Career Cruising Enrollment Guide

Welcome to Career Cruising! You can use this Internet-based career exploration and planning tool to explore career and education options and develop a plan. Career Cruising allows you to view and change your course plan by recording the courses you have taken, are taking, and plan to take in the future. With help from your counselor, teachers, or parents, this program helps you organize your course plan to meet your post-secondary education and career goals. There is a helpful video to accompany this form at the following web address –

[www.careercruising.com/home/cpvideo.aspx](http://www.careercruising.com/home/cpvideo.aspx)

**PART 1: HOW TO ACCESS CAREER CRUISING AND YOUR COURSE PLAN**

**Step 1.** Go to your district link at <http://www2.careercruising.com/default/cplogin/FH>

**Step 2.** Login by entering your Username and Password. If this is your first time on Career Cruising follow the onscreen instructions for Username and Password. When you are prompted to change your password, *enter your school network password*. If you have logged in before you have created your own password. If you can’t remember your password there is a ‘forgot your password link’ that will send you an email.

**Step 3.** Click **Choose My Courses** from the list of options on the left under the question, **What do you want to do?**

* The upcoming school year column is highlighted. This is where you will select your courses for next year.
* Your course history is also included (your completed courses and the ones you are currently taking).
* Click on the blue book icon  at the top right to see the full Course Guide.

**PART 2: HOW TO CHOOSE AND SUBMIT YOUR COURSES**

**Step 1.** To choose a compulsory course (yellow slot), click on the plus '+' icon of any yellow course slot.

* You will be presented with a list of courses to choose from.
* Click on the course name to see the full description, notes, and pre-requisite and successor relationships of this course.
* To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.
* Continue until you have selected all your compulsory courses.

**Step 2.** To choose an elective course (white slot), click on the plus '+' icon of any white course slot.

* You will have the option of selecting courses by its Discipline or Keyword. The option to search by Discipline is the default. Click on the **Select…** dropdown to search for an elective course.
* Once you have made a selection, you will be presented with a list off courses to choose from.
* Click on the course name to see the full description, notes, and pre-requisite and successor relationships of this course.
* To add a course, click **Add Courses**. You will return to your course plan and the course you have chosen will appear.
* Continue until you have selected all your elective courses.

The red symbol means there is an Alert for that course that you must read.

**Step 3.** Click **Learn More** below the heading **Graduation Tracking**. This section indicates how many courses you have achieved, planned and remain to succeed in completing the graduation requirements.

**Step 4.** When you have selected your 7 credits and your alternatives click **Submit**

**Congratulations on completing your course plan!**