

My Future AZ



**ARIZONA DEPARTMENT
OF EDUCATION**

Student Guide

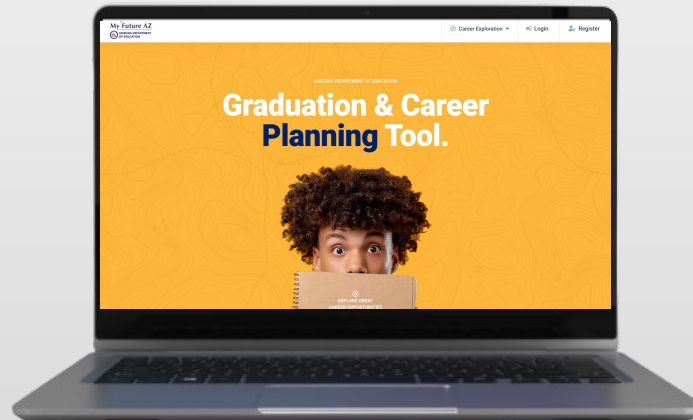
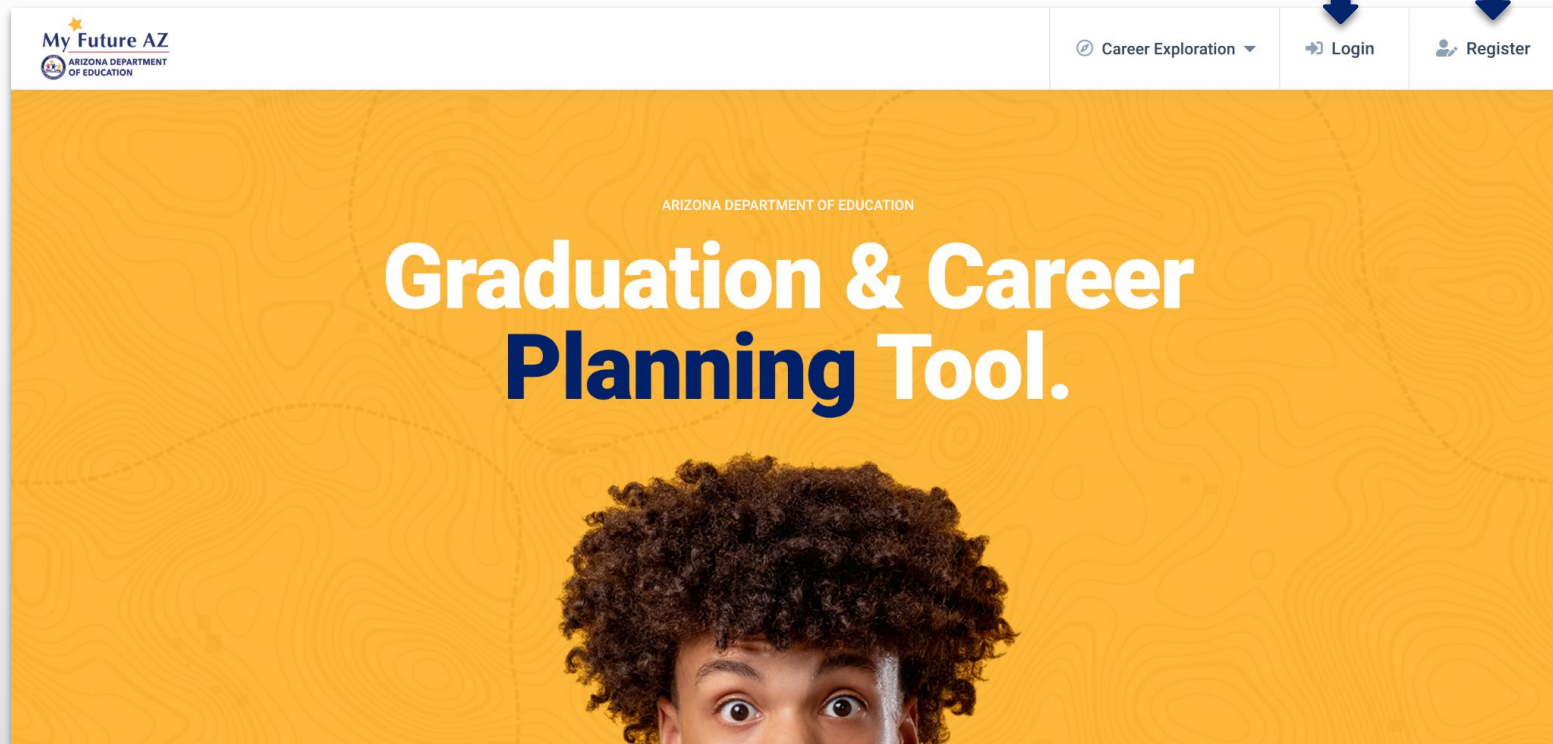


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REGISTRATION




To create an account, click **Register** in the top right corner.

