**Washington Occupational Information System (WOIS) Guide**

http://wois.org/



Use WOIS/The Career Information System to explore careers, create goals for your future, make educational plans to reach your goals, and find the training programs and the right schools to help you achieve your dreams.

Whether you are ready to find a job right now, or you want to make a plan for more education and future employment, WOIS has the exploration and planning tools for YOU!

**How to create a Portfolio**

1. On the homepage in the top right corner, click on “*create a portfolio”* 
2. From then, proceed to click 
	1. Click next again on the following page
3. You must verify that you are *at least 13 years old, or my parent/guardian has given my permission for me to use the WOIS Portfolio.* Check the box and click “next”. 
4. Fill out the following information; first name\*, last name\*, grade\*, address, home phone number, email address, User ID\* and password\* **\*The asterisks are required**
5. Once you have filled out the information, click on, 

**On the HOMEPAGE**

* Take a **Career interest Survey**. A career interest survey helps see how your interests, skills or values fit with potential careers. You can also do a Reality Check to find careers that will support future lifestyles.
	+ There are a list of assessments that you can do to help sort out what careers best fit your interests.
* **Learn about Careers**. Explore careers by reading our career descriptions. For each career you will discover the skills you would use in the career, wages you would make, if there will be jobs available in the future, and how to train for the career. At the end of the training information in each career you will see a link to the educational programs that would prepare you for the career. Follow this link to discover schools, in Washington or nationally that offer the educational program.
* **Explore Educational Programs**. You can learn about educational programs, including sample coursework, admission requirements, careers the programs trains you for, and the colleges that provide the training.
* **Discover Schools and Colleges.** WOIS has information about more than 300 schools and colleges that will get you trained for your career.
* **Use your WOIS portfolio.** Log in to your WOIS Portfolio to store information about your awards and activities, store best works, and create your high school and beyond plan, record your work and community experience, create resumes and cover letters and much more. Add to and update this information regularly, and when you are ready to apply for a job or apply to college.