

# Educational Career Action Plan (ECAP) Tasks: Cactus Shadows High School

- Study Skills Worksheet (9<sup>th</sup> Grade)
- 4 Year Plan (9<sup>th</sup> Grade)
- Resume (9<sup>th</sup> Grade)
- Common Application Worksheet (9<sup>th</sup> Grade)
- Career Exploration Project (10<sup>th</sup> Grade)
- PSAT/PLAN College Comparison (11<sup>th</sup> Grade) 2013/2014 Seniors exempt
- Choose Me Essay
- Senior Splash College Application
- Senior Splash Budget Worksheet
  - Additional senior surveys to be completed with CSHS counselors include: “Game Plan” and “Graduation Survey”
  
- **Where to find instructions and documents I need to complete each checked task above:**
  - Log into TCCI
    - Go to Cactus Shadows High School Website, click on Students/Parents tab up top, Click on Useful Links, Click on TCCI/Naviance/Family Connection
    - Log in with your email and your password (password: Student ID number with a 0 at the end)
  - Click on the orange *Home tab* (upper left corner)
  - Click on *Document Library link* (right side of screen)
  - Select appropriate *grade level folder* (i.e. Freshman, Sophomore, Junior, Senior)
  - Carefully *read all documents* related to your missing task
  
- **How to submit my ECAP tasks:**
  - Click on the *About Me tab*
  - Click on *Journal*
  - Click *Add New Entry*
  - Type the name of the task
  - Share with your counselor
  - Find the file and manually click attach until the document appears in the box
  - Upload to your journal
- DO NOT FORGET: Email your counselor to tell him/her which tasks have been submitted so that you can be checked off