If you already have an account, click **Login**.

REGISTERING FOR A STUDENT ACCOUNT

When you click Register on the landing page, you are brought to the Account Sign-Up Page.



My Future AZ
ARIZONA DEPARTMENT
OF EDUCATION

Career Exploration ▾

Login

Let's get to work!

Fill in the form to get access.

Already have an account? [Sign in](#)

First Name *

John

Last Name *

Smith

Email Address *

name@example.com

Password *

☒ One lowercase character

☒ One uppercase character

☒ One number

☒ Eight characters minimum

Zip Code *

1

School

☐ I am 13 years of age or older, or attend a school that is within the I am 13 years of age or older, or attend a school that is within the Arizona Department of Education.

By creating an account, I agree to the [Terms of Use](#) and [Privacy Policy](#).

Register →

Once this form is completed, select the Register button here.

LOGIN PAGE

Enter the email address and password you used when your account was set up, click **Login**.

Login to My Future AZ

Enter your details below.

Email Address *

Password *




Login →

DASHBOARD

The Dashboard consists of:

- Student Profile
- Take an Assessment
- View Industries & Careers
- Find Education Opportunities
- Message / Inbox
- Access Settings
- View Recommended Tasks
- Career Goals
- Invite Parent/Guardian
- Find Important Resources
- Explore Career Paths

**My Future AZ**
ARIZONA DEPARTMENT OF EDUCATION

Dashboard

Profile


Career Exploration ▾


John ▾


ARIZONA DEPARTMENT OF EDUCATION


Student Dashboard

Welcome to your student dashboard. Use the tools available to begin exploring careers to help inform your graduation plan.

Recommended Tasks

Career Goals?


Invite Parent/Guardian



Take Assessment

Create a career pathway mapped to all available careers based on your assessments!

Take Assessment



Explore Career Paths

Find job and salary data and start connecting with relevant education or skills enhancement programs.

Explore Careers

Important Resources

Arizona Community Foundation Scholarship Application

The Arizona Community Foundation allows high school seniors and current college students throughout Arizona to apply for more than 100 scholarship awards online with one general application

[View Plan →](#)

FAFSA Finish Line

The Arizona FAFSA Challenge helps students and families navigate completing the FAFSA application.

[View Plan →](#)

Be A Leader Foundation

Our mission is to Increase the number of students who are prepared for and succeed in higher education by empowering them with tools, leadership skills and consistent support, transforming lives and creating life-long opportunities for success.

[View Plan →](#)

NACRC



DASHBOARD CONTINUED

If you scroll down on the student dashboard, you will see the two options:

- Favorite Careers
- Favorite Industries



When you find a career or industry you like, select the **heart** and these careers will appear in your Favorite Careers or Industry scroll.

Your Favorite Careers ⓘ



Amusement and Recreation Attendants
[Learn More →](#)



Animal Trainers
[Learn More →](#)



Arts, Audio/Video Technology & Communications
[View Careers →](#)
[Learn More →](#)

Business Management & Administration
[View Careers →](#)
[Learn More →](#)

Your Favorite Industries ⓘ [Browse all Industries →](#)



Agriculture, Food & Natural

Business Management &

STUDENT PROFILE

The profile is where you may add information about yourself that you would like case managers to know.

This information allows you to build a resume, so make sure to include as much as possible. Case Managers can export or view your profile at any time.

My Future AZ
ARIZONA DEPARTMENT OF EDUCATION

Dashboard Profile Career Exploration Anna

Profile Completeness 44% Add More

Preview Resume Export Resume

Personal Details

Upload Photo

First Name*
Anna

Last Name*
Smith

Job That I Want*
Animal Groomer

Phone Number*
(000) 000-0000

Address
City*

Document Library
Include optional resume and cover letter files for employers to have access to.

Current Resume 11.1 KB

Upload a Document

Employment History
Include your last 10 years of relevant experience and dates in this section. List your most recent position first.

Add Employment

Education
If relevant, include your most recent educational achievements and the dates here

What is your highest level of education?
No formal educational credential

Add any documents here that you wish to provide. Resumes, Cover Letters, Awards, etc.

PROFILE

On this part of the profile you may add what is relevant to your experience including:

- Employment History
- Education
- Military Experience
- Website & Social Links
- Security Clearance

City*

Phoenix

State*

Arizona

Zip*

85030

Websites & Social Links

You can add links to websites you want hiring managers to see! Perhaps It will be a link to your portfolio, social profiles or personal website.

+ Add a Link

Security Clearance

If relevant, include your security clearance status here

☐ I have security clearance.

Employment History

Include your last 10 years of relevant experience and dates in this section. List your most recent position first.

