

Directions for MCIS & Student Brag Sheet

Log-in to computers

1. Students turn on their computers
2. Students log onto their computer, User Name is Student Number (must be six digits so add zeros to the front if needed to make it six digits)
3. Computer password is defaulted to Packers15 if you have not changed it

Log-in to MCIS

4. Once logged into the computer, you will go to the "Family tab" on Austin High School's or Austin Public School's web site
5. Select MCIS - Austin H.S.
6. User Name: 6 digit student number (add zeros to the beginning to make your student number six digits if needed)
7. 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 Brag Sheet

8. Once logged into MCIS, choose "Plan" tab
9. Through "Plan" tab choose "Checklists"
10. Open "Student Brag Sheet"
11. Choose "edit document" on top of page
12. Complete document
13. Once document is complete, click on "File", "Save As". Save the document to your desktop, flash drive or One Drive (through Office 365 - you must be logged in to use this option) then "Save".
14. Once saved, go back to My MCIS Portfolio.
15. Click on Files and Links.
16. Under Files, click on "Add File".
17. Click on "Browse".
18. Find the file where you saved it (jump drive, Office 365 cloud, desktop, etc).
19. Click on "Open" - the link to the file will appear in the box.
20. Then click "Upload File".
21. Once loaded, click "Done".
22. To check that it is saved or retrieve the file at a later date, go back to My Files and Links. It will be stored under "My Files".
23. Go to your desktop and delete the file if you saved it there. It is now saved in your portfolio.