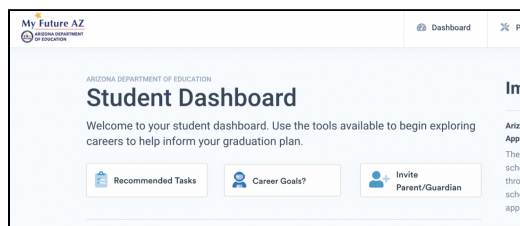




QUICK USER GUIDE- PARENT

1. Welcome to My Future AZ! Your student most likely already has registered on the platform and either needs to invite you, or already has.
2. If you have yet to be invited, from the student dashboard, select Invite Parent / Guardian from their **Student Dashboard**.

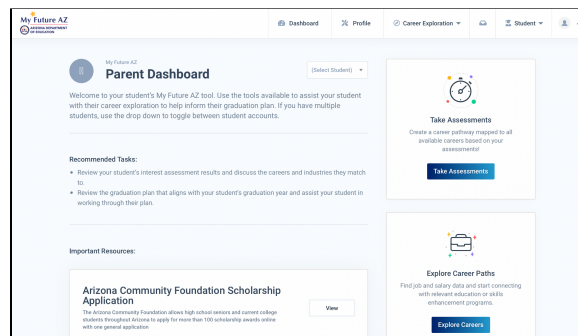


3. Once invited, you will receive this email. Click on the highlighted **here** button in the email to create your password. Your email will be the same as the one the student sent the invitation to.

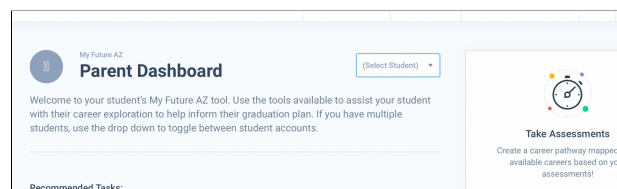


4. The screen to register will look like this. Enter your First Name, Last Name, and Password. Select **Register**.

5. Your Parent Dashboard allows you to view your students portfolio, assessment results, Important Resources, Career Paths, Inbox, and Recommended Tasks.



6. If you have more than one student on the platform, simply go to your **Parent Dashboard** and in the middle of the page, select from the Student Dropdown. You will only see the students profile in which you have been invited to, so make sure each child has sent you an invite.



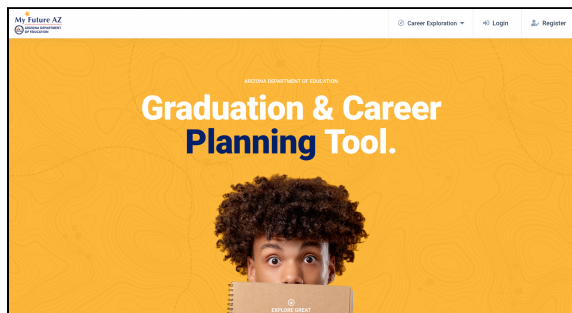
7. You have the freedom to edit or change anything that exists on your students profile. You may also communicate with their counselor through their inbox as well.
8. The Student Dashboard Quick User Guide has been included with this material to help you manage their dashboard.
9. If you ever have any questions, please feel free to reach out to our Help Desk! 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](#)

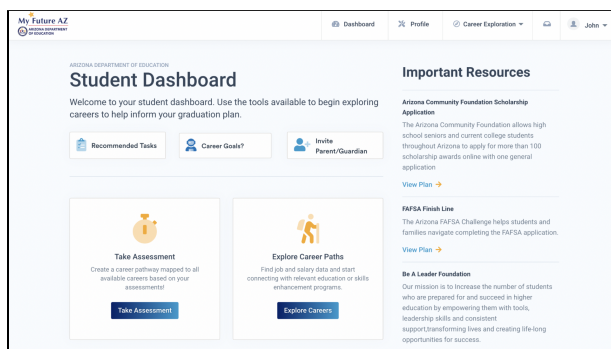


QUICK USER GUIDE- STUDENT

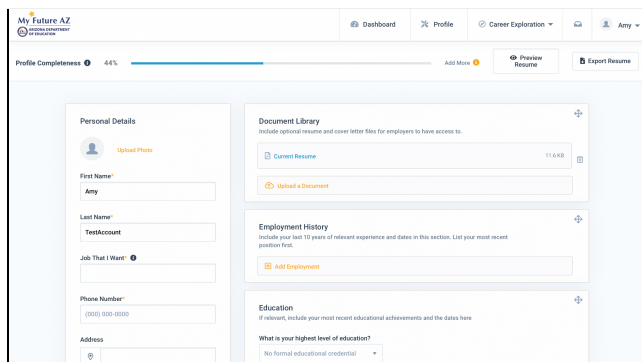
1. Go to the landing page: <https://myfutureaz.pipelineaz.com> and select **Register** in the upper right hand corner. If you already created an account, select **Login**.



