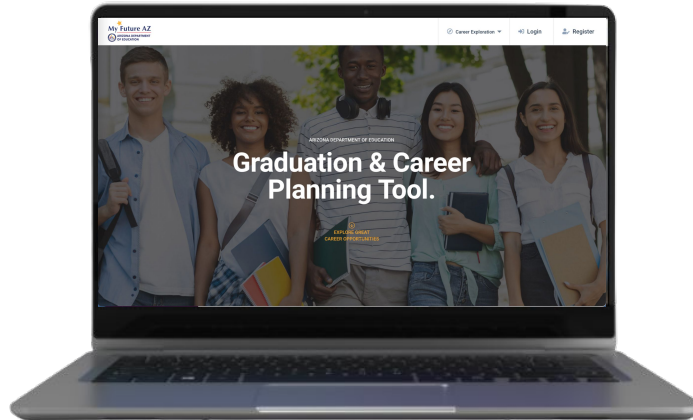


# My Future AZ

## Case Manager/Counselor User Guide



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ARIZONA DEPARTMENT OF EDUCATION

# Graduation & Career Planning Tool.

EXPLORE GREAT  
CAREER OPPORTUNITIES

To arrive at the Case Manager dashboard, first click the **Login** button and enter your credentials provided by your institution. (Your Case Manager account will be created for you)

# LOGIN PAGE

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

## Login to My Future AZ

Enter your details below.

Email Address \*

Password \*



Login →

# MANAGE CASES DASHBOARD

This dashboard consists of:

- ▶ Student's Name
- ▶ Status
- ▶ Last Login
- ▶ Number of Logins
- ▶ Number of Applications
- ▶ Profile Completeness
- ▶ Resume
- ▶ Assessment
- ▶ Messaging

My Future AZ  
ARIZONA DEPARTMENT OF EDUCATION

Manage Cases Directory FAQs Career Exploration Erica

Manage Cases

Search for students here.

Export Report Display: ▾

Filter & Sort Search Search

Group Message

JOB SEEKER ▾	STATUS ▾	LAST LOGIN ▾	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT ▾	MESSAGE
107 107	Contacted - Awaiting Response	July 24, 2019	7	0	44%			
student 11	Hired	April 09, 2018	2	0	63%			
Test594 594	Not Started	April 14, 2019	1	0	44%			
YC Adult Ed	Hired	December 04, 2020	3	0	100%			
Erica AvailabilityDate	Contacted - Awaiting Response	March 19, 2018	2	0	69%			

# SEARCH FUNCTION

The screenshot displays the 'My Future AZ' web application interface. At the top, the logo for the Arizona Department of Education is visible. A navigation bar includes links for 'Manage Cases', 'Directory', 'FAQs', 'Career Exploration', and a user profile for 'Erica'. The main section is titled 'Manage Cases' and features a search bar with the text 'Tom Brady' entered. A red callout bubble points to the search bar with the text 'This is a free text search box.' To the right of the search bar are buttons for 'Export Report' and 'Display:'. Below the search bar is a 'Filter & Sort' button. A 'Group Message' banner is visible above a table of results. The table has columns for 'JOB SEEKER', 'STATUS', 'LAST LOGIN', 'LOGINS', 'APPLICATIONS', 'COMPLETE', 'RESUME', 'ASSESSMENT', and 'MESSAGE'. The first row shows a student named 'Tom Brady' with a status of 'Not Started', a last login of 'September 06, 2021', 1941 logins, 24 applications, 100% completion, and links for resume, assessment, and message.

My Future AZ  
ARIZONA DEPARTMENT OF EDUCATION

Manage Cases

Manage Cases Directory FAQs Career Exploration Erica

Export Report Display:

Filter & Sort

Search

Group Message

JOB SEEKER	STATUS	LAST LOGIN	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT	MESSAGE
Tom Brady	Not Started	September 06, 2021	1941	24	100%			

If you are looking for a particular student, you may search their name and populate results to narrow your search to find them. You may also search their entire name to yield exact results.

# FILTER & SORT

This option allows you to narrow down your search. You can search for particular students based on the status the Case Manager sets for them.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: 'Manage Cases', 'Directory', 'FAQs', and 'Career Exploration'. A 'Filter & Sort' button is highlighted with a red box. Below this, a dropdown menu is open, showing a list of filter options. A blue arrow points from the 'Filter & Sort' button to the dropdown menu. The dropdown menu has a 'Filter By' section with a list of status options, each preceded by a checkbox. The 'Show' section is currently empty. The main content area features a table with columns: 'STATUS', 'LAST LOGIN', 'LOGINS', 'APPLICATIONS', 'COMPLETE', 'RESUME', and 'ASSESSMENT'. The table contains several rows of student data. A 'Group Message' banner is visible above the table. A search bar is located at the top right of the table area. An 'Export Report' button is also present.

Filter & Sort

Filter By

- ☐ All Active Statuses
- ☐ Not Started
- ☐ Contacted - Awaiting Response
- ☐ Job Search Ongoing
- ☐ Education Training Search
- ☐ Job Application Submitted
- ☐ Interviewing
- ☐ Pending Job Offer
- ☐ Attending School Training
- ☐ Education Application Submitted
- ☐ Education Training Application
- ☐ Medical Evaluation Board
- ☐ Used - Undeveloped

STATUS	LAST LOGIN	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT
Contacted - Awaiting Response	July 24, 2019	7	0	44%		
Hired	April 09, 2018	2	0	63%		
Not Started	April 14, 2019	1	0	44%		
Hired	December 04, 2020	3	0	100%		
Contacted - Awaiting Response	March 19, 2018	2	0	69%		
Contacted - Awaiting Response	March 15, 2018	1	0	75%		
Job Search Ongoing	July 30, 2020	4	0	63%		
Hired	August 25, 2019	2	0	81%		

[If you would like to see how a status is changed, click here.](#)

# FILTER & SORT - STATUS SELECTED

Manage Cases

Export Report Display: ▾

Filter & Sort Search

Select this arrow to filter on other statuses.

Group Message

JOB SEEKER ▾	STATUS ▴	LAST LOGIN ▾	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT ▾	MESSAGE
CMterritory CMterritory	Not Started	March 13, 2018	1	0	63%			
NoVetStatus NoVetStatus	Not Started	March 14, 2018	2	0	63%			
CMJSNoVet CMNoVet	Not Started	March 13, 2018	1	0	63%			
Erica MCCVET2	Not Started	April 11, 2018	3	1	63%			
Tom Brady	Not Started	August 31, 2021	1930	23	100%			
Stephanie McTesty	Not Started	September 21, 2018	3	0	75%			
Erica los 2	Not Started	January 09, 2019	7	0	44%			

Once you have selected a status to filter by, the arrangement of students will automatically change.



## Manage Cases

Export Report

Display: ▾

Filter & Sort



Search

Search

Group Message

JOB SEEKER ▾	STATUS ▾	LAST LOGIN ▾	LOGINS
107 107	Contacted - Awaiting Response	July 24, 2019	7
student 11	Hired	April 09, 2018	2
Test594 594	Not Started	April 14, 2019	1
YC Adult Ed	Hired	December 04, 2020	3
Erica AvailabilityDate	Contacted - Awaiting Response	March 19, 2018	2

Use this arrow to filter the last login date. You may click again to go from ascending to descending.

