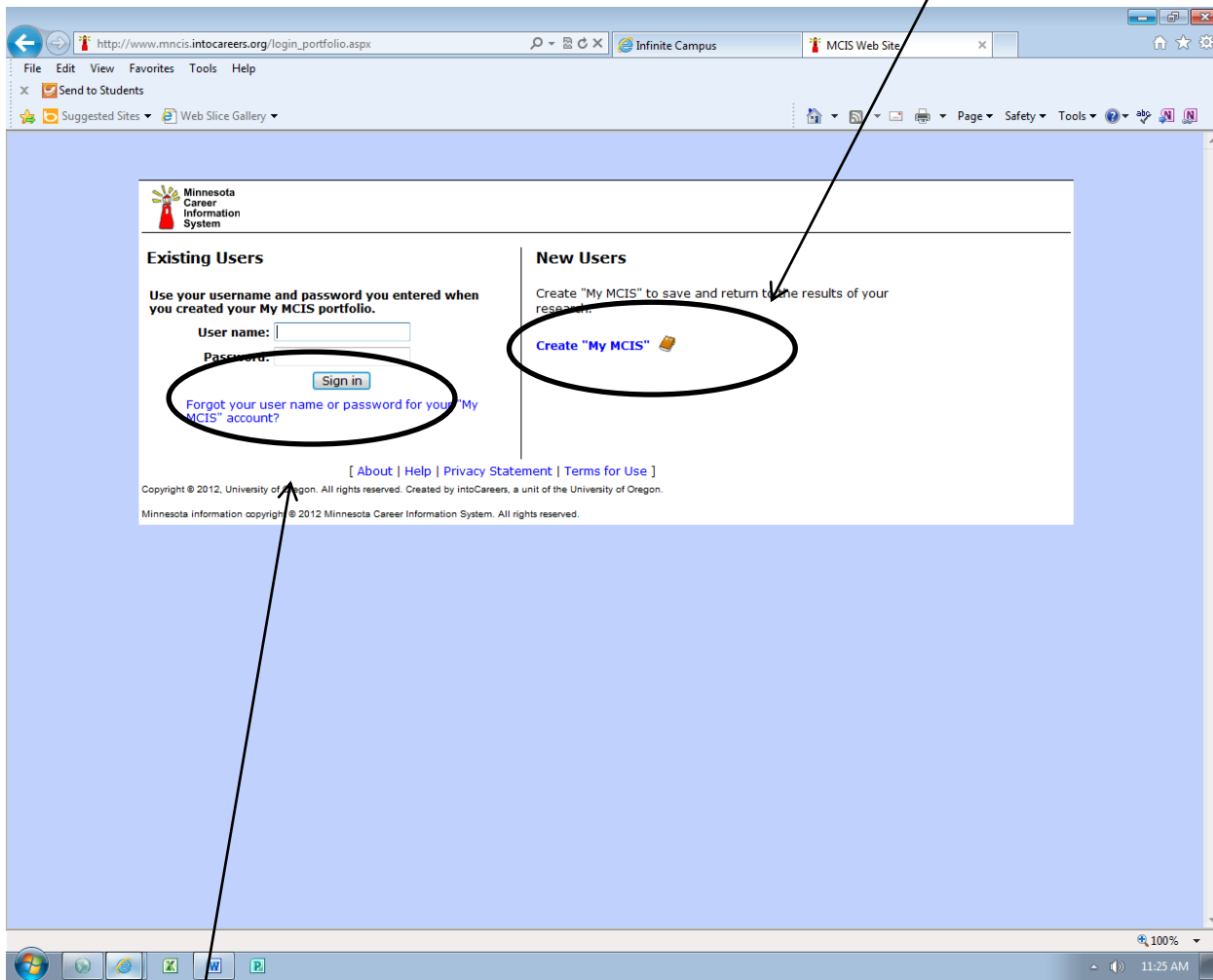


The screenshot shows a web browser window displaying the Minnesota Career Information System (CIS) login page. The browser's address bar shows the URL <http://www.mncis.intocareers.org/>. The page features a navigation menu with options like 'Send to Students' and 'Suggested Sites'. The main content area includes the 'Minnesota Career Information System' logo, a 'CIS Login' section with 'User name:' and 'Password:' input fields, and a 'Sign in' button. A sidebar menu lists 'What's New', 'Products', 'Technical Information', 'Administration Login', 'Training', and 'About Us'. A lighthouse logo with the slogan 'Lighting your way' is also present. At the bottom, there are small images of students and a copyright notice: '©1971-2012 University of Oregon. All rights reserved. Created by intoCAREERS, a unit of the University of Oregon.'

If you do not have your own personal log in, please start by clicking on "Create 'My MCIS'" in the upper right hand corner. If you do have a person log in, please skip to page 6.

The screenshot shows the homepage of the Minnesota Career Information System. The browser address bar displays <http://www.mncis.intocareers.org/default.aspx>. The page features a navigation menu on the left with categories such as Career Plan, Occupations & Employment, Education & Training, and Assessment Tools. The main content area is decorated with a 'BRING ON the School Year!' theme, including a 'Tip 101: organize' section, a 'What's New?' section, and a 'Fall Reminder' about SAT and ACT test dates. On the right side, there is a 'Quick Links' section with a 'Create "My MCIS"' link circled in black. Other links in this section include 'Practice Tests', 'Resources for Users', and 'Tools for Teachers and Counselors'. The footer contains copyright information for 2012 and a link to the ACRP Standards Compliant logo.

Then click on "Create 'My MCIS'" on the right hand side to create your new personal account.



If you think you have already created an account but forgot your user name and password, please click the link above.

Enter in the required information and click submit.

