

The logo for Career Cruising features the word "Career" in a large, bold, black sans-serif font. Below it, the word "Cruising" is written in a smaller, italicized, black sans-serif font. A grey speech bubble shape is positioned behind the "C" in "Career" and extends to the left. Below the logo, the text "for Juniors and Seniors" is written in a black, cursive script font.

# Career Cruising

for Juniors and Seniors

## **Step One**

Log into **Career Cruising** – link found on Counseling Career DEN section of the PRHS website or at [www.careercruising.com](http://www.careercruising.com).

- a. Username: Peachtree
- b. Password: Ridge

## **Step Two**

Click on **Portfolio. Create a New Portfolio**. Complete information requested. Be sure to include your email address. If you forget your username and password, Career Cruising will email the information to you.

- a. Username: Student #
- b. Password: 6 digit birthdate ex. 021589

If you previously created a portfolio, login to your **Portfolio** using your student number (username) and first and last name (password).

## **Step Three**

Complete tasks under **Portfolio Completion Standards**. Below the Welcome message, there is a **Portfolio Completion Status** bar – Click on **View Details** for a list of tasks to be completed.

- a. Career Matchmaker – **1** Click on **Matchmaker** (blue tab at top of the page) and complete this interest assessment. **2** **Save to My Portfolio** (located under Other Options). **3** Click on Go To Career Matchmaker. After briefly reviewing these results, find **Improve Results** and click on this button. **4** Answer the following 52 questions. Repeat this process until you have answered all possible questions. **5** Remember to **save** your answers each time you complete a section. **6** Examine each career suggestion by clicking on the name of the career.
- b. My Skills – Click on **My Skills** and complete the assessment. **Save** to your portfolio.
- c. Careers of Interest – From the results of **Matchmaker** or the **Careers** section, select and **save** a minimum of three careers that interest you.

- d. Career Selector – Click on the **Career** tab. Find **Career Selector** and complete the questions asked. Read the instructions carefully! **Save** your results.
- e. Schools of Interest – Explore, select, and **save** a minimum of three schools you would like to attend. \*\*\*Be sure to explore majors offered at each school. After selecting three schools, click on Majors Offered (last blue bar on left) and select your desired major. Read the description of courses included in this major.
- f. School Selector – Click on **Schools** to find the **School Selector** button. Choose the Undergraduate or Career and Technical School of your choice. Complete the questions and **save** this information
- g. The following are found under the **Activities and Abilities** button. Add comments in all of these areas as needed for emphasis and greater detail.
  - 1. Extra Curricular Activities – Add and **save** extra curricular activities for all areas in which you have participated.
  - 2. Skills and Abilities - Add and **save** extra curricular activities for all areas in which you have participated.
  - 3. Work Experience – Record and **save** any work experience you have.
  - 4. Volunteer Experience - Record and **save** any volunteer experience or hours you have completed.

## **Step Four**

As a final check, return to the **Portfolio Completion Status** and click on **View Details**. This list will indicate any areas that still need to be completed before seeing your counselor.