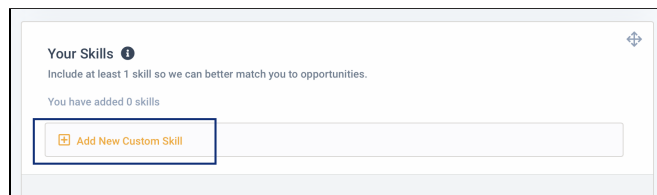
2. From the Registration page, insert your First Name, Last Name, Email, create a password, Zip Code, Grade Level, and School. Select **Register**.
3. Congrats! You are now on the platform dashboard. This dashboard allows you to View Recommended Tasks, Explore Careers, Take Assessment, Add Career Goals,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



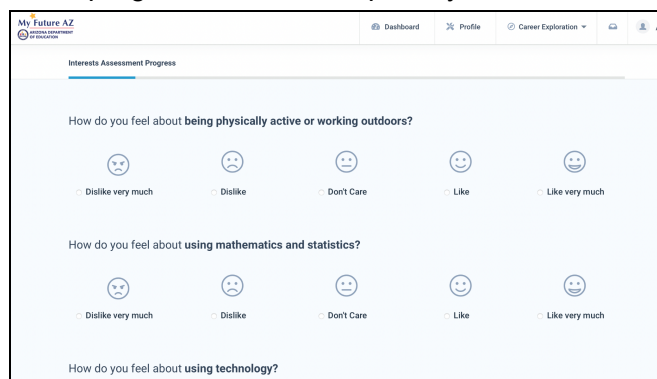
4. Your profile consists of a Profile Picture, First and Last Name, Job That I Want, Phone Number, Address, Websites and Social Links, Document Library, Education, Skills, Certifications and Licenses, Volunteer Experience, Extracurricular Activities, and Academic Achievements.



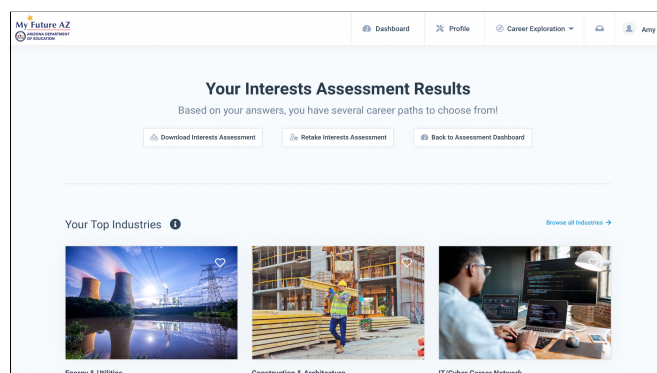
5. To add any additional information to your profile, always select the yellow + sign next to the section you want to add to. For example: **Add New Custom Skill**



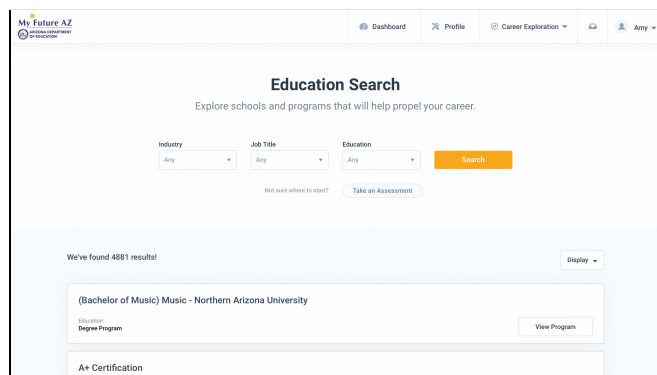
6. Taking the Assessment will allow you to see which programs and career plans you match to.



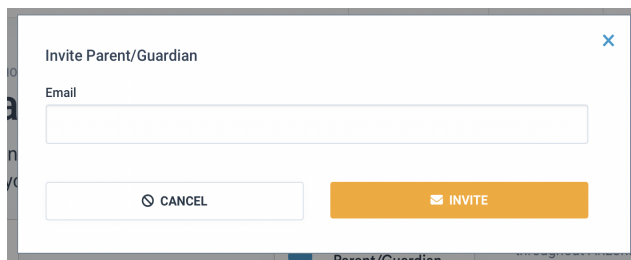
From this page, you may Download Results, Retake Interests Assessments, or return to dashboard.



7. You may search for Education Programs at any time - select **Career Exploration** in the Navigation Bar, once the dropdown opens, select **Education**.

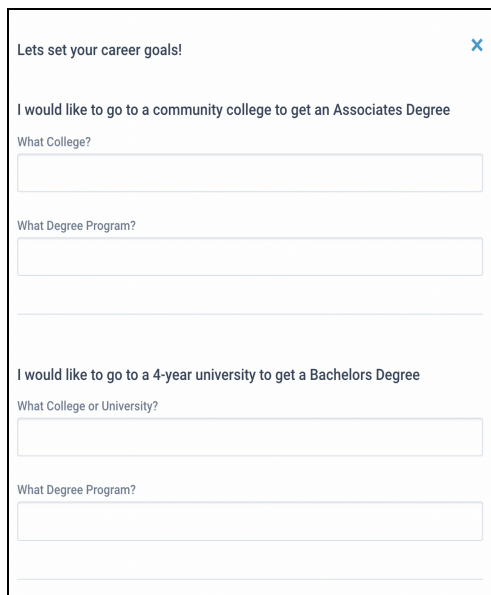


8. To invite a parent, select Invite Parent/Guardian on your dashboard, and insert their email.



The screenshot shows a modal window titled "Invite Parent/Guardian" with a close button (X) in the top right corner. Inside the modal, there is a label "Email" above a text input field. Below the input field, there are two buttons: a white button with a circular arrow icon and the text "CANCEL", and an orange button with an envelope icon and the text "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.



The screenshot shows a form titled "Let's set your career goals!" with a close button (X) in the top right corner. The form contains two sections. The first section has the text "I would like to go to a community college to get an Associates Degree" followed by the label "What College?" and a text input field. Below this is another label "What Degree Program?" followed by a text input field. The second section has the text "I would like to go to a 4-year university to get a Bachelors Degree" followed by the label "What College or University?" and a text input field. Below this is another label "What Degree Program?" followed by a text input field.

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.