

# High School and Beyond Requirements—Online Management Overview

## CKSD Off Campus Program

### 1 Understanding the Requirements

go to: <http://efolio.cksd.wednet.edu>

Print out requirements for your grade level. (Career Research, PEP, Resume/Cover Letter, Letters of Recommendation, Activities & Awards, Best Works, Personal Data/Activities, Personal Statement)

### 2 Creating a WOIS account for yourself

Open the website [www.wois.org](http://www.wois.org)

Site Key: **cgz225**

Permission slip for less than 13 yrs old.

Go to "Create A New Portfolio" (Upper Right Hand Corner)

- Click on "[Create A New Portfolio](#)"
- Read Each of the screens and press "NEXT"
- Click on the box to certify that you are 13 or have a parent permission slip
- Fill In Screen

Line 1 Name (first) - Type in **Your FIRST Name**  
Line 2 Name (middle) - Type in Your **MIDDLE Name** *OPTIONAL*  
Line 3 Name (last) - Type in **Your LAST Name**  
Line 4 Central Kitsap Alternative High School  
Line 5 Enter Your **GRADE** Level  
Line 6 Enter You High School **GRADUATION YEAR**  
Line 7 Student ID Card - LEAVE BLANK  
Line 8 Address Line 1 - Enter **PO BOX 8**  
Line 9 Address Line 2 - LEAVE BLANK  
Line 10 City - Type in **SILVERDALE**  
Line 11 State - Type in **WA**  
Line 12 Zip - Type in **98383**  
Line 13 E-Mail Address - Enter **YOUR e-mail address**  
Line 14 Phone - Enter **YOUR home phone number**  
Line 15 Personal Web Page - LEAVE BLANK  
Line 16 User ID - Enter User ID (**Firstname\_LastName**)  
Line 17 Password - Enter **YOUR password**  
Line 18 Confirm Password - ReEnter **YOUR password**  
Click on "**SUBMIT**"

### 3 Career Research Process

Follow directions under "Career Research"

Be sure to save your survey to your efolio using the "Save" options embedded.

### 4 Efolio—Putting your Portfolio on line

- Go to [www.wois.org](http://www.wois.org) then WOIS Portfolio section
- Go to "File Management"
- Type in a "Description" a "File Name" and a "Date"
- Be sure to also designate which type of portfolio document this is:  
Best Work, College Research, Cover Letter, Essay, Occupational Summary, Post-High School Plan, Resume or Other
- Then, "Browse" and "Upload" to store your entry in "File Management."

### 5 Personal Education Plan (PEP)

- Log on to <http://efolio.cksd.wednet.edu>
- Click on "Personal Education Plan (PEP) 8 - 12"
- Fill in the PEP using the Course Catalogue for your attendance-area school.
- Save your plan to efolio in WOIS ( [www.wois.org](http://www.wois.org))under "*The File Management*" section. The "type" would be "Other" or "Post-High School Plan."

### Course Catalogs

Central Kitsap High School

<http://www-ckhs.cksd.wednet.edu/STAFF/Counseling/06-07%20Course%20Catalog.pdf>

Olympic High School

<http://olhs.cksd.wednet.edu/CourseCatalog0607.pdf>

Klahowya Secondary School

<http://klss.cksd.wednet.edu/06coursecatalog.pdf>