+ Add Employment

Education

If relevant, include your most recent educational achievements and the dates here

What is your highest level of education?

High school diploma or equivalent

+ Add Education

Military Experience

If relevant, include your military experience and status here.

I am a spouse, significant other, or family member

No

Are you a service disabled veteran?

No

PROFILE

On this section of the profile, you may add:

- Your skills
- Certifications & Licenses

The screenshot displays a user profile interface with three main sections:

- Your Skills** (with an information icon): Includes the instruction "Include at least 1 skill so we can better match you to opportunities." and a status "You have added 0 skills". Below this is a button labeled "+ Add New Custom Skill".
- Recommended Skills** (with an upward arrow and information icon): Includes the instruction "Select and add optional skills that we curated for you based on your experience, or add a new custom skill in the 'Your Skills' section above." and a status "You have added 0 recommended skills". Below this is a button labeled "Display More +".
- Your Certifications & Licenses** (with an information icon): Includes the instruction "If relevant, include your certifications and licenses here." and a button labeled "+ Add Certificate or License".

Each section has a small crosshair icon in the top right corner, indicating it can be moved or resized.

Recommendations are populated from the **Job That I Want**, and **Employment History**.

PROFILE

On this section of the profile, you may add:

- Volunteer Experience
- Awards
- Professional Affiliation
- Extracurricular Activities

Select this button on each section to add information to each field.

The image shows a screenshot of a profile form with four sections. Each section has a title, a subtitle, and an 'Add' button. A callout box points to the 'Add Volunteer Experience' button.

- Your Volunteer Experience**
If relevant, include your most recent volunteer experience here.
[+ Add Volunteer Experience](#)
- Your Awards**
If relevant, include your most recent award here.
[+ Add Award](#)
- Your Professional Affiliation**
If relevant, include here.
[+ Add Professional Affiliation](#)
- Your Extracurricular Activities**
If relevant, include your most recent activities here.
[+ Add Extracurricular Activity](#)

RECOMMENDED TASKS

Clicking **Recommended Tasks** from your dashboard will give you a pop-up window with all the things to do on the platform, clicking this option can help to steer you in the right direction.

Recommended Tasks

- Establish your career goals.
- Take the interests assessment to see what careers align with you.
- Explore industries and careers.
- Favorite any careers or industries that seem interesting to you.
- Explore education and training opportunities associated with each of your favorite careers.
- Review your graduation plan requirements with the resources below.
- Take an aptitude test to see what careers might be a good fit for you.
- Review the employability skill standards.
- Connect with your school counselor, and ask them any question you might have in your messages above.
- Add your parent to your account. Go to - Student Dashboard, click Invite Parents.
- Begin inputting the information into your student portfolio. This will become more robust in the coming months.

[Assessments](#) [Student Profile](#)

This takes you to your assessments.

This takes you to your profile.

If you ever need help with any of these, please reach out to your counselor.

CAREER GOALS

From your dashboard, you may click **Career Goals?** to bring up the pop-up window.

Submitting these answers will update your Counselor, so they can help you get where you want to go in life.



Career Goals?

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?

I would like to join the Armed Forces

What branch of the Military are you interested in?

Select Branch



I would like to get a certification and/or attend trade school

What certification or trade(s) are you interested in?

I would like to get a job right out of High School

What kind of job are you interested in?

CANCEL

SUBMIT

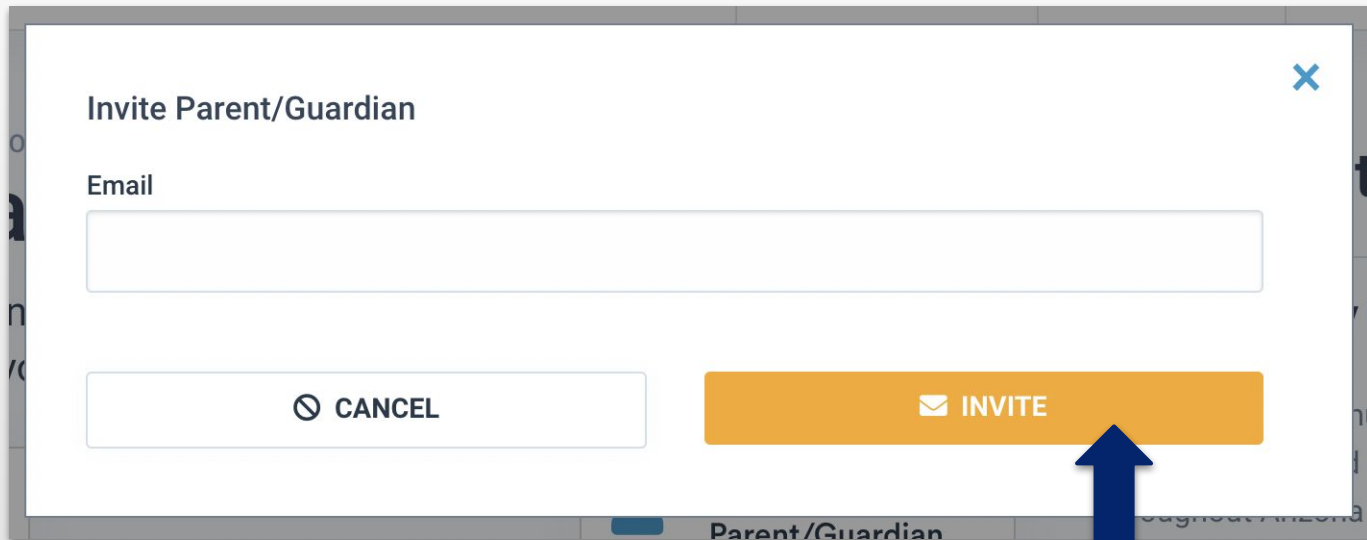
Be sure to select **Submit** to save your responses, and send them to your Counselor.

