


# OKCIS Portfolio

1. Go to [okcis.intocareers.org](http://okcis.intocareers.org)
2. Enter your school or organization user name and password at the OKCIS log in screen.

School User Name \_\_\_\_\_ School Password \_\_\_\_\_

*The OKCIS main menu window will appear.*

3. In the upper right corner, Click on [  My Portfolio ]
4. If you have never created an OKCIS portfolio click on "Create My Portfolio".  
If you already have a portfolio, enter your user name and password.

5. Fill out the form with the needed information.

Suggestion: to create a unique user name, enter your first and last name with the last 3 digits of your student number.  
Example: davesmith403  
Note: Item with a red asterix indicate a mandatory field.



**Oklahoma Career Information System**

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**Existing Users**

Use your username and password you entered when you created your account.

User name:

Password:

[Forgot your password for your "My Portfolio" account?](#)

**New Users**


Create "My Portfolio" to save and return to the results of your research.

[Create "My Portfolio"](#) 

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My User Name \_\_\_\_\_ My Password \_\_\_\_\_

6. When finished click "Submit".
7. On the privacy statement page, click "Yes" so your teacher/counselor will have access to your portfolio. Then click "submit".
8. Click on  Start using the Oklahoma Career Information System.

*You will be returned to the OKCIS main menu.*