


OKCIS Portfolio

1. Go to 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.

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.