INVITE PARENT/GUARDIAN

Clicking **Invite Parent/Guardian** will bring up a box to enter an email address.

This will send a link to sign up as your parent.

They will have access to see information on your account.



The image shows a screenshot of a web application interface. At the top, there is a red and white diagonal banner. Below it, the text 'INVITE PARENT/GUARDIAN' is displayed in a large, bold, blue font. To the left of the main content area, there are three paragraphs of text explaining the process of inviting a parent or guardian. The main content area features a dialog box titled 'Invite Parent/Guardian' with a blue 'X' icon in the top right corner. Inside the dialog box, there is a label 'Email' followed by a large, empty text input field. Below the input field, there are two buttons: a white button with a blue 'X' icon and the text 'CANCEL', and an orange button with a white envelope icon and the text 'INVITE'. A large blue arrow points upwards towards the 'INVITE' button. The background of the page is light gray, and there is a yellow and white diagonal banner in the bottom right corner.

IMPORTANT RESOURCES

There are plenty of resources for students to use to help.

Click **View Plan** and the resource will open in a new tab for students to fill out.

Once you have entered all your information, you can save the file and upload it onto your account.

Your parent can help you fill these out if you need.

Important Resources

Arizona Community Foundation Scholarship Application

The Arizona Community Foundation allows high school seniors and current college students throughout Arizona to apply for more than 100 scholarship awards online with one general application

[View Plan](#) →

FAFSA Finish Line

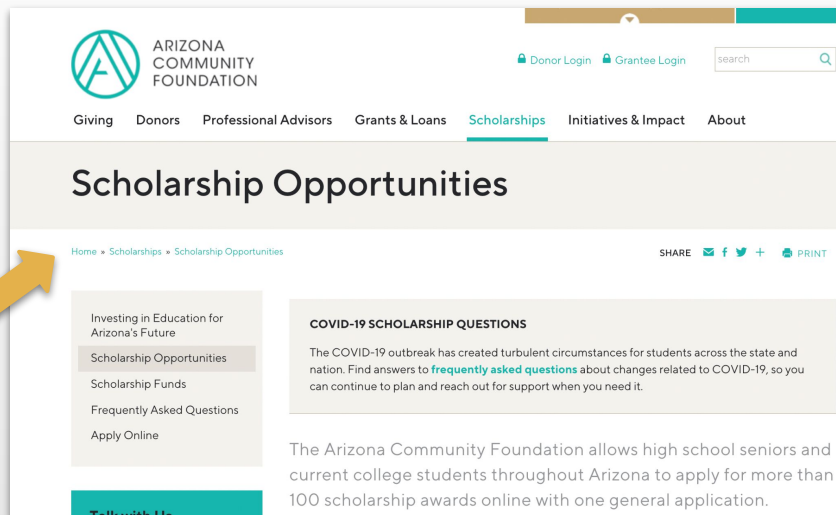
The Arizona FAFSA Challenge helps students and families navigate completing the FAFSA application.

[View Plan](#) →

Be A Leader Foundation

Our mission is to Increase the number of students who are prepared for and succeed in higher education by empowering them with tools, leadership skills and consistent support, transforming lives and creating life-long opportunities for success.