## Manage Cases

Filter & Sort



Search

Group Message

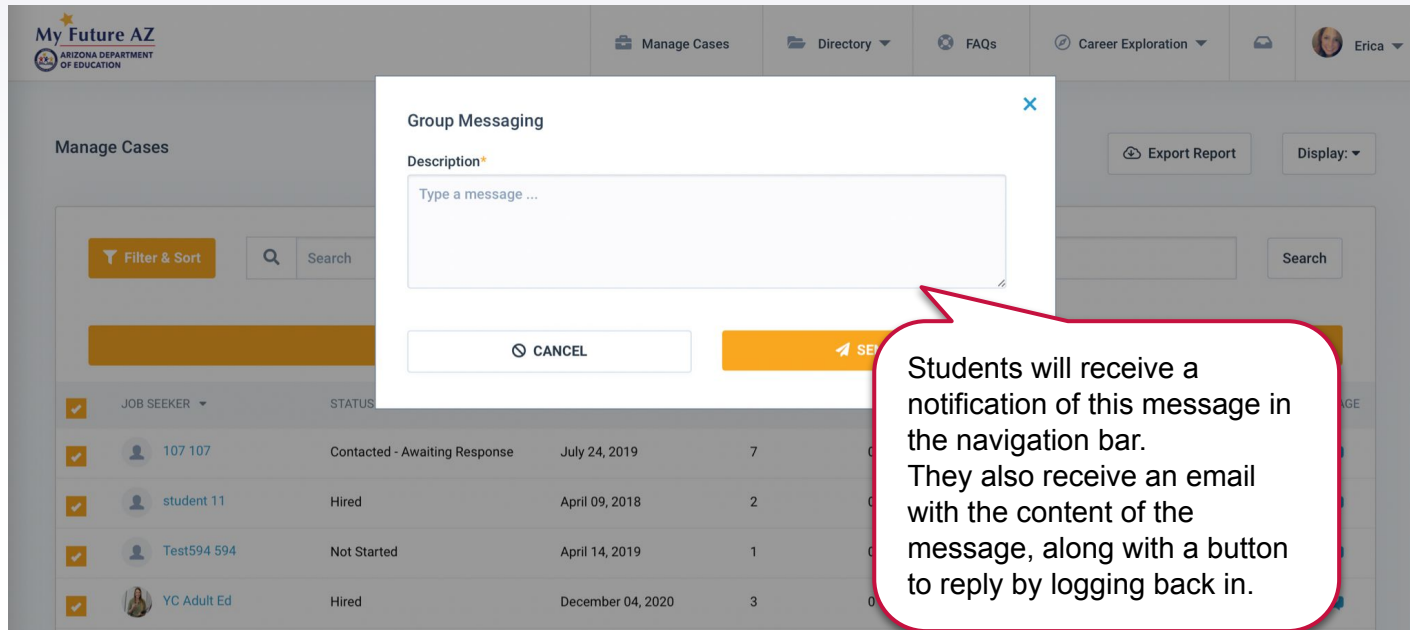
JOB SEEKER ▾	STATUS ▾	LAST LOGIN ▾	LOGINS	APPLICATIONS	COMPLET
Tom Brady	Not Started	August 31, 2021	1930	23	100%
erica web 594	Hired	August 30, 2021	5	0	44%
erica job seeker	Transferred	July 15, 2021	1	0	44%
Erica Garrick	Not Started	July 07, 2021	2	0	44%
Erica Garrick	Not Started	April 29, 2021	1	0	44%
Tempe HE	Not Started	April 15, 2021	1	0	44%

# LAST LOGIN FILTER

# GROUP MESSAGING FROM YOUR DASHBOARD

The group messaging feature allows Case Managers to connect with as many students as needed, to send out information quickly.

Messages are all sent separately, students do not know it is a group message.



# MESSAGING YOUR STUDENTS

Click this icon from your menu to open your messages. The red icon will appear if there is an unopened message.

Your inbox allows you to communicate with your students, both individually and through a group.

All messages sent from their profile, your dashboard, the inbox itself, will appear here.

The screenshot shows a web application interface for messaging. At the top is a navigation bar with links: Manage Cases, Directory, FAQs, Career Exploration, and a user profile for Erica. A red callout points to a message icon with a red '1' badge, stating: "Click this icon from your menu to open your messages. The red icon will appear if there is an unopened message." Below the navigation bar is a search bar with the text "Search all conversations ...". A red callout points to this search bar, stating: "Search for a student here." The main content area is divided into two columns. The left column is a list of messages, each with a profile picture, name, role, and time. The right column shows the details of a selected message from Tom Brady, including his profile picture, name, role, and a "View Profile" button. A red callout points to the message input area at the bottom, stating: "Type and send messages here." The input area has a placeholder "Type a message ..." and a "SEND" button.

Search for a student here.

Search all conversations ...

Group Message

Tom Brady (Job Seeker) 40 minutes ago

Briana Haas (Employer at Maricopa Community Colleges District) 4 days ago

Erica Garrick (Job Seeker) about 1 month ago

Tempe HE (Job Seeker) 3 months ago

test reg (Job Seeker) 5 months ago

Erica GarrickCM2 11 days ago

Hi, Checking in. How are you doing?

Tom Brady 6 days ago

Hi, I am doing great! Still looking for the perfect opportunity!

Tom Brady 6 days ago

opportunity!

Tom Brady 40 minutes ago

Also, I prefer to have a workpl environment that celebrates T Tuesday.

Type and send messages here.

Type a message ...

SEND

Contact Support | Terms of Use | Privacy Policy | Sources









# VIEWING STUDENT INFORMATION

Manage Cases

Export Report Display: ▾

Filter & Sort Search Search

Group Message

	JOB SEEKER ▾	STATUS ▾	LAST LOGIN ▾	LOGINS ⓘ	APPLICATIONS ⓘ	COMPLETE ⓘ	RESUME ⓘ	ASSESSMENT ▾	MESSAGE
	 Tom Brady	Not Started	August 31, 2021	1930	<a href="#">23</a>	100%			
	 erica web 594	Hired	August 30, 2021	5	0				
	 erica job seeker	Transferred	July 15, 2021						

View assessment results here.

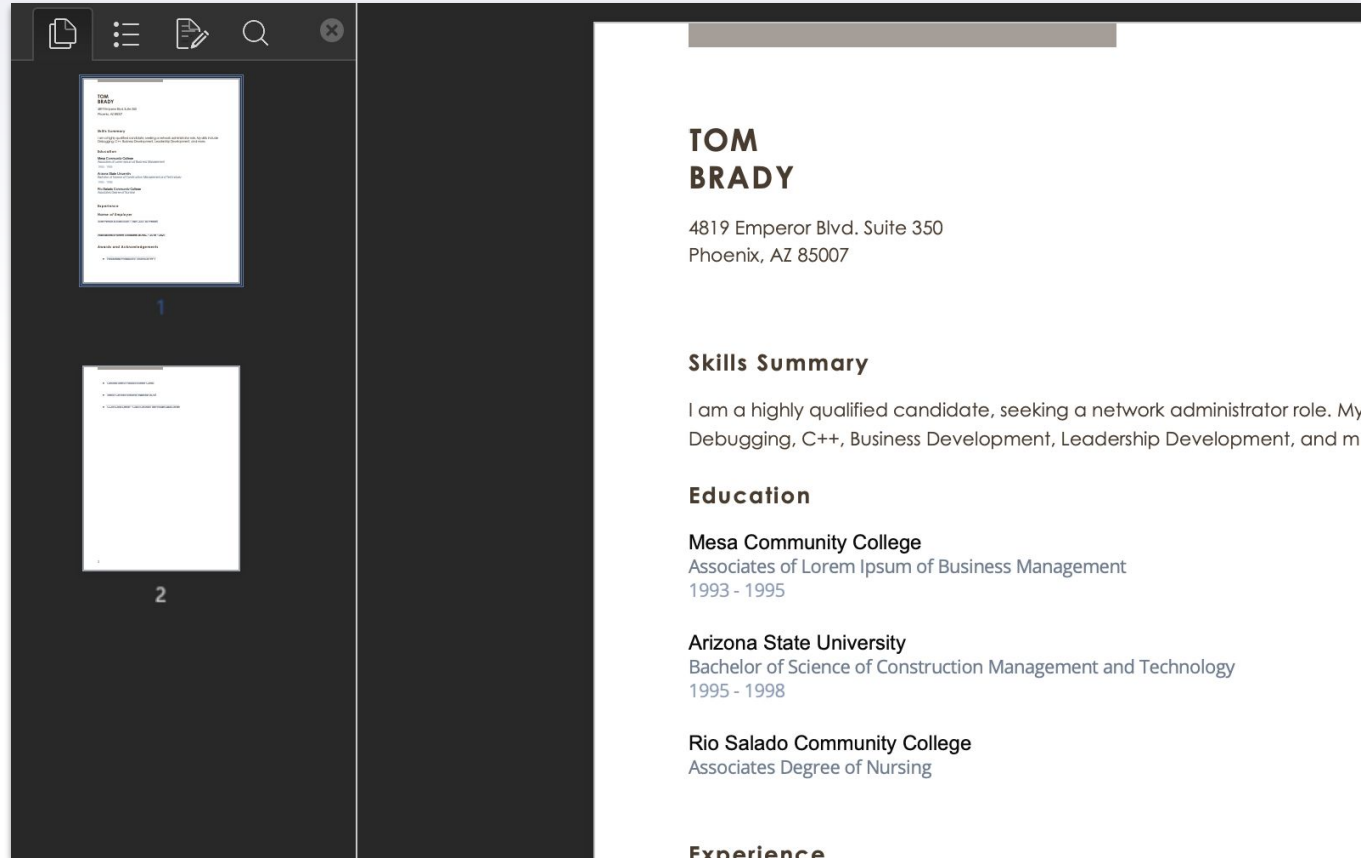
This will show whether the student's profile is fully complete or not.

If a student has completed their entire profile and uploaded a resume, you are able to view their resume by clicking on the paperclip icon outlined.

# VIEWING EXPORT OF STUDENT RESUME

Once a student uploads their own resume, you will be given the quick link option on the manage cases dashboard to export / view the resume.

Click the **paperclip** on the dashboard to download.



