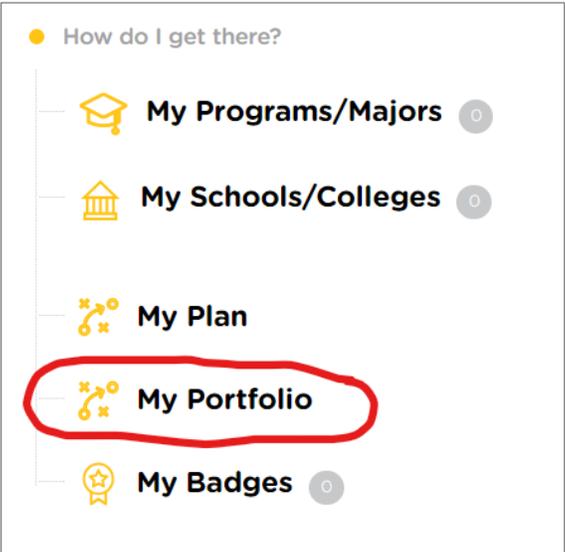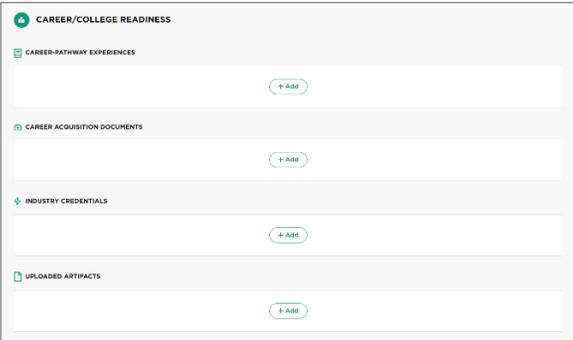# SMART FUTURES Uploading Documents

Step 1	Login to Smart Futures via Clever or at www.smartfutures.org

| Step 2 | 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**

 How do I get there?

 🎓 My Programs/Majors ○

 🏛 My Schools/Colleges ○

 My Plan

 My Portfolio

 ⭐ My Badges ○ |

| Step 3 | CAREER/COLLEGE READINESS

 CAREER-PATHWAY EXPERIENCES + Add

 CAREER ACQUISITION DOCUMENTS + Add

 INDUSTRY CREDENTIALS + Add

 UPLOADED ARTIFACTS + Add | Choose the appropriate category to "Add" your artifacts under Career/College Readiness:

 1. Career-Pathway Experiences
 2. Career Acquisition Documents
 3. Industry Credentials
 4. Uploaded Artifacts

 The directions on the following pages will help you choose the correct category for each artifact. |

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

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

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

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

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

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.