[View Plan](#) →



The screenshot shows the Arizona Community Foundation website. The header includes the logo, navigation links (Giving, Donors, Professional Advisors, Grants & Loans, Scholarships, Initiatives & Impact, About), and login options (Donor Login, Grantee Login). The main heading is "Scholarship Opportunities". Below this, there is a breadcrumb trail: Home » Scholarships » Scholarship Opportunities. A sidebar on the left lists links: Investing in Education for Arizona's Future, Scholarship Opportunities (highlighted), Scholarship Funds, Frequently Asked Questions, and Apply Online. The main content area features a section titled "COVID-19 SCHOLARSHIP QUESTIONS" with a paragraph explaining that the COVID-19 outbreak has created turbulent circumstances for students across the state and nation, and that answers to frequently asked questions about changes related to COVID-19 can be found. Below this, there is a paragraph stating that the Arizona Community Foundation allows high school seniors and current college students throughout Arizona to apply for more than 100 scholarship awards online with one general application. A yellow arrow points from the "View Plan" link in the left sidebar to the "Scholarship Opportunities" page.

SITE RESOURCES

Our mission is to Increase the number of students who are prepared for and succeed in higher education by empowering them with tools, leadership skills and consistent support,transforming lives and creating life-long opportunities for success.

[View Plan →](#)

NACRC

The NACRC is designed to provide information, technical assistance, advising, and referrals to students and their parents/guardians regarding all aspects of the college admissions and financial aid process.

[View Plan →](#)

[+ View All Resources](#)

ALL RESOURCES

Site Resources

Arizona Community Foundation Scholarship Application

The Arizona Community Foundation allows high school seniors and current college students throughout Arizona to apply for more than 100 scholarship awards online with one general application

[Visit Site](#)

FAFSA Finish Line

The Arizona FAFSA Challenge helps students and families navigate completing the FAFSA application.

[Visit Site](#)

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[Visit Site](#)

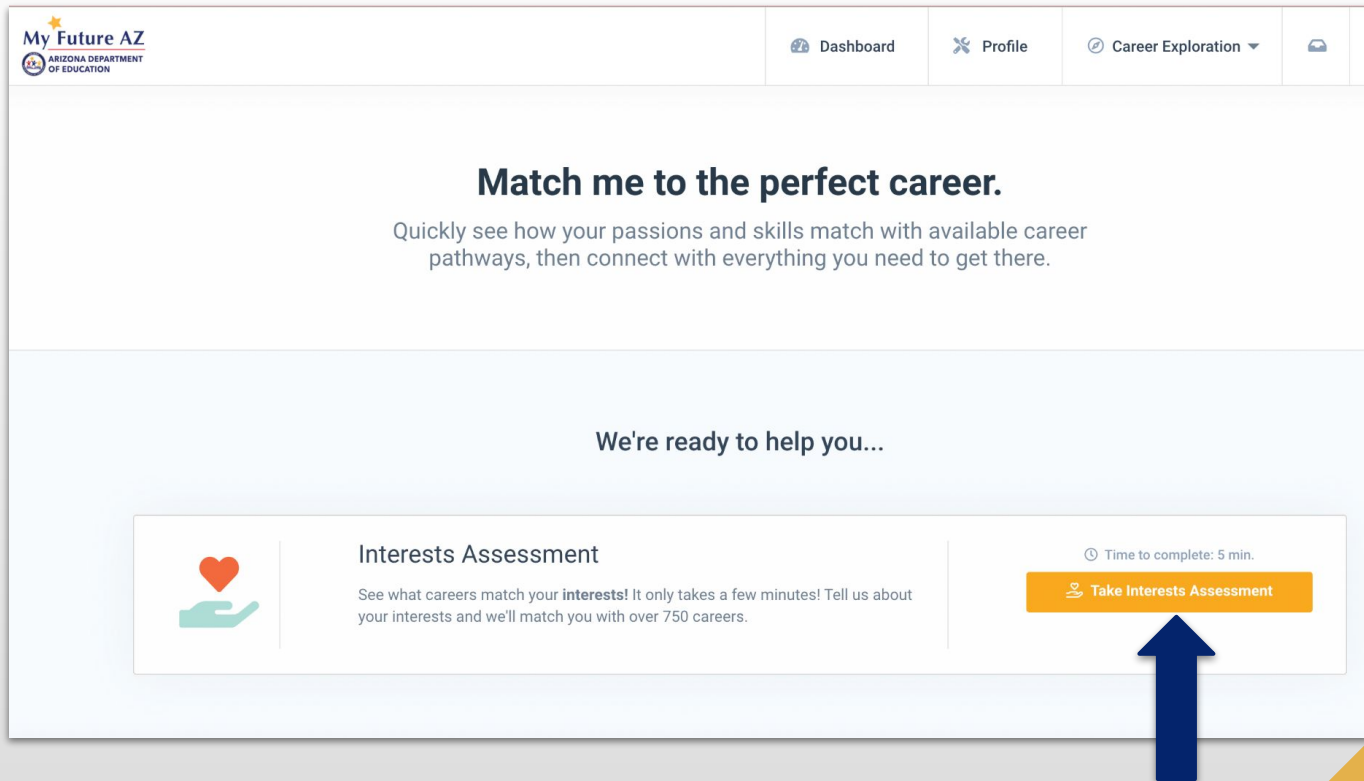
If you select **View All Resources**, a Site Resources Page will appear for you to see every resource on the platform.

