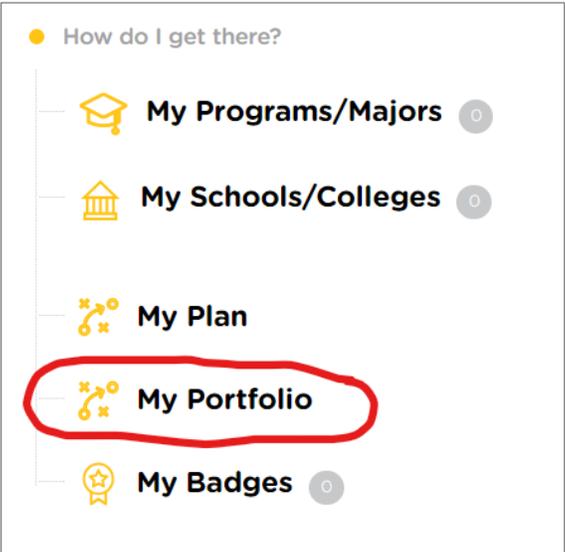
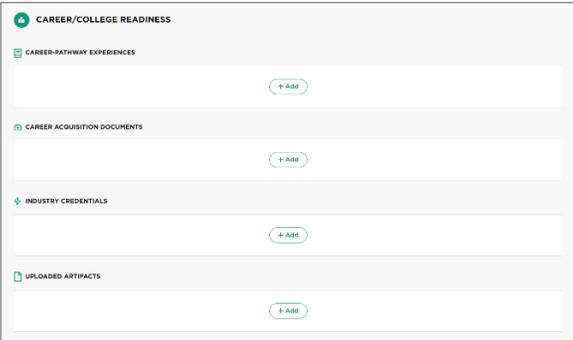


SMART FUTURES Uploading Documents

<p>Step 1</p>	<p>Login to Smart Futures via Clever or at www.smartfutures.org</p>	
<p>Step 2</p>	<p>Click on the “My Portfolio” button under the Dashboard column on the left side of the page. It will be near the bottom of the page</p>	
<p>Step 3</p>		<p>Choose the appropriate category to “Add” your artifacts under Career/College Readiness:</p> <ol style="list-style-type: none"> 1. Career-Pathway Experiences 2. Career Acquisition Documents 3. Industry Credentials 4. Uploaded Artifacts <p><i>The directions on the following pages will help you choose the correct category for each artifact.</i></p>

Class of 20204:

- All Project LIFE documents EXCEPT for the Exit Interview reflection must be completed by **January 1, 2024!**
- Anyone who is not finished uploading their documents by this date will be assigned to Falcon Academy to ensure they are completed prior to the Exit Interview
- Exit Interviews begin in January and run through the end of March
- You will complete the Exit Interview Reflection IMMEDIATELY following your Exit Interview
- **Bring your laptop to the Exit Interview** so you can complete the final reflection

Career Comparison Chart – Grade 9

- Select the “Add” button under the Upload Artifacts heading
- Click on the “Career Awareness and Preparation” button inside the Tag by Standard box
- Complete ALL information on this screen, including an upload of your Career Comparison Chart
- For the Title, write: Career Comparison Chart

Uploaded Artifacts X Close

Tag by Standard*

Career Awareness and Preparation

Career Acquisition

Career Retention and Advancement

Entrepreneurship

Title* Date*

Descriptions

Optional: Tell more details about this experience.

Gathering Your Thoughts*

Explain why this experience is important in terms of your preparation for future success.