The screenshot shows a web application interface for managing student resumes. On the left, a dark sidebar contains a list of resumes, each with a thumbnail and a number. The first item is labeled '1' and the second '2'. The main area on the right displays a preview of the selected resume (labeled '1'). The resume is for 'TOM BRADY' and includes sections for contact information, skills summary, education, and experience.

**TOM BRADY**

4819 Emperor Blvd. Suite 350  
Phoenix, AZ 85007

**Skills Summary**

I am a highly qualified candidate, seeking a network administrator role. My  
Debugging, C++, Business Development, Leadership Development, and m

**Education**

**Mesa Community College**  
Associates of Lorem Ipsum of Business Management  
1993 - 1995


**Arizona State University**  
Bachelor of Science of Construction Management and Technology  
1995 - 1998

**Rio Salado Community College**  
Associates Degree of Nursing

**Experience**

# HELPING STUDENTS ACHIEVE 100% PROFILE COMPLETENESS

Personal Details

 Upload Photo

First Name\*

Last Name\*

Job That I Want\* ⓘ

Phone Number\*

Address

City\*

State\*

Zip\*

[Cancel](#) [Save](#)

Education

If relevant, include your most recent educational achievement

What is your highest level of education?

School\*

Degree

Major Field of Study

☒ I am a current student

Start & End Dates ⓘ

Description\*

[Add Education](#)

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

Students should add:

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

# ADD MORE OPTION FOR PROFILE COMPLETENESS

The screenshot shows a profile completeness bar at 44%. The 'Personal Details' section is highlighted. A callout box on the right lists three items to be added: 'Add Personal Details', 'Add Employment History', and 'Add Skills'. A red speech bubble points to the 'Add More' link, stating: 'These are linked and will bring you to the section that needs to be filled out.'

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 poten

**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 profile completeness bar at 100%. The 'Personal Details' section is still highlighted. The callout box now says 'Your profile is complete!' and lists the same three items with checkmarks. The 'Add More' link is now labeled 'Preview Resume' and 'Export Res'.

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

**Personal Details**

**Let employers find you**  
Private: Your profile is not publicly accessible. However, it is viewable as part of yo

**Your profile is complete!**

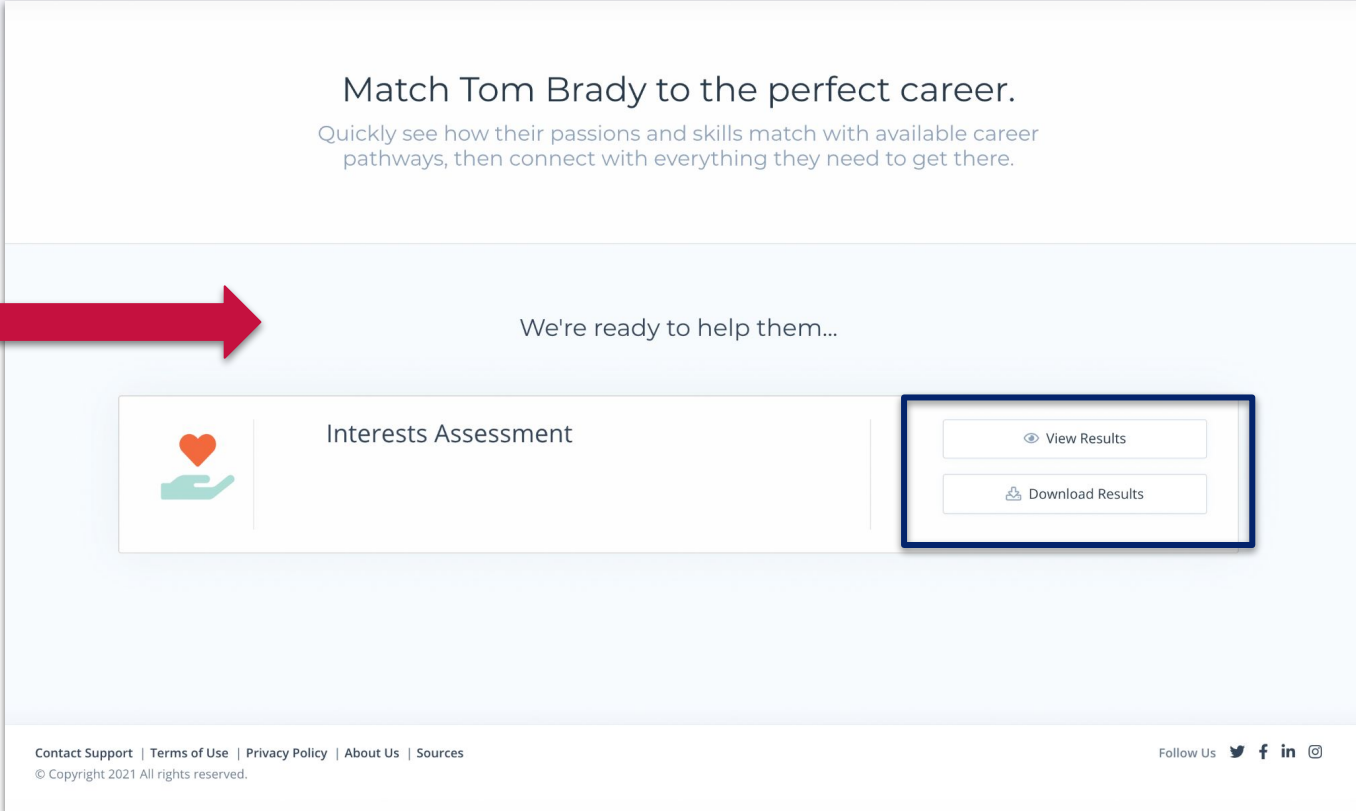
- ✓ Add Personal Details +
- ✓ Add Employment History +
- ✓ Add Skills +

# INTEREST ASSESSMENT RESULTS

On the dashboard, you will see Assessment results under student information, if the student has completed it.

Once you select view assessment results- you are brought to this page.

You may either view or download the results.



The screenshot shows a web interface for 'Interest Assessment Results'. At the top, a heading reads 'Match Tom Brady to the perfect career.' followed by a subtext: 'Quickly see how their passions and skills match with available career pathways, then connect with everything they need to get there.' Below this, a light blue banner contains the text 'We're ready to help them...'. A large red arrow points from the left text area to a card titled 'Interests Assessment'. The card features an icon of a heart being held by a hand. To the right of the card title are two buttons: 'View Results' and 'Download Results', both enclosed in a dark blue rectangular box. The footer contains links for 'Contact Support', 'Terms of Use', 'Privacy Policy', 'About Us', and 'Sources', along with a copyright notice '© Copyright 2021 All rights reserved.' and social media icons for Twitter, Facebook, LinkedIn, and Instagram.

Match Tom Brady to the perfect career.

Quickly see how their passions and skills match with available career pathways, then connect with everything they need to get there.

We're ready to help them...





Interests Assessment

View Results

Download Results

Contact Support | Terms of Use | Privacy Policy | About Us | Sources

© Copyright 2021 All rights reserved.