ASSESSMENT

The assessment will ask you a series of questions to try and help you learn careers that you may be interested in.

The assessment can be retaken if you'd like to.

From the Interest Assessment page, click **Re-take Interests Assessment.**



The screenshot shows the 'My Future AZ' website interface. At the top, there is a navigation bar with the logo 'My Future AZ ARIZONA DEPARTMENT OF EDUCATION' on the left and links for 'Dashboard', 'Profile', and 'Career Exploration' on the right. The main heading is 'Match me to the perfect career.' followed by the subtext: 'Quickly see how your passions and skills match with available career pathways, then connect with everything you need to get there.' Below this, a section titled 'We're ready to help you...' contains a card for the 'Interests Assessment'. The card features an icon of a hand holding a heart, the title 'Interests Assessment', and a description: 'See what careers match your **interests**! It only takes a few minutes! Tell us about your interests and we'll match you with over 750 careers.' To the right of the description, it says 'Time to complete: 5 min.' and a prominent orange button labeled 'Take Interests Assessment' with a person icon. A large blue arrow points upwards towards this button.

ASSESSMENT RESULTS

Download your results here.

Your Interests Assessment Results


Based on your answers, you have several career paths to choose from!

[Download Interests Assessment](#)[Retake Interests Assessment](#)[Back to Assessment Dashboard](#)

Account Dashboard can be found here.


Retake the assessment at anytime, here.

Your Top Industries ⓘ [Browse all Industries →](#)




Energy & Utilities

[Learn More →](#)



Business Management & Administration

[Learn More →](#)



Education & Training

[Learn More →](#)

After taking the assessment, your results are populated immediately. You will notice them under **Your Top Industries**. Click the **Learn More** button to explore those industries further.

DOWNLOADING ASSESSMENT RESULTS

If you would like to share your results with your case manager, at anytime, you may click **Download Interests Assessment**.

They will populate into a PDF.


The screenshot shows a PDF viewer interface. The title bar at the top reads "Emma_Interest_Assessment_Results.pdf" and includes navigation controls (1 / 7, 100%, zoom in/out, search, share). The main content area is divided into two panels. The left panel, titled "Based on your answer", contains a red-bordered box with a download icon and the text "Download Interests Assessment". A yellow arrow points from this box to the right panel. The right panel displays the assessment results for "Emma Test User" (Phoenix, AZ 85030). Under the heading "Assessment Results:", there is a list of questions and answers:

- Q: Communication
A: 2 - Dislike
- Q: Finding, Analyzing And Presenting Information
A: 4 - Like
- Q: Organizing And Storing Information
A: 3 - Don't Care
- Q: Working With Different Types Of People
A: 4 - Like
- Q: Working With Machinery And Equipment
A: 5 - Like Very Much
- Q: Being Physically Active Or Working Outdoors
A: 2 - Dislike
- Q: Using Mathematics And Statistics
A: 3 - Don't Care
- Q: Using Technology
A: 2 - Dislike
- Q: Managing And Planning

CAREERS

The Career Exploration Page allows you to browse through all industries at anytime.

No matter what careers you matched with, you can search using the Search bar, or you may scroll through the page.



DashboardProfileCareer Exploration

Career Exploration

Search Jobs by Title, Keyword or MOC

Search Careers here.

Take an Assessment


Click the heart to Favorite these Industries.

Featured Industry Hub

IT/Cyber Career Network


Explore IT

You may View Careers or Learn More about Industries here.




(IT) Information Technology

[View Careers →](#)[Learn More →](#)




(STEM) Science, Technology, Engineering & Mathematics

[View Careers →](#)[Learn More →](#)




Agriculture, Food & Natural Resources

[View Careers →](#)[Learn More →](#)




Arts, Audio/Video Technology & Communications

[View Careers →](#)[Learn More →](#)




Business Management & Administration

[View Careers →](#)[Learn More →](#)




Construction & Architecture

[View Careers →](#)[Learn More →](#)



Education & Training

[View Careers →](#)[Learn More →](#)



Energy & Utilities

[View Careers →](#)[Learn More →](#)

EDUCATION

The Education page has options for you to choose from to further your education in any specific field.

There is a drop-down menu for Industry, Job Title, and Education.

Once you have chosen what you are most interested in, opportunities will be populated.

Education Search

Explore schools and programs that will help propel your career.

Industry
Any ▼

Job Title
Any ▼

Education
Any ▼

Search

Not sure where to start?

Take an Assessment

We've found 2 results!

Display ▼

Pima Community College: Computer Numerical Control (CNC) Operator

Education
Certification

View Program

Pima Community College: Machining Inspection and Quality Assurance

Education
Certification

View Program

MESSAGES

Your inbox is where you will be able to connect and converse with your Counselor.

