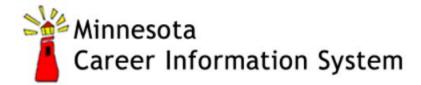Starting in August, 2015, Austin High School will be using *MCIS, or Minnesota Career Informatin System*, which is a web-based resource that supports workforce, careers, courses of study and college planning. Students will develop their personal portfolio, personal learning plan and resume' among other things using MCIS during the *PCR, or Post-Secondary & Career Readiness Program* (formally Ramp-Up to Readiness).

https://mncis.intocareers.org/materials/portal/home.html

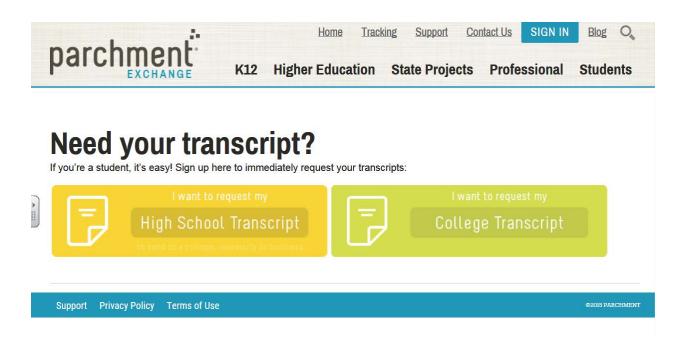To access **MCIS**, please go to the Austin Public School webpage.

Go to the "**Family**" Tab

Go to "**MCIS - Austin HS**"

Username is the following: Six digit student number(add a zero to the beginning if the student number is less than six digits).

Password is the following: First letter of your first name capitalized, first letter of your last name lower case followed by your six digit birthday (i.e. Example Student born January 5, 2003 would be Es010503)

MCIS, or Minnesota Career Information System, is partnering with **Parchment** as the electronic sending agency for transcripts, letters of recommendation, secondary school reports, etc. Students will be able to log into **Parchment** to request transcripts and other documents to be sent to post-secondary institutions.

To access **Parchment**, go to the Austin Public School webpage.

Go to the "**Family**" tab and select "**Parchment - Austin HS**"

Students will use their six digit student number and school issued e-mail address as their User Name. (i.e. 123456@austin.k12.mn.us for a student number of 123456). Students created their own passwords. If a student has forgotten their password they click on "Forgot your password?" and students can reset their password. The e-mail will be sent to their Office 365 account.