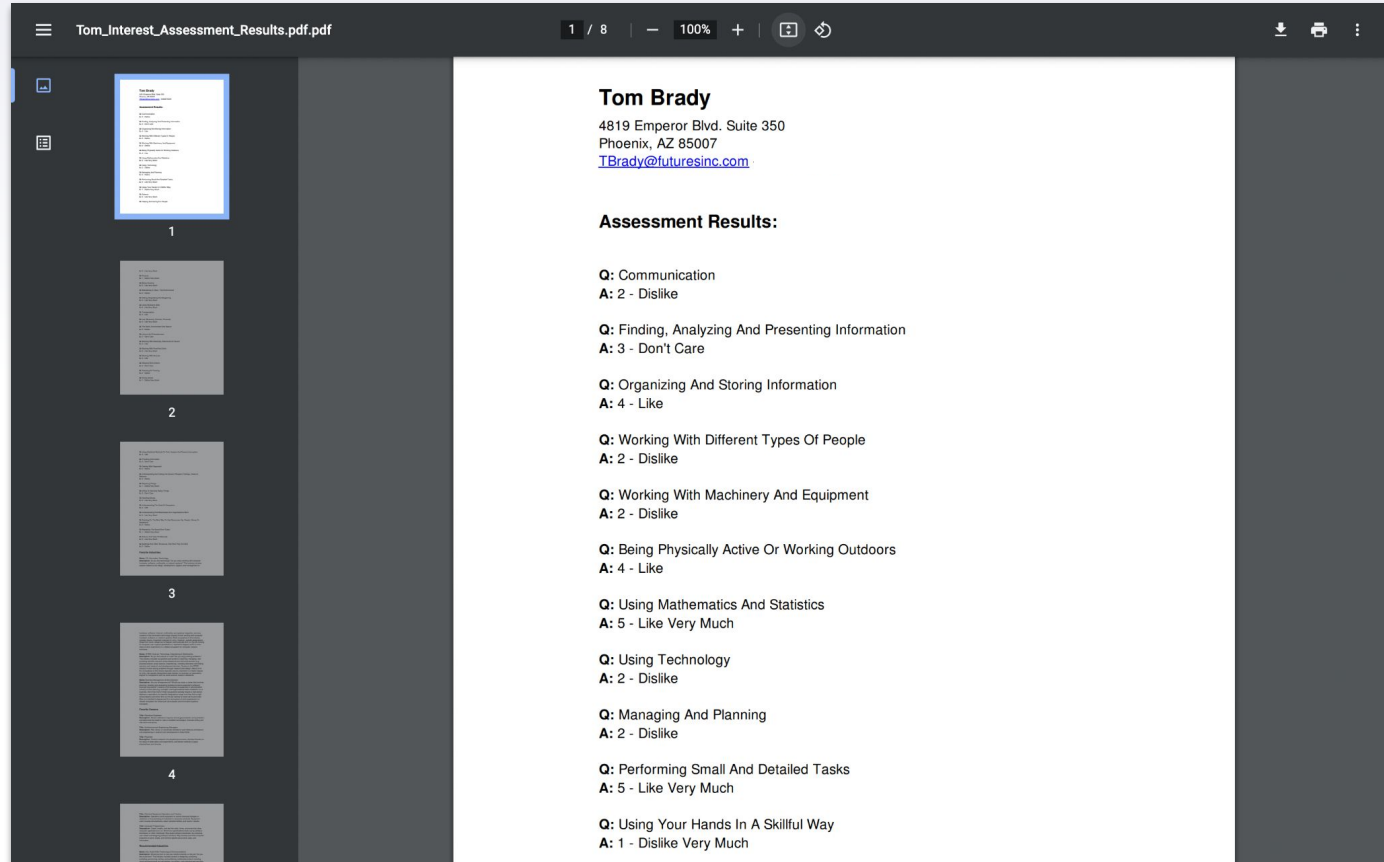
Follow Us    



# DOWNLOADED INTEREST ASSESSMENT RESULTS

When you choose to download the assessment results, they are put in a PDF for your records.

You will see each answer that was selected by your student.



# VIEW RESULTS OF ASSESSMENT

If you click the **View Results** option, you are taken to what Top Industries your student was matched with.

Along with the top industries, you will be able to scroll down to find career matches with the percentage of match strength to the student.

 View Results



## Their Interests Assessment Results

Based on their answers, they have several career paths to choose from!

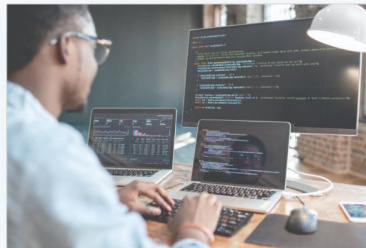
### Your Top Industries

[Browse all Industries →](#)



Business Management & Administration

[Learn More →](#)



IT/Cyber Career Network

[Learn More →](#)



Arts, Audio/Video Technology & Communications


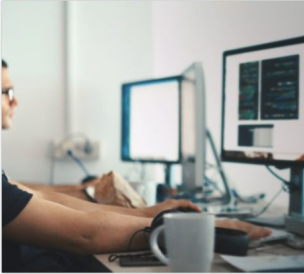

[Learn More →](#)

# INDUSTRY MATCHES AND MATCH STRENGTH

This screen is on the same page as the Top Industries, you just need to scroll down.

You will find here other careers that could be potential matches.

Each listing breaks down the career, education level, and percentage match strength to the student based on their assessment.

Career	Industries	Description	Education	Average Salary	Match Strength	Action
 <b>Shipping, Receiving, and Traffic Clerks</b>	Business Management & Administration	Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying and recording incoming merchandise or material; and arranging for the transportation of products.	High school diploma or equivalent	\$32,750	80%	<a href="#">View Career</a>
 <b>Computer Programmers</b>	(IT) Information Technology	Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information.	Bachelor's Degree	\$79,970	78%	<a href="#">View Career</a>
 <b>Software Developers, Applications</b>	(IT) Information Technology					<a href="#">View Career</a>

# STUDENT PROFILE

When you would like to see a student's profile, click their name on the main dashboard.

This is a complete overview of the student and information they have personally filled out.





Filter & Sort

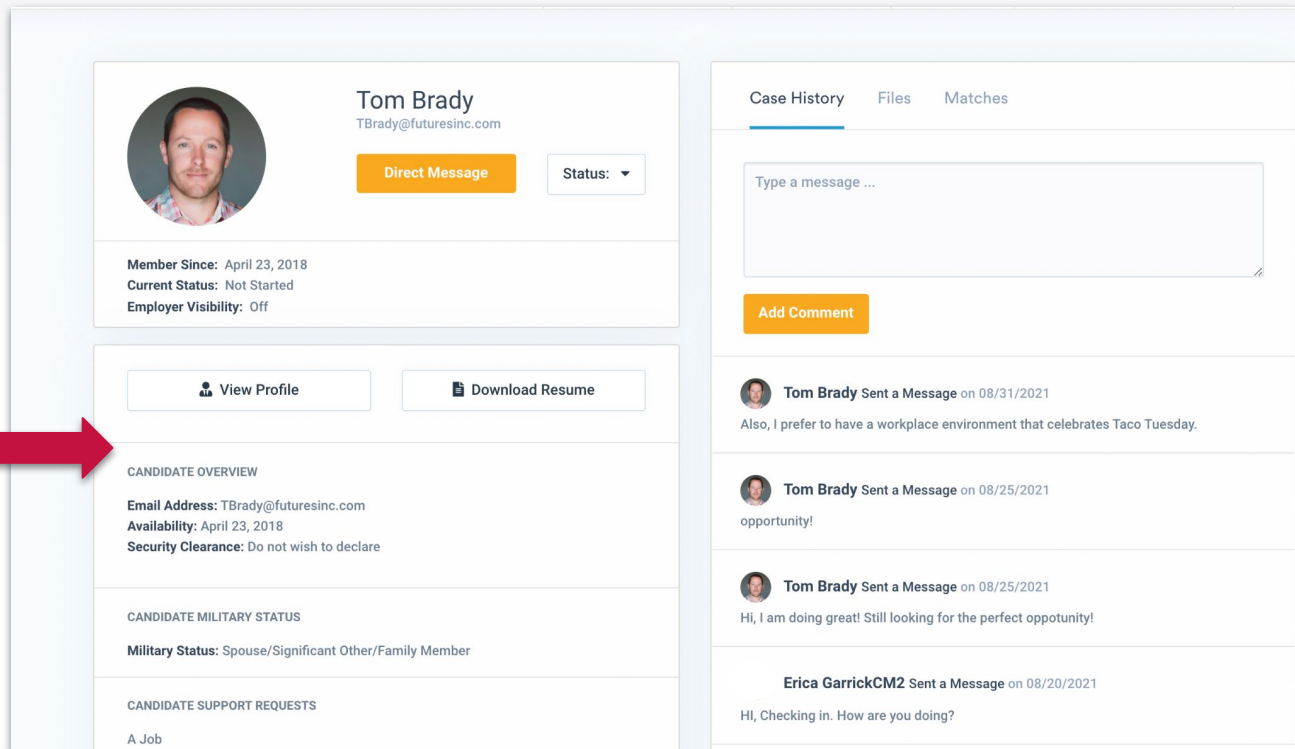
Q


tom brady

Search

Group Message

JOB SEEKER	STATUS	LAST LOGIN	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT	MESSAGE
<div><div></div><div>Tom Brady</div></div>	Not Started	August 31, 2021	1932	23	100%			





**Tom Brady**  
TBrady@futuresinc.com

Direct Message

Status: ▼

**Member Since:** April 23, 2018  
**Current Status:** Not Started  
**Employer Visibility:** Off

View Profile

Download Resume

**CANDIDATE OVERVIEW**  
**Email Address:** TBrady@futuresinc.com  
**Availability:** April 23, 2018  
**Security Clearance:** Do not wish to declare


**CANDIDATE MILITARY STATUS**  
**Military Status:** Spouse/Significant Other/Family Member


**CANDIDATE SUPPORT REQUESTS**  
A Job


**Case History** Files Matches

Type a message ...

Add Comment

 **Tom Brady Sent a Message** on 08/31/2021  
Also, I prefer to have a workplace environment that celebrates Taco Tuesday.

 **Tom Brady Sent a Message** on 08/25/2021  
opportunity!

 **Tom Brady Sent a Message** on 08/25/2021  
Hi, I am doing great! Still looking for the perfect opportunity!

**Erica GarrickCM2 Sent a Message** on 08/20/2021  
Hi, Checking in. How are you doing?

# STUDENT PROFILE

Within the student profile, you are able to view their profile, download their resume, see their case history, files, and matches.