You will see a red notification when you have a new message, and you will also receive an email notifying you of this content.

The screenshot displays the 'My Future AZ' messaging platform. At the top, a navigation bar includes 'Career Exploration' and a notification bell icon with a red '1'. A callout points to this icon, stating: 'This notification appears when you have a new message.' Below the navigation bar, the left sidebar shows the 'My Future AZ' logo and a search bar labeled 'Search all conversations ...'. A callout points to this search bar, stating: 'Search for messages here.' The main inbox area lists three messages: one from Erica GarrickCM2 (Case Manager) 1 minute ago, one from John Smith (Employer at St. Joseph's Hospital & Medical Center) 5 months ago, and one from John Startup (Employer at StartupAZ) over 2 years ago. The right pane shows a conversation with Erica GarrickCM2, with two messages: 'That sounds like a great thing to be able to look forward to!' and 'Hello! Have you looked at any of the new job postings? A few of them look like they would be perfect for you. Would you like me to send you some of the listings?'. Below this, a message from Tom Brady (less than a minute ago) is shown in an orange box: 'Hello, I have not looked that those yet. That would be perfect! I would really appreciate that!'. At the bottom, a text input field is labeled 'Type a message ...'. A callout points to this field, stating: 'Type your messages here and press Send.'

My Future AZ
ARIZONA DEPARTMENT OF EDUCATION

Career Exploration ▾

1

Dashboard

Search for messages here.

Search all conversations ...

Erica GarrickCM2 (Case Manager) 1 minute ago

John Smith (Employer at St. Joseph's Hospital & Medical Center) 5 months ago

John Startup (Employer at StartupAZ) over 2 years ago

Erica GarrickCM2 2 minutes ago

That sounds like a great thing to be able to look forward to!

Erica GarrickCM2 1 minute ago

Hello! Have you looked at any of the new job postings? A few of them look like they would be perfect for you. Would you like me to send you some of the listings?

Tom Brady less than a minute ago

Hello, I have not looked that those yet. That would be perfect! I would really appreciate that!

Type a message ...

Type your messages here and press Send.

SETTINGS

Settings allow you to:

- Update your password
- Change your notification settings

Password Settings

You are currently updating the password for name@example.com

Current Password

Create Password

☒ One lowercase character

☒ One uppercase character

☒ One number

☒ Eight characters minimum

Confirm Password

Notification Settings

Notify me when someone:

☒ Sends me a message

Privacy Settings

Allow employers to contact me by:

☒ Pipeline Email

☒ Personal Email Address

☒ Phone

☐ I don't want to be contacted

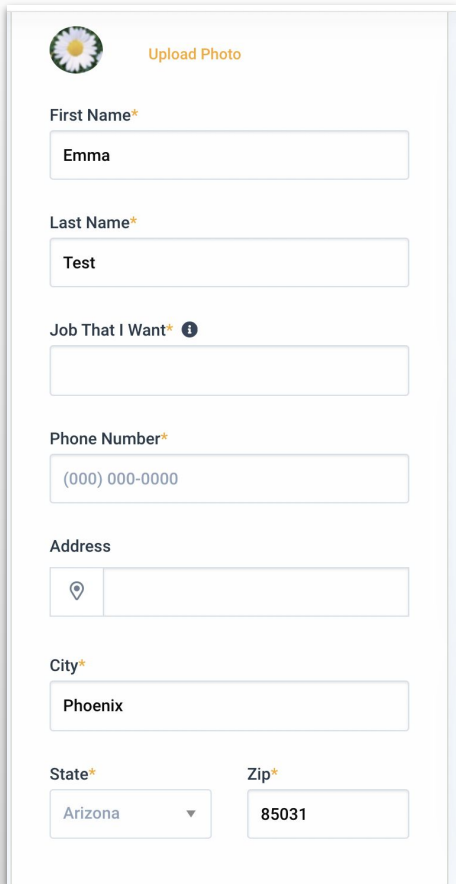
CANCEL

UPDATE SETTINGS

You may unselect these boxes at anytime to change your contact preferences.

Always select **Update Settings** to ensure your changes have been saved.