The screenshot shows a web browser window with the address bar displaying [http://www.mncis.intocareers.org/create\\_portfolio.aspx](http://www.mncis.intocareers.org/create_portfolio.aspx). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page title is "Minnesota Career Information System".

The main content area features the "Minnesota Career Information System" logo on the left and navigation links for "Home" and "Log out" on the right. Below the logo is a "Quick Links" dropdown menu. The page title is "Create 'My MCIS'", with a "[ Privacy Statement ]" link to the right.

The form contains the following fields and instructions:

- School/Organization: **Dassel-Cokato Sr.** (with a red asterisk \*\*)
- Wrong Site? [Log In Again](#)
- First Name:  (with a red asterisk \*\*)
- Last Name:  (with a red asterisk \*\*)
- E-mail:  (with a red asterisk \*\* and a note: \* For e-mailing your password to you if you forget it)
- Graduation Year:
- User name:  (with a red asterisk \*\*)
- Instruction: User names cannot contain a space, \, #, ", ;, or '.
- Password:  (with a red asterisk \*\*)
- Instruction: Passwords must be at least 6 characters (including one non-alphabetical character), with no spaces.
- Re-type Password:  (with a red asterisk \*\*)

At the bottom of the form is a "Submit" button and a legend: \*\* Required Fields.

The Windows taskbar at the bottom shows the system clock as 11:29 AM and the zoom level as 100%.

Click Continue.

The screenshot shows a web browser window with the address bar displaying <http://www.mncis.intocareers.org/OptIn.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The main content area has a light blue background. At the top left is the Minnesota Career Information System logo. At the top right is the text "My MCIS". Below the logo is a section titled "Portfolio Access" with a link to "[ Privacy Statement ]". The central text reads "Any information you save will be available to site staff." At the bottom of this section is a "Continue" button. The browser's status bar at the bottom shows the URL, a zoom level of 100%, and the system clock displaying 11:30 AM.

You will then be brought back to the main page, but now your name will be displayed in the upper right hand corner.

The screenshot shows the Minnesota Career Information System (MCIS) homepage. The browser address bar displays the URL: <http://www.mncis.intocareers.org/default.aspx>. The page header includes the MCIS logo and navigation links: [ Text Only | My MCIS | Log out ] and a Quick Links dropdown menu. The user's name, **Dassel-Cokato Sr. Welcome, Jennie**, is displayed in the top right corner, circled in black. The main content area features a central banner with the text "BRING ON the School Year!" and "Tip 101: organize". Below this, there are sections for "What's New?" and "Coming Soon" with a "Fall Reminder" box. The left sidebar contains a "Global Search" box and a "Career Plan" section with various links. The right sidebar lists "More Resources" such as "Practice Tests" and "Resources for Users". The footer includes copyright information for 2012 and a link to the ACRP logo.

Now click on "Go to 'My MCIS'" and you will be brought to the screen below. Click on Academic Practice Tests.

The screenshot displays the Minnesota Career Information System (MCIS) user interface. The browser address bar at the top shows the URL [http://www.mncis.intocareers.org/portfolio/portfolio\\_mainmenu.aspx](http://www.mncis.intocareers.org/portfolio/portfolio_mainmenu.aspx). The page header includes the Minnesota Career Information System logo and navigation links for Home and Log out. The main content area is titled "My MCIS -- Jennie Inselman" and features a list of navigation links on the left side. The link "Academic Practice Tests" is circled in black. A central image shows a woman lying on her stomach reading a book. The footer contains copyright information for the University of Oregon and the Minnesota Career Information System.

Minnesota Career Information System

Home | Log out

Quick Links

My MCIS -- Jennie Inselman

Style: Default [ Print ]

- My Checklists
- My Personal Information
- My CIS Favorites
- My CIS Sorts and Assessments
- My Career Plan
- My Course Plan
- My Education and Work History
- My Files and Links
- Messages
- My visitors
- Academic Practice Tests**

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Now you can select to either take the ACT Practice Test or the ACT Online Course.

The screenshot shows a web browser window displaying the Minnesota Career Information System. The page title is "Academic Practice Tests -- Jennie Inselman". The page content is organized into several sections, each with a list of test options:

- ACT\***
  - ACT Practice Test
  - ACT Online Course
- SAT\***
  - SAT
  - SAT Online Course
  - PSAT
- Armed Services Vocational Aptitude Battery (ASVAB)**
- GED**
- ACT WorkKeys**
  - Applied Mathematics
  - Reading for Information
- College Level Examination Program (CLEP)**
  - CLEP Mathematics
  - CLEP Natural Sciences
  - CLEP Social Sciences
  - CLEP College Composition
  - CLEP Humanities
- DANTES Subject Standardized Tests (DSST)**
  - DSST: Ethics in America
  - DSST: Principles of Public Speaking Exam
  - DSST: Introduction to Computing
  - DSST: Here's to Your Health Exam
  - DSST: Drug and Alcohol Abuse
- Academic Skills Question Bank**
  - Math, Grades 6-8
  - Math, Grades 9-12
  - Reading, Grades 6-8
  - Reading, Grades 9-12
  - Writing, Grades 6-8
  - Writing, Grades 9-12

The "ACT\*" section is circled in black, and a black arrow points from the "ACT Online Course" link to the "ACT Practice Test" link. The browser's address bar shows the URL: [http://www.mncis.intocareers.org/portfolio/portfolio\\_acadpracticetests.aspx](http://www.mncis.intocareers.org/portfolio/portfolio_acadpracticetests.aspx). The browser's taskbar shows "Microsoft Publisher 2010" and the system clock displays "11:44 AM".

If you have any questions, please contact Mr. Tool