You are also able to change their status and direct message them.

The screenshot displays a student profile for Tom Brady. The profile header includes a circular profile picture, the name "Tom Brady", and the email "TBrady@futuresinc.com". Below this is a yellow "Direct Message" button and a "Status:" dropdown menu. A red arrow points to the "Status:" dropdown, and another red arrow points to the "Direct Message" button. Below the header, there is a section with the following information: "Member Since: April 23, 2018", "Current Status: Not Started", and "Employer Visibility: Off". Below this is a section with two buttons: "View Profile" and "Download Resume". Below this is a section titled "CANDIDATE OVERVIEW" with the following information: "Email Address: TBrady@futuresinc.com", "Availability: April 23, 2018", and "Security Clearance: Do not wish to declare". Below this is a section titled "CANDIDATE MILITARY STATUS" with the following information: "Military Status: Spouse/Significant Other/Fa". Below this is a section titled "CANDIDATE SUPPORT REQUESTS" with the following information: "A Job". To the right of the profile is a "Case History" section. It includes a text input field labeled "Type a message ..." and a yellow "Add Comment" button. Below this is a list of messages. The first message is from Tom Brady, dated 08/31/2021, with the text "Also, I prefer to have a workplace environment that celebrates Taco Tuesday." The second message is from Tom Brady, dated 08/25/2021, with the text "opportunity!". The third message is from Tom Brady, dated 08/25/2021, with the text "Hi, I am doing great! Still looking for the perfect oppotunity!". The fourth message is from Erica GarrickCM2, dated 08/20/2021, with the text "Hi, Checking in. How are you doing?". A red speech bubble points to the "Status:" dropdown and the "Direct Message" button, containing the text: "These comments are only visible to the Case Manager. Feel free to add updates or notes here." Another red speech bubble points to the "Add Comment" button, containing the text: "This is known as your **feed**. You can see messages, statuses, and comments here."

Tom Brady  
TBrady@futuresinc.com

Direct Message

Status: ▼

Member Since: April 23, 2018  
Current Status: Not Started  
Employer Visibility: Off

View Profile

Download Resume

CANDIDATE OVERVIEW

Email Address: TBrady@futuresinc.com  
Availability: April 23, 2018  
Security Clearance: Do not wish to declare

CANDIDATE MILITARY STATUS

Military Status: Spouse/Significant Other/Fa

CANDIDATE SUPPORT REQUESTS

A Job

Case History

Type a message ...

Add Comment

Tom Brady Sent a Message on 08/31/2021  
Also, I prefer to have a workplace environment that celebrates Taco Tuesday.

Tom Brady Sent a Message on 08/25/2021  
opportunity!

Tom Brady Sent a Message on 08/25/2021  
Hi, I am doing great! Still looking for the perfect oppotunity!

Erica GarrickCM2 Sent a Message on 08/20/2021  
Hi, Checking in. How are you doing?

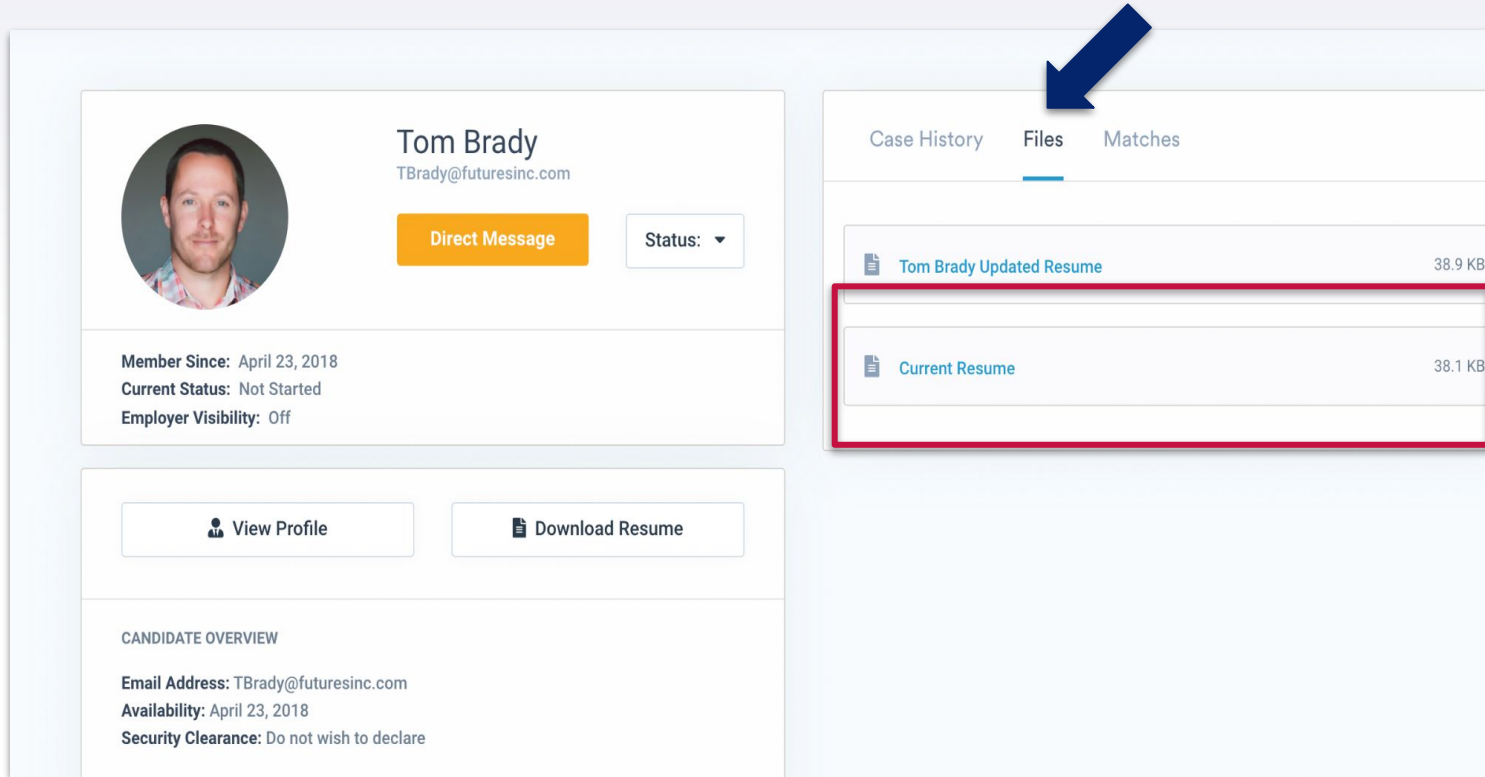
These comments are only visible to the Case Manager. Feel free to add updates or notes here.

This is known as your **feed**. You can see messages, statuses, and comments here.

# STUDENT PROFILE - FILES

If you click on the **Files** tab in the student profile, you are able to access any files they have uploaded.

These files are downloadable and can include resumes, Cover Letters, Awards, and more.



The screenshot displays a student profile for Tom Brady. The profile includes a circular profile picture, a 'Direct Message' button, and a 'Status' dropdown menu. Below this, it shows 'Member Since: April 23, 2018', 'Current Status: Not Started', and 'Employer Visibility: Off'. There are two buttons: 'View Profile' and 'Download Resume'. The 'CANDIDATE OVERVIEW' section lists 'Email Address: TBrady@futuresinc.com', 'Availability: April 23, 2018', and 'Security Clearance: Do not wish to declare'.

The right sidebar shows the 'Files' tab selected, indicated by a blue arrow. The 'Files' tab is highlighted with a red box, showing a list of uploaded files:

File Name	Size
Tom Brady Updated Resume	38.9 KB
Current Resume	38.1 KB

# VIEW PROFILE BUTTON FROM STUDENTS PROFILE

If you click the **View Profile** button, you will be taken to a view that a prospective employer or company would see of the student.

The diagram illustrates the process of viewing a student's profile from a prospective employer's perspective. A blue arrow points from the 'View Profile' button in the student's profile to the full employer view of the student's profile.

**Student Profile (Left):**

- Name:** Tom Brady
- Email:** TBrady@future
- Member Since:** April 23, 2018
- Current Status:** Not Started
- Employer Visibility:** Off
- Buttons:** Direct Message, View Profile (highlighted with a red box)

**Employer View Profile (Right):**

- Name:** Tom Brady
- Role:** Network Administrator
- Buttons:** Export, Direct Message
- CONTACT INFORMATION:**
  - Email:** TBrady@futuresinc.com
  - Phone:** 1112223333
  - Address:** 4819 Emperor Blvd, Suite 350, Phoenix, AZ 85007
- WEBSITES & SOCIAL LINKS:**
- Professional Summary:**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Education:**
  - Mesa Community College** (1993 - 1995)

Associates of Lorem Ipsum of Business Management

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
  - Arizona State University** (1995 - 1998)

Bachelor of Science of Construction Management and Technology

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
  - Rio Salado Community College**

Associates Degree of Nursing

Getting additional certifications for my Associates Degree
- Test Education** (2021 - 2023)



# DIRECT MESSAGING STUDENTS

You are able to direct message a student directly from their profile. Click the **Direct Message** button to type your message, then select **Send Message**.