ACHIEVING 100% PROFILE COMPLETENESS



Upload Photo

First Name*

Emma

Last Name*

Test

Job That I Want* ⓘ

Phone Number*

(000) 000-0000

Address

City*

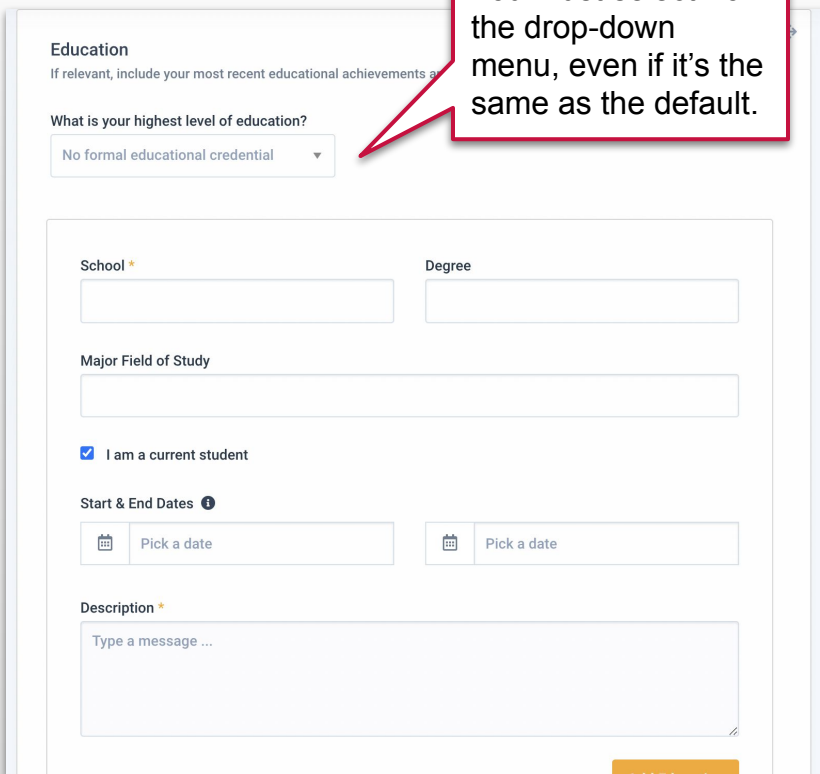
Phoenix

State*

Arizona

Zip*

85031



Education

If relevant, include your most recent educational achievements and degrees

What is your highest level of education?

No formal educational credential ▾

School *

Degree

Major Field of Study

☒ I am a current student

Start & End Dates ⓘ

Pick a date

Pick a date

Description *

Type a message ...

You must select from the drop-down menu, even if it's the same as the default.

Always add:

- ▶ Personal Details
- ▶ Employment History
- ▶ Education History
- ▶ A Photo
- ▶ A Professional Summary
- ▶ At least one Skill
- ▶ Social Link

ADD MORE OPTION FOR PROFILE COMPLETENESS

The screenshot shows a profile completeness interface. At the top left, it says "Profile Completeness" with an information icon and a progress bar at 44%. To the right is an "Add More" button with an information icon. Below this, there are two main sections: "Personal Details" on the left, which includes a placeholder for a profile picture and an "Upload Photo" button, and "Let employers find you" on the right, which includes a toggle for "Public" (currently selected) and a description: "Public: Hiring managers will be able to view your profile and reach out about potential jobs." A red callout box points to the "Add More" button, stating: "These are linked and will bring you to the section that needs to be filled out." A white tooltip box is open over the "Add More" button, titled "Your profile is incomplete" and containing the text: "Finish your profile to unlock better job matching and stand out to hiring managers!". Below this, the tooltip lists three items with checkmarks and plus icons: "Add Personal Details", "Add Employment History", and "Add Skills".

Profile Completeness ⓘ 44% Add More ⓘ

Personal Details

Upload Photo

Let employers find you
Public: Hiring managers will be able to view your profile and reach out about potential jobs.

Your profile is incomplete
Finish your profile to unlock better job matching and stand out to hiring managers!

- ✓ Add Personal Details +
- ✓ Add Employment History +
- ✓ Add Skills +

Clicking **Personal Details** will not move the screen, as it is already where it should be for the information needed.

The screenshot shows the same profile completeness interface, but now the progress bar is at 100%. The "Add More" button is still present. The "Personal Details" section now shows a profile picture. The "Let employers find you" section now has a toggle for "Private" (selected) and a description: "Private: Your profile is not publicly accessible. However, it is viewable as part of your company's profile." A white tooltip box is open over the "Add More" button, titled "Your profile is complete!" and containing the text: "Your profile is complete!". Below this, the tooltip lists three items with checkmarks and plus icons: "Add Personal Details", "Add Employment History", and "Add Skills". A blue callout box points to the tooltip, stating: "When your profile is 100% Complete, each of these will be marked out."

Profile Completeness ⓘ 100% Add More ⓘ Preview Resume Export Resume

Personal Details

Let employers find you
Private: Your profile is not publicly accessible. However, it is viewable as part of your company's profile.

Your profile is complete!

- ✓ Add Personal Details +
- ✓ Add Employment History +
- ✓ Add Skills +

When your profile is 100% Complete, each of these will be marked out.



Help Desk

If you are in need of help, please contact our help desk.

[Click here to be redirected to our online form.](#)