QUICK USER GUIDE-STUDENT

1. Go to the landing page : https://myfutureaz.pipelineaz.com and select **Register** in the upper right hand corner. If you already created an account, select **Login**.
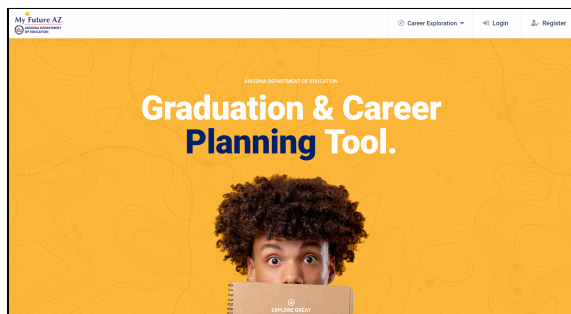

2. From the Registration page, insert your First Name, Last Name, Email, create a password, Zip Code, Grade Level, and School. Select Register.
3. Congrats! You are now on the platform dashboard. This dashboard allows you to View Recommended Tasks, Explore Careers, Take Assessment, Add Career Goals, Build a Profile, Invite a Parent / Guardian, Inbox, or View Important Resources. You may also View your Favorited Industries and Careers here.
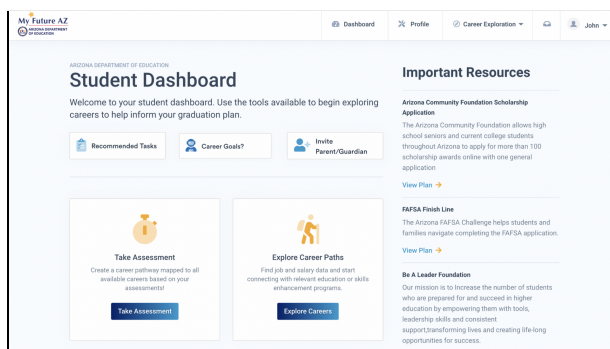

4. Your profile consists of a Profile Picture, First and Last Name, Job That I Want, Phone Number, Address, Websites and Social Links, Document Library, Education, Skills, Certifications and Licenses, Volunteer Experience, Extracurricular Activities, and Academic Achievements.
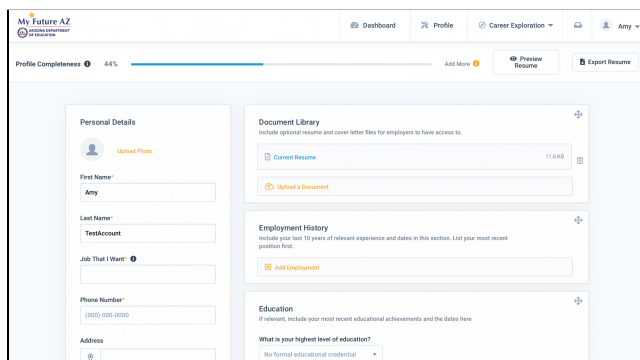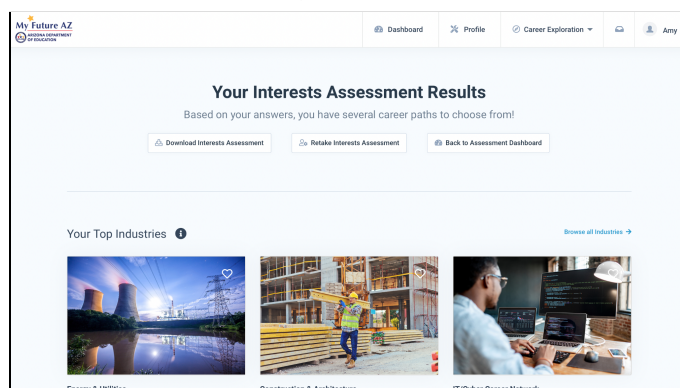

5. To add any additional information to your profile, always select the yellow + sign next to the section you want to add to. For example: + Add New Custom Skill
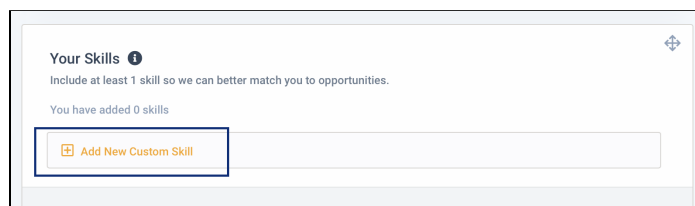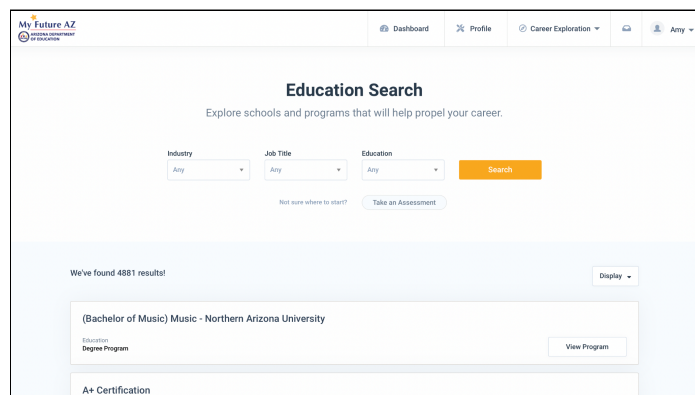