The screenshot displays a user interface for messaging a student named Tom Brady. On the left, the profile card shows a circular profile picture, the name 'Tom Brady', and email 'TBrady@futuresinc.com'. Below this, it lists 'Member Since: April 23, 2018', 'Current Status: Not Started', and 'Employer Visibility: Off'. A 'View Profile' button is present. A red rectangular box highlights the messaging area, which includes a 'Direct Message' button, a 'Status' dropdown, a text input field containing the placeholder 'You are about to send a message to Tom Brady.', and a 'Send Message' button. A blue arrow points to the 'Send Message' button. The right side of the interface features tabs for 'Case History', 'Files', and 'Matches'. Below these is a text input field with the placeholder 'Type a message ...' and an 'Add Comment' button. A list of messages follows, each with a profile picture, the text 'Tom Brady Sent a Message on [date]', and a snippet of the message content. The messages are dated 08/31/2021, 08/25/2021, and 08/20/2021. The last message is from 'Erica GarrickCM2'.

**Tom Brady**  
TBrady@futuresinc.com

**Direct Message** Status: ▾

You are about to send a message to Tom Brady.

**Send Message**

**View Profile**

**CANDIDATE OVERVIEW**  
Email Address: TBrady@futuresinc.com  
Availability: April 23, 2018  
Security Clearance: Do not wish to declare

**CANDIDATE MILITARY STATUS**  
Military Status: Spouse/Significant Other/Family Member

**CANDIDATE SUPPORT REQUESTS**

Case History Files Matches

Type a message ...

**Add Comment**

**Tom Brady Sent a Message on 08/31/2021**  
Also, I prefer to have a workplace environment that celebrates Taco T

**Tom Brady Sent a Message on 08/25/2021**  
opportunity!

**Tom Brady Sent a Message on 08/25/2021**  
Hi, I am doing great! Still looking for the perfect opportunity!

**Erica GarrickCM2 Sent a Message on 08/20/2021**



# CHANGING JOB SEEKER STATUS

Case Managers have the ability to update the status of the student through their profile.

Select the **Status** drop-down and pick the most appropriate option.

The screenshot displays a user profile for Tom Brady (TBrady@futuresinc.com). The profile includes a circular profile picture, a 'Direct Message' button, and a 'Status' dropdown menu. The dropdown menu is open, showing options: Not Started, Contacted - Awaiting Response, Job Search Ongoing, Education Training Search, Job Application Submitted, and Interviewing. A blue arrow points to the 'Status' dropdown, and another blue arrow points to the 'Current Status: Not Started' text. The profile also shows 'Member Since: April 23, 2018', 'Employer Visibility: Off', and buttons for 'View Profile' and 'Download F'. Below the profile is a 'CANDIDATE OVERVIEW' section with fields for Email Address, Availability, and Security Clearance. Further down are sections for 'CANDIDATE MILITARY STATUS' and 'CANDIDATE SUPPORT REQUESTS'. To the right of the profile is a 'Case History' section with tabs for 'Case History', 'Files', and 'Matches'. It contains a message input field, an 'Add Comment' button, and a list of messages from Tom Brady and Erica GarrickCM2.

**Tom Brady**  
TBrady@futuresinc.com

[Direct Message](#)

**Status:** ▼

- Not Started
- Contacted - Awaiting Response
- Job Search Ongoing
- Education Training Search
- Job Application Submitted
- Interviewing

**Member Since:** April 23, 2018  
**Current Status:** Not Started  
**Employer Visibility:** Off

[View Profile](#) [Download F](#)

**CANDIDATE OVERVIEW**

**Email Address:** TBrady@futuresinc.com  
**Availability:** April 23, 2018  
**Security Clearance:** Do not wish to declare

**CANDIDATE MILITARY STATUS**

**Military Status:** Spouse/Significant Other/Family Member

**CANDIDATE SUPPORT REQUESTS**

**Case History** Files Matches

Type a message ...

[Add Comment](#)

**Tom Brady** Sent a Message on 08/31/2021  
Also, I prefer to have a workplace environment that celebrates Taco Tuesday.

**Tom Brady** Sent a Message on 08/25/2021  
opportunity!

**Tom Brady** Sent a Message on 08/25/2021  
Hi, I am doing great! Still looking for the perfect opportunity!

**Erica GarrickCM2** Sent a Message on 08/20/2021  
Hi, Checking in. How are you doing?

*This will be an immediate update on the dashboard and profile.*

# DOWNLOADING RESUME FROM STUDENT PROFILE

You are also able to download the student's resume from their profile. This will download as a PDF.

The screenshot displays a user profile for Tom Brady. The profile header includes a circular profile picture, the name 'Tom Brady', and the email 'TBrady@futuresinc.com'. Below this, there are buttons for 'Direct Message' and 'Status:'. A summary section lists 'Member Since: April 23, 2018', 'Current Status: Not Started', and 'Employer Visibility: Off'. Below the summary, there are two buttons: 'View Profile' and 'Download Resume', with the latter highlighted by a red rectangular box. The main content area is divided into sections: 'CANDIDATE OVERVIEW' with fields for 'Email Address: TBrady@futuresinc.com', 'Availability: April 23, 2018', and 'Security Clearance: Do not wish to declare'; 'CANDIDATE MILITARY STATUS' with 'Military Status: Spouse/Significant Other/Family Member'; and 'CANDIDATE SUPPORT REQUESTS' with the text 'A Job'. On the right side, there is a 'Case History' tab, a 'Files' tab, and a 'Matches' tab. Below these tabs is a message input field with the placeholder 'Type a message ...' and an 'Add Comment' button. A list of messages follows, including 'Tom Brady Sent a Message on 08/31/2021' with the text 'Also, I prefer to have a workplace environment that celebrat', 'Tom Brady Sent a Message on 08/25/2021' with the text 'opportunity!', and 'Tom Brady Sent a Message on 08/25/2021' with the text 'Hi, I am doing great! Still looking for the perfect oppotunity!'. At the bottom, a message from 'Erica GarrickCM2 Sent a Message on 08/20/2021' is partially visible with the text 'Hi, Checking in. How are you doing?'.

**Tom Brady**  
TBrady@futuresinc.com

[Direct Message](#) [Status: ▾](#)

**Member Since:** April 23, 2018  
**Current Status:** Not Started  
**Employer Visibility:** Off

[View Profile](#) [Download Resume](#)

**CANDIDATE OVERVIEW**

**Email Address:** TBrady@futuresinc.com  
**Availability:** April 23, 2018  
**Security Clearance:** Do not wish to declare

**CANDIDATE MILITARY STATUS**

**Military Status:** Spouse/Significant Other/Family Member

**CANDIDATE SUPPORT REQUESTS**

A Job

**Case History** **Files** **Matches**

Type a message ...

[Add Comment](#)

**Tom Brady** Sent a Message on 08/31/2021  
Also, I prefer to have a workplace environment that celebrat

**Tom Brady** Sent a Message on 08/25/2021  
opportunity!

**Tom Brady** Sent a Message on 08/25/2021  
Hi, I am doing great! Still looking for the perfect oppotunity!

**Erica GarrickCM2** Sent a Message on 08/20/2021  
Hi, Checking in. How are you doing?

# VIEWING EXPORT OF STUDENT RESUME

The student resume that is listed under **Current Resume**, is a system generated one.

These will download as a PDF.

Tom\_Brady\_Resume\_original.pdf

1 / 4 | 100%

**1**

**2**

**3**

**4**

**Tom Brady**  
Network Administrator

**Details**

CONTACT INFORMATION

Email: TBrady@futuresinc.com

Phone: 1112223333

Address: 4819 Emperor Blvd. Suite 350  
Phoenix, AZ 85007

WEBSITES & SOCIAL LINKS

www.yoursitename.com

twitter.com/yourname

**Professional Summary**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

**Employment History**

**Wire Person** April 2021 - Present

Electrician

Electrician

**Applications Engineer (Software)**

ABC

Working towards the next level.

**Lorem Ipsum Job Title** August 2002 - January 2012

Company Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

# EXPORTING REPORT BUTTON

On your dashboard, you are able to export a report that shows all the student information.

The screenshot shows the 'My Future AZ' dashboard for the Arizona Department of Education. The top navigation bar includes links for 'Manage Cases', 'Directory', 'FAQs', 'Career Exploration', and a user profile for 'Erica'. The main section is titled 'Manage Cases' and features a red-bordered 'Export Report' button. Below this is a search bar and a 'Filter & Sort' button. A 'Group Message' banner is visible above a table of student cases. The table has columns for Job Seeker, Status, Last Login, Logins, Applications, Complete, Resume, Assessment, and Message. The data rows show various students with their respective statuses and progress percentages.

