

1. Open a tab with [OKCAREERGUIDE.ORG](http://OKCAREERGUIDE.ORG).
2. Login with school information.
3. On the left hand side, make sure to **update grade level** by clicking on it. **Refresh screen**.
4. Take all **3 assessments**. **PLUS**.....Select one of these to repeat.
5. Scroll down on the left-hand side, click on **MY GOALS**.
6. Click **Add A GOAL, and fill out the step by step form**.
7. You must complete **4 academic** and **4 post secondary** goals.
8. Click on **MY ED PLANS** and click on pencil.
9. Open another tab, go to powerschool. Find your historical classes and enter those **courses under 12th grade by clicking on the plus sign**.
10. On the left-hand side, click on **MY ASSESSMENT**.
11. Click on **My External Assessments** and click on **Additional Assessments**.
12. Update your **ACT score** (Go to [myact.org](http://myact.org) to get your score, if you do not remember.)
13. On the left-hand side, click **MY JOB SEARCH TOOLS**. Complete resume, cover letter, and references. Follow the instructions provided for each.
14. In a **google doc**, write a **Work Based Learning piece**. Choices follow: job shadow, internship, part time job, service project, leadership exercise, or the visit to the vo-tech center.
15. Upload the written piece to the left hand side, "**My Documents**" section. Follow the instructions.
16. On the left-hand side, click **ICAP Oklahoma**. Scroll down to the 6 large boxes.
17. The following should be green: **Personal Info, Assessments, Goals, Job Search Tools**.
18. **The Education Plan** should show "**submitted**."
19. **Work based Learning** should have a task **checkmark**.

\*\*\*\* Go to the MHS website and click on the Academics tab, then go to the ICAP link for tutorial videos.