

Directions for MCIS & Resume Creator

Log-in to MCIS

1. Once logged into the computer, you will go to the "Family tab" on Austin High School's or Austin Public School's web site
2. Select MCIS - Austin H.S.
3. User Name: 6 digit student number (add zeros to the beginning to make your student number six digits if needed)
4. Password: Capital Letter of your first name, lower case letter of your last name and your six digit birth date (example: Ah090815 for Austin High with a birth date of September 8, 2015)

Locate the Resume Creator

5. Once logged into MCIS, choose "My Portfolio" tab
6. Through "My Portfolio" tab choose "Resume Creator"
7. Click on "Educational and Training" and then "+ ADD a School" to enter high school information. You must enter a start and end date or click box "To present". Click on Save Information when done entering information.
8. Click on "Paid and Unpaid Work" and then "+ ADD Work History" to enter work and volunteer information. You must enter a start date and end date or click box "To present". Save when done entering information.
9. Click on "Achievements, Activities and Skills" and then "+ Add Achievement" to enter information. You must enter a start date. Save when done entering information.
10. Click on "Contact Information and References" to update personal information and to enter in references. Save when done. Be sure that you ask permission to use someone as a personal reference!
11. Once all information has been entered, Click on "Create Resume" then select "Recent Grad" and "Reference Option" selection of your choice. Then click Next.
12. Enter in an Objective. This would be your goal, i.e. to obtain a job in the food industry, etc.
13. Unclick sections not needed or applicable.
14. Under Save Options enter Resume Fall 2015.
15. Click Create Resume.
16. A word document will show up. Click on Enable Editing then save the document to your desktop, flash drive or One Drive (through Office 365-you must be logged in to use this option).
17. Once saved, go back to the "My Portfolio" tab under "Saved and Uploaded Resumes". Click on "+ Add file". Click on Choose File. Find the resume file where you saved it.
18. Then click on "Upload".
19. Click on the return button. Your file should show up under files.
20. Go to your desktop and delete the file if you saved it there. The resume is now saved in your portfolio.