JOB SEEKER	STATUS	LAST LOGIN	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT	MESSAGE
107 107	Contacted - Awaiting Response	July 24, 2019	7	0	44%			
student 11	Hired	April 09, 2018	2	0	63%			
Test594 594	Not Started	April 14, 2019	1	0	44%			
YC Adult Ed	Hired	December 04, 2020	3	0	100%			
Erica AvailabilityDate	Contacted - Awaiting Response	March 19, 2018	2	0	69%			
Erica AZVet	Contacted - Awaiting Response	March 15, 2018	1	0	75%			
Katie Belous	Job Search Ongoing	July 30, 2020	4	0	63%			
Laura Bowman	Hired	August 25, 2019	2	0	81%			
Tom Brady	Not Started	September 06, 2021	1941	24	100%			

This is an automatic download, providing you a CSV file of in depth information for your benefit.

# DISPLAY

Manage Cases

Export Report

Filter & Sort

Search

Group Message

Display: 10, 25, 50, 100, All

JOB SEEKER	STATUS	LAST LOGIN	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT	MESSAGE
107 107	Contacted - Awaiting Response	July 24, 2019	7	0	44%			
student 11	Hired	April 09, 2018	2	0	63%			
Test594 594	Not Started	April 14, 2019	1	0	44%			
YC Adult Ed	Hired	December 04, 2020	3	0	100%			
Erica AvailabilityDate	Contacted - Awaiting Response	March 19, 2018	2	0	69%			
Erica AZVet	Contacted - Awaiting Response	March 15, 2018	1	0	75%			

You are able to change the display of how many students you see at one time using this button.

# CAREER EXPLORATION - INDUSTRY & CAREERS

The Career Exploration tool in the navigation bar allows all users to search and explore industries & careers.

My Future AZ  
ARIZONA DEPARTMENT OF EDUCATION

Manage Cases Directory FAQs Career Exploration Erica

Industry & Careers  
Education

Display: ▼

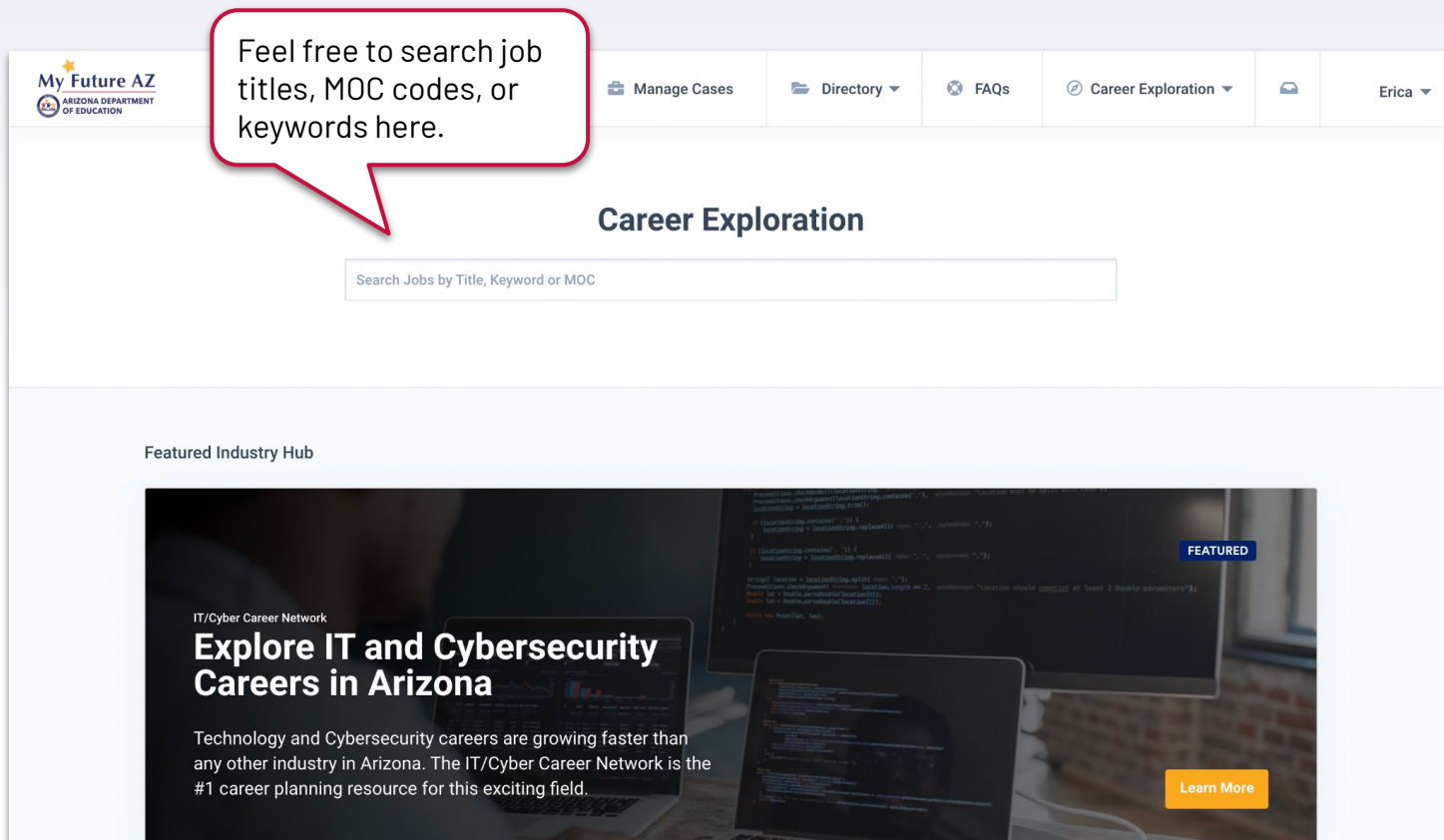
Filter & Sort Search Search

Group Message

JOB SEEKER ▼	STATUS ▼	LAST LOGIN ▼	LOGINS	APPLICATIONS	COMPLETE	RESUME	ASSESSMENT ▼	MESSAGE
107 107	Contacted - Awaiting Response	July 24, 2019	7	0	44%			
student 11	Hired	April 09, 2018	2	0	63%			
Test594 594	Not Started	April 14, 2019	1	0	44%			
YC Adult Ed	Hired	December 04, 2020	3	0	100%			
Erica AvailabilityDate	Contacted - Awaiting Response	March 19, 2018	2	0	69%			
Erica AZVet	Contacted - Awaiting Response	March 15, 2018	1	0	75%			
Katie Belous	Job Search Ongoing	July 30, 2020	4	0	63%			

