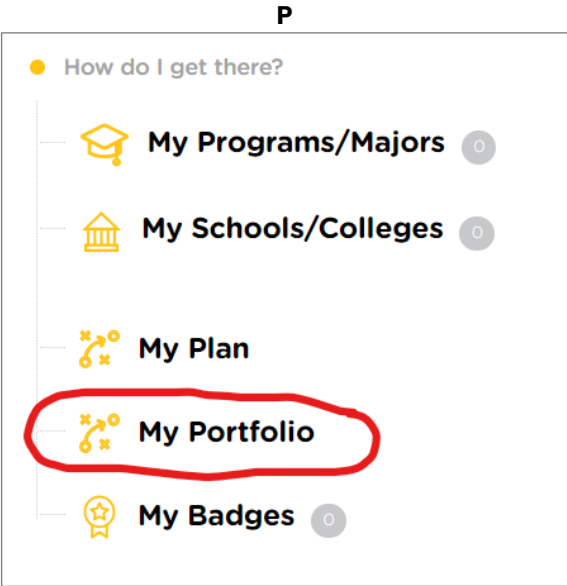
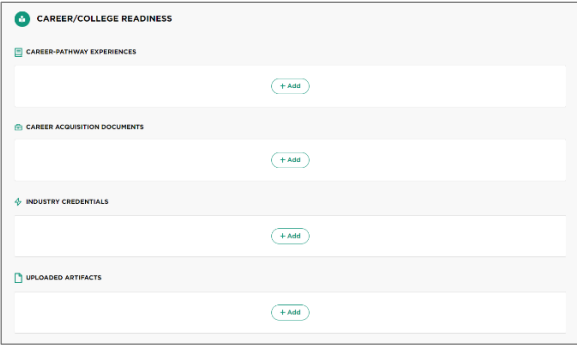
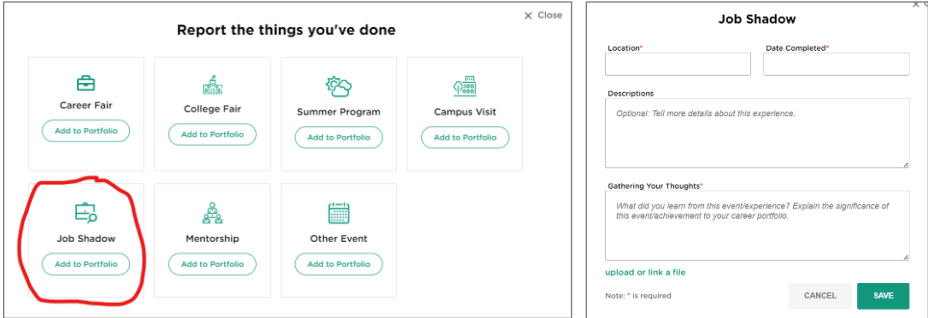


# SMART FUTURES Uploading Documents

<p><b>Step 1</b></p>	<p>Login to Smart Futures via Clever or at <a href="http://www.smartfutures.org">www.smartfutures.org</a></p>	
<p><b>Step 2</b></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><b>Step 3</b></p>		<p>Choose the appropriate category to “Add” your artifacts under Career/College Readiness:</p> <ol style="list-style-type: none"> <li>1. Career-Pathway Experiences</li> <li>2. Career Acquisition Documents</li> <li>3. Industry Credentials</li> <li>4. Uploaded Artifacts</li> </ol> <p><i>The directions below will help you choose the correct category for each artifact.</i></p>

<p><b>Job Shadow Verification Form – Grade 11</b></p>	
<ul style="list-style-type: none"> <li>▪ Select the “Add” button under the “<b>Career-Pathway Experiences</b>” heading</li> <li>▪ Click on the “Add to Portfolio” line inside the Job Shadow button</li> <li>▪ Complete ALL INFORMATION on the Job Shadow reflection screen, including an upload of your Job Shadow Form</li> </ul>	

## 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** [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]

## Resume – Grade 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

**Select the document type** [Close]

Resume [Add to Portfolio] Cover Letter - Resume [Add to Portfolio] Letters Of Recommendation [Add to Portfolio]

References [Add to Portfolio] Other Doc [Add to Portfolio] My Resume [Click here for cover letter template]

**Add Resume**

Title\* [Name Dis. Em] 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 [Upload your file] Select a file from Google Drive [Attach a URL link]

Note: \* is required [CANCEL] [SAVE]

See next page for Keystone Pathway Artifact Upload Information

# Keystone Pathway Artifact Upload Information

Industry Credential	
<ul style="list-style-type: none"> <li>▪ Select the “Add” button in the <b>Industry Credential</b> box</li> <li>▪ Complete ALL information on the Industry Credential screen, including:               <ul style="list-style-type: none"> <li>• Name of Credential</li> <li>• Issuer of the Credential</li> <li>• Date Earned</li> <li>• Upload the credential</li> </ul> </li> </ul> <p>**Repeat for each credential**</p>	

College or Tech/Trade School Acceptance Letter	
<ul style="list-style-type: none"> <li>▪ Select the “Add” button in the <b>Career Acquisition</b> box</li> <li>▪ Select <b>Other Doc</b> to add to your portfolio</li> <li>▪ Complete ALL information on the screen, including:               <ul style="list-style-type: none"> <li>• Title – Letter of Acceptance</li> <li>• Description – Where Accepted</li> <li>• Upload the letter</li> </ul> </li> <li>▪ 4-year college = Alternative Pathway</li> <li>▪ 2-year college = 1 piece of evidence for Evidence-Based Pathway (3 pieces of evidence required)</li> </ul>	