Add Link or Attachment*

Select a file from your computer *50MB max size

Select a file from Google Drive

Attach a URL link

Drag and Drop files here

Note: * is required

CANCEL SAVE

Resume – Grades 10 and 12

- Select the “Add” button under the Career Acquisitions heading
- Click on the “Add to Portfolio” line inside the Resume button
- Complete ALL information on the Resume reflection screen, including an upload of your resume
- You may repeat this step for 10th and 12th grade resumes. Remember, the grade 10 resume was a first draft

Select the document type X Close

Resume

Cover Letter - Resume

Letters Of Recommendation

References

Other Doc

My Resume

Add Resume

Title* Name this item Date*

Descriptions

Describe your artwork (e.g. medium used, year it was created, anything else you'd like to say about it)

Gathering Your Thoughts*

Describe why this project is meaningful to you or demonstrate skills you have to share

Add Link or Attachment*

Select a file from your computer *50MB max size

Select a file from Google Drive

Attach a URL link

Note: * is required

CANCEL SAVE

Job Shadow Verification Form – Grade 11

- Select the “Add” button under the Career-Pathway Experiences Heading
- Click on the “Add to Portfolio” line inside the Job Shadow button
- Complete ALL information on the Job Shadow reflection screen, including an upload of your Job Shadow Form

Report the things you've done X Close

Career Fair

College Fair

Summer Program

Campus Visit

Job Shadow

Mentorship

Other Event

Job Shadow

Location* Date Completed*

Descriptions

Optional: Tell more details about this experience.

Gathering Your Thoughts*

What did you learn from this event/experience? Explain the significance of this event/experience to your career portfolio.

upload or link a file

Note: * is required

CANCEL SAVE

College/Tech School/Military Visit Verification Form – Grade 11

- Select the “Add” button under the Career-Pathway Experiences heading
- Click on the “Add to Portfolio” line inside the Campus Visit button
- Complete ALL information on the Campus Visit reflection screen, including an upload of your College/Tech School/Military Visit Verification Form

Report the things you've done X Close

Career Fair

Add to Portfolio

College Fair

Add to Portfolio

Summer Program

Add to Portfolio

Campus Visit

Add to Portfolio

Job Shadow

Add to Portfolio

Mentorship

Add to Portfolio

Other Event

Add to Portfolio

Campus Visit

Location* Date Completed*

Descriptions

Optional: Tell more details about this experience.

Gathering Your Thoughts*

Explain why this experience is important in terms of your preparation for future success.

upload or link a file

Note: * is required CANCEL **SAVE**

Falcon Future Consult (FFC) Form and 12th Grade Course Registration Form – Grade 11

- Select the “Add” button under the Upload Artifacts heading
- Click on the “Career Awareness and Preparation” button inside the Tag by Standard box
- Complete ALL information on this screen, including an upload of your Falcon Future Consult Form
- For the Title, write Falcon Future Consult
- Repeat ALL steps above for the 12th Grade Course Registration Form, but change the information you enter on this screen to indicate it is a different activity.
- For the Title here, write 12th Grade Course Registration

Uploaded Artifacts X Close

Tag by Standard*

Career Awareness and Preparation

Career Acquisition

Career Retention and Advancement

Entrepreneurship

Title* Date*

Descriptions

Optional: Tell more details about this experience.

Gathering Your Thoughts*

Explain why this experience is important in terms of your preparation for future success.

Add Link or Attachment*

Select a file from your computer Select a file from Google Drive Attach a URL link

Drag and Drop files here

Note: * is required CANCEL **SAVE**

Exit Interview – Grade 12

- Select the “Add” button under the Career-Pathway Experiences heading
- Click on the “Add to Portfolio” line inside the Other Event button
- Complete ALL information on the Other Event reflection screen
- No documents need to be uploaded for this artifact.

Report the things you've done X Close

Career Fair

Add to Portfolio

College Fair

Add to Portfolio

Summer Program

Add to Portfolio

Campus Visit

Add to Portfolio

Job Shadow

Add to Portfolio

Mentorship

Add to Portfolio

Other Event

Add to Portfolio

Other Event

Title*

Location Date Completed*

Descriptions

Optional: Tell more details about this experience.

Gathering Your Thoughts*

What did you learn from this event/experience? Explain the significance of this event/experience to your career portfolio.

upload or link a file

Note: * is required CANCEL **SAVE**