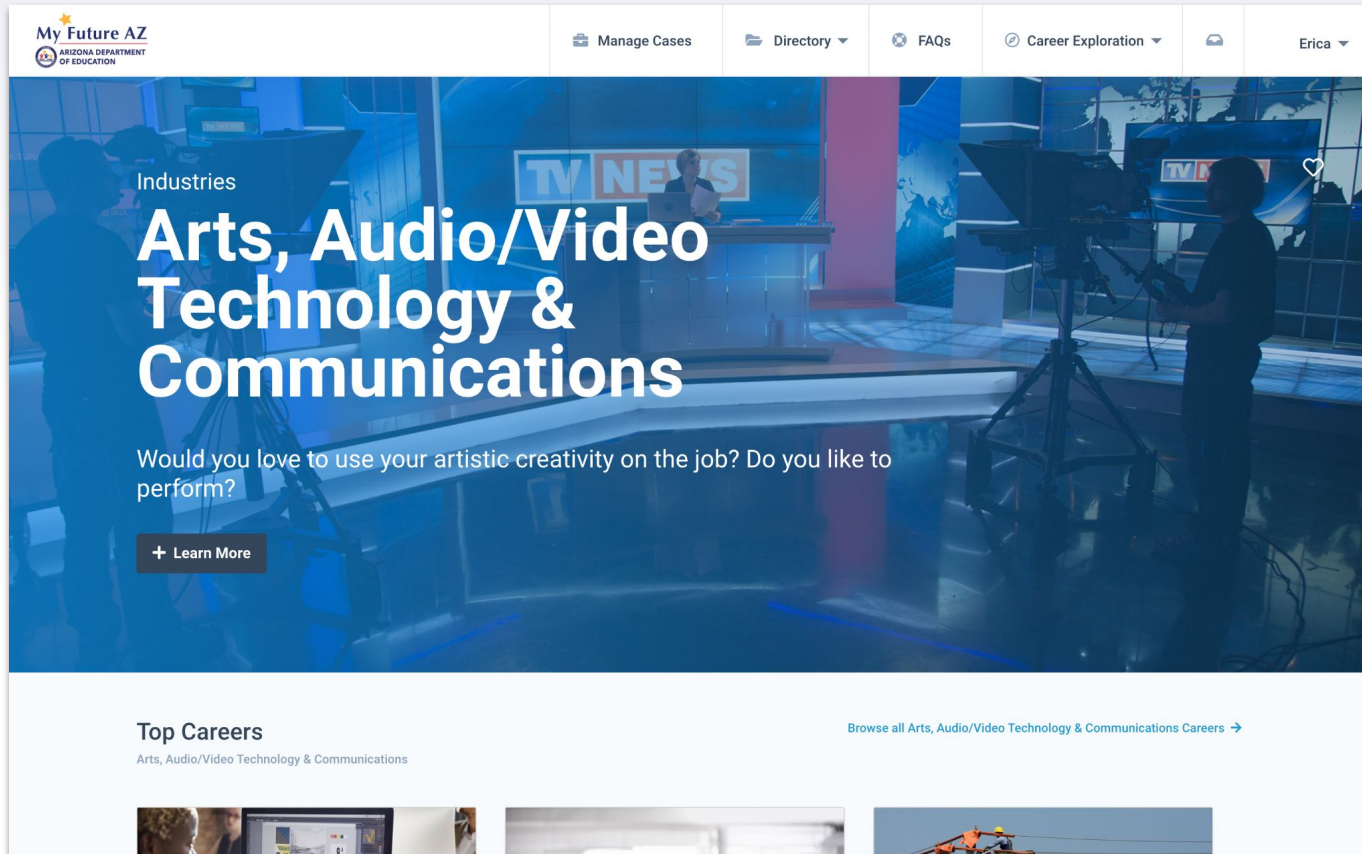
# CAREER EXPLORATION LANDING PAGE

This Career Exploration Landing page allows you to browse by Industry. Within the page itself, you may view careers and learn more about that particular industry.



# INDUSTRY LANDING PAGE

Once a user selects a career on the exploration page they may be interested in, they will be brought to an industry landing page.





# INSIDE AN INDUSTRY LANDING PAGE


Along with industry information, you are able to view top careers in that selected field.

You are able to view more information on that career, education needed, and the full career path.

## Top Careers

Education & Training

[Browse all Education & Training Careers →](#)




**TOP CAREER**

### Educational, Guidance, School, and Vocational Counselors

Counsel individuals and provide group educational and vocational guidance services.

[View Full Career Path →](#)

Education	Average Salary
Master's Degree	\$51,940




**TOP CAREER**

### Preschool Teachers, Except Special Education

Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

[View Full Career Path →](#)

Education	Average Salary
Some college, no degree	\$27,850



**TOP CAREER**

### Elementary School Teachers, Except Special Education


Teach students basic academic, social, and other formative skills in public or private schools at the elementary level.

[View Full Career Path →](#)

Education	Average Salary
Bachelor's Degree	\$42,730

# EXPLORING CAREERS

If the user is not interested in the top careers listed, they may view all careers in that selected industry.




ARIZONA DEPARTMENT OF EDUCATION

Career Exploration

Login

Register

Display:




### Administrative Law Judges, Adjudicators, and Hearing Officers

**Industries:** Law, Public Safety, Corrections & Security

Conduct hearings to recommend or make decisions on claims concerning government programs or other government-related matters. Determine liability, sanctions, or penalties, or recommend the acceptance or rejection of claims or settlements.

Education	Average Salary
Doctoral or professional degree	\$91,470

View Career



### Animal Control Workers


**Industries:** Law, Public Safety, Corrections & Security

Handle animals for the purpose of investigations of mistreatment, or control of abandoned, dangerous, or unattended animals.

Education	Average Salary
High school diploma or equivalent	\$36,640

View Career

# SETTINGS - UPDATE PASSWORD



My Future AZ  
ARIZONA DEPARTMENT  
OF EDUCATION

[Manage Cases](#) [Directory](#) [FAQs](#) [Career Exploration](#) [Profile](#) [Settings](#) [Logout](#)

### Password Settings

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

#### Current Password

Enter your current password

#### Create Password

Enter new password (at least 8 characters)

One lowercase character

One uppercase character

One number

Eight characters minimum

#### Confirm Password

Confirm your new password

### Notification Settings

Notify me when someone:

☒ Sends me a message

CANCEL

UPDATE SETTINGS


Make sure to click **Update Settings** when done.

All users have the option to change their password in settings. Hover over your name - click settings.

# CASE MANAGER PROFILE VIEW


This is your profile view as a case manager!

You can edit and export your profile at anytime. The export will come as a PDF.




**Erica GarrickCM2**  
Case Manager

**CONTACT INFORMATION**  
**Email:**  
name@example.com  
**Phone:**  
1234567890  
**Address:**  
Phoenix, AZ, 85004


**Professional Summary**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam vestibulum, justo et vestibulum finibus, tellus nibh faucibus enim, at luctus ligula sapien sit amet tortor. Integer pellentesque interdum nulla, vel finibus eros tristique eu. Phasellus pharetra orci lorem, convallis feugiat massa fermentum sed. Pellentesque sit amet felis turpis. Donec vel massa dignissim, vulputate elit et, bibendum arcu. Proin semper, augue sed suscipit pellentesque, lectus mi mollis odio, sed aliquet eros libero eu dolor. Aliquam vitae leo elementum, auctor metus vel, aliquam tellus. Quisque consequat fringilla urna, ac porta magna. Quisque luctus justo at massa fermentum rutrum sed ac est. Fusce a tincidunt nibh.

**Employment History**

**Case Manager**

2018 - Present





**Industries of Interest**

Health Sciences

MedTech

Edit

Export



Include as much information here as you'd like. Students are able to view your profile.

# CASE MANAGER DIRECTORY

Under Directory on the Navigation Bar, you may select Case Manager.

This allows you to view each case manager in the platform, as well as gather contact information. You may also Direct Message them from here as well.

The screenshot displays the 'My Future AZ' Case Manager Directory. At the top, a navigation bar includes 'Manage Cases', 'Directory', 'FAQs', and 'Career Exploration'. A dropdown menu from 'Directory' highlights 'Case Manager'. The main content area is titled 'Case Manager Directory' and features a 'Case Management Group' dropdown. It lists case managers under two categories: 'AZ VETS' and 'AZ MARICOPA COMMUNITY COLLEGE'. Each entry includes a profile picture, name, email icon, phone number, and a 'Direct Message' button. A blue arrow points to the 'Direct Message' button for Erica Garrick Cm2.

Category	Name	Email	Phone	Action
AZ VETS	Erica Garrick Cm2	<a href="#">Email</a>	1112223333	<a href="#">Direct Message</a>
	Az Vet Group	<a href="#">Email</a>		<a href="#">Direct Message</a>
	Phoenix Test	<a href="#">Email</a>		<a href="#">Direct Message</a>
AZ MARICOPA COMMUNITY COLLEGE	Katie Belous	<a href="#">Email</a>	1112223333	<a href="#">Direct Message</a>
	Azatwork Erica	<a href="#">Email</a>		<a href="#">Direct Message</a>
	Covid19 Response	<a href="#">Email</a>		<a href="#">Direct Message</a>

# FREQUENTLY ASKED QUESTIONS

If you ever have a question, start with the FAQ's on the navigation bar.

You will find many questions and the answers.

Simply click on the plus sign to view the answer.

The screenshot shows the 'My Future AZ' website interface. The top navigation bar includes the 'My Future AZ' logo, 'Manage Cases', 'Directory', 'FAQs' (highlighted with a red box), 'Career Exploration', and a user profile 'Erica'. Below the navigation bar, the 'Frequently Asked Questions' section is displayed with the heading 'We're here to help you!'. A list of questions is shown, each with a plus sign to its right. A large blue arrow points to the plus sign next to the first question, 'What is a case manager?'. The other questions are: 'How can I request a student to be added to my caseload?', 'Can you make some suggestions on how to handle the case manager dashboard and my daily workload?', 'How can I change my password?', 'Who do I contact if I have technical problems with the system?', and 'Can I change my email address?'. The answer to the second question is partially visible, stating: 'To request a job seeker or student be added to your case load, please submit a support request here with the candidates first name, last name, and email address.'

My Future AZ  
ARIZONA DEPARTMENT OF EDUCATION

Manage Cases Directory FAQs Career Exploration Erica

Frequently Asked Questions  
We're here to help you!

What is a case manager? +

How can I request a student to be added to my caseload? -

To request a job seeker or student be added to your case load, please submit a support request here with the candidates first name, last name, and email address.

Can you make some suggestions on how to handle the case manager dashboard and my daily workload? +

How can I change my password? +

Who do I contact if I have technical problems with the system? +

Can I change my email address? +

# Help Desk

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

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