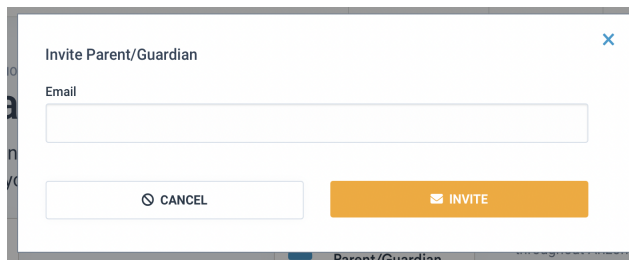6. Taking the Assessment will allow you to see which programs and career plans you match to.
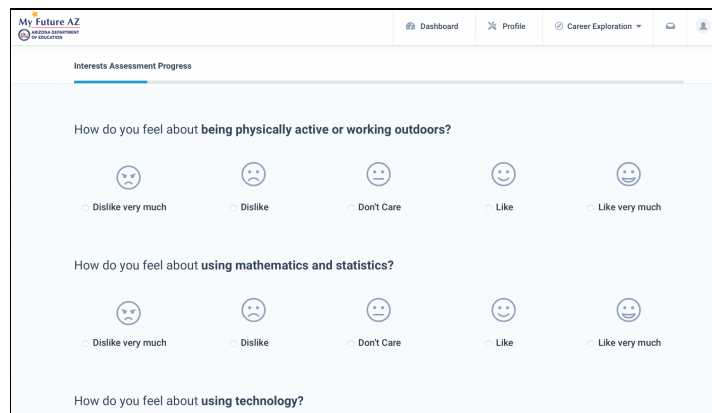
From this page, you may Download Results, Retake Interests Assessments, or return to dashboard.

7. You may search for Education Programs at any time - select **Career Exploration** in the Navigation Bar, once the dropdown opens, select **Education**.
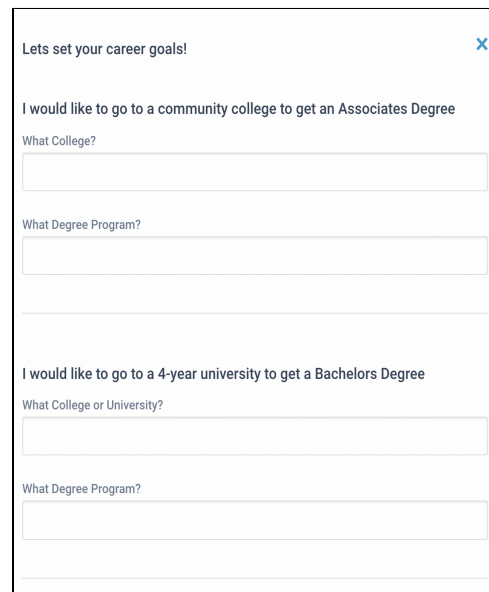
8. To invite a parent, select Invite Parent/Guardian on your dashboard, and insert their email.

Invite Parent/Guardian

Email

CANCEL   ✉ INVITE

9. To add Career Goals, select Career Goals from your dashboard and answer the prompted questions. This form will be sent to your counselor.

Lets set your career goals!

I would like to go to a community college to get an Associates Degree

What College?

What Degree Program?

I would like to go to a 4-year university to get a Bachelors Degree

What College or University?

What Degree Program?

DEFINITIONS

1. **Student Dashboard**- Home page for all student users to quickly access their assessments, recommendations of tasks, important resources, educational searches, and career interests

2. **Recommended Tasks**- These tasks give students the helpful tips they need to fully utilize the platform.

3. **Invite Parent / Guardian**- This button is for parents or guardians to have visibility into their students profile and dashboard. Parents or guardians are invited via their email. They have the ability to change or edit information their students have already placed inside the platform.

4. **Important Resources**- These resources consist of the FAFSA Application, Scholarship Opportunities, College Connections, and Leadership Foundation Opportunities. Use this tool to expand your knowledge of community resources.

5. **Profile**- Your profile is where you can enter your information that you'd like to share. This includes Skills, Professional Summary, Document Library, Education, Certifications and Licenses, Volunteer Experience, Affiliations, Extracurricular Activities, and Academic Achievements.

6. **Job that I Want** - This is the most important field in your profile to fill out. This is the field that helps recommend skills and jobs to you!

7. **Interests Assessment**- An assessment that will match your interests with available industries and careers.

8. **Education**- This section allows you to explore schools and programs in your community or state, that will help boost performance in your career field. You are able to search by industry, job title, or education programs (2 or 4 years)

9. **Industry & Careers**- This section allows you to search over all possible industries or careers that interest you. If you were not happy with your Interest Assessment results, you may search and explore the Industry & Careers to find something that suits you more. The Industry and Career searches allow you to see what education is needed, a salary breakdown, top tasks, skills needed, and job opportunities that exist currently.

10. **Profile Completeness Bar**- Shows the progress for how much of your profile you have completed.

11. **Document Library**- This holds all documents that have been uploaded to your profile. You may upload your resume, cover letters, achievements and certificates, transcripts, or recommendation letters.

12. **Top Industries**- These are the most popular industries for users on the platform.

13. **Top Careers**- These careers are high-demand careers in your community.

14. **Getting Help**- If you feel you have questions about the platform that cannot be answered by your counselor, feel free to reach out to our helpdesk.You may click this link, or you may click the **Contact Us** button at the bottom of any page on the platform. [Help Desk- Click Here](#)

15. **Career Goals-** This section lives on your student dashboard and allows you to give your counselor insight on what your Career Goals may be. Your answers will appear to your counselor on their view of your profile. The questions ask about your College Plan, if you are interested in the Military, or if you are interested in a certification or training program.