# Students Getting Started



## Step 1 – Log In and begin tracking your CTE Experiences. https://www.ctemanager.com/

| a) New User: | b) Returning User - Sign In: | c) Forgot your password? |
|---|---|---|
| *Enter the login code provided by your teacher at www.CTEManager.com/ StudentSetup* | Log In — Enter your username and password | Choose "Forgot Password" link to have a reset link emailed. If your account does not have an email, your teacher will need to assist. |

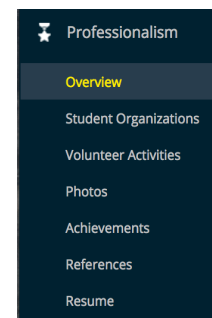## Step 2 – Complete your "Account Settings" (PROFILE)

Review your "My Profile" section and important areas to consider:
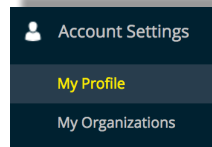


- o Is all information correct?
- o Is my profile image updated?
- o Is my "Career Objective" current (used in my resume)?
- o Is my password valid? If not, update in this section.
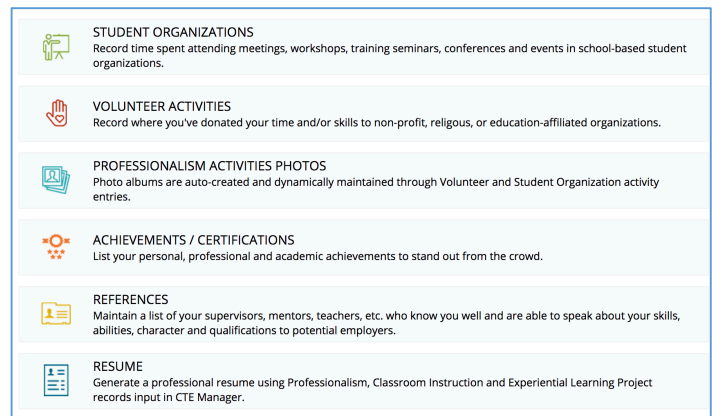- o Complete "Contact Information" sections
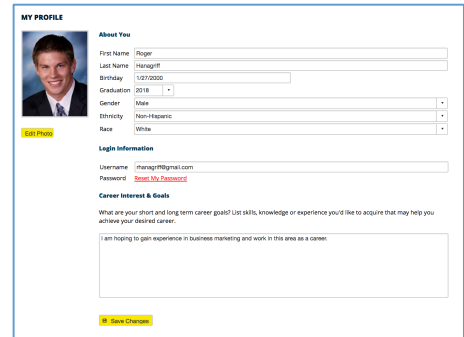


## Step 3 – Record your "Professionalism" (Leadership)



Track your involvement in professional organizations, volunteer activities and achievements/certifications. Enter references contact information and view your resume that summarizes all areas.

Your Resume may a graded item, so update your records frequently!



**STUDENT ORGANIZATIONS**
Record time spent attending meetings, workshops, training seminars, conferences and events in school-based student organizations.

**VOLUNTEER ACTIVITIES**
Record where you've donated your time and/or skills to non-profit, religous, or education-affiliated organizations.

**PROFESSIONALISM ACTIVITIES PHOTOS**
Photo albums are auto-created and dynamically maintained through Volunteer and Student Organization activity entries.

**ACHIEVEMENTS / CERTIFICATIONS**
List your personal, professional and academic achievements to stand out from the crowd.

**REFERENCES**
Maintain a list of your supervisors, mentors, teachers, etc. who know you well and are able to speak about your skills, abilities, character and qualifications to potential employers.

**RESUME**
Generate a professional resume using Professionalism, Classroom Instruction and Experiential Learning Project records input in CTE Manager.

## Step 4 – Record your Educational Experiences (CTE and Other Important Classes)



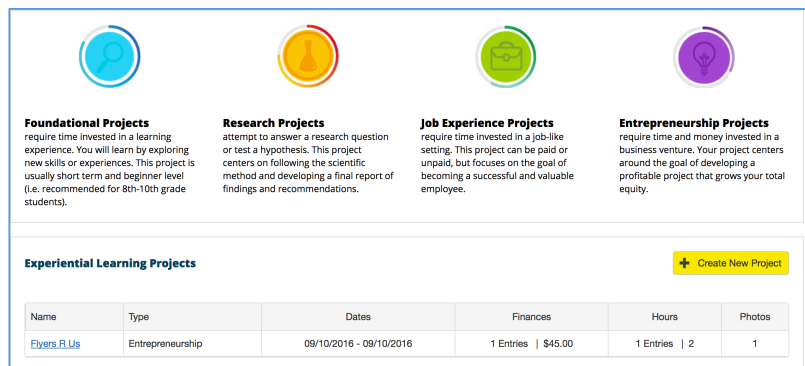Track your learning experiences in your courses. Consider:
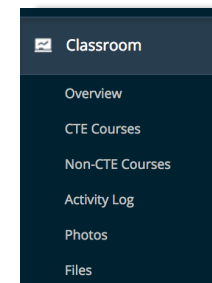
- Enroll in CTE courses (must first be set up by your teacher)
- Enter non-CTE courses, such as honor classes or other courses to showcase in your resume (i.e. AP English, Dual Credit Science, Advanced Biology, etc.)
- Maintain Activity Log or sometimes called "journal" of your CTE course activities
- View course "Files" shared by your teacher, or ones you save and upload

## Step 5 – Record CTE Project Experiences – Projects are a core function of CTE and illustrate learning outside of the classroom!
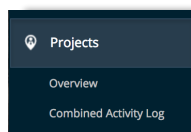


Consider:
- Do you have any new projects to add?
- Is your current project updated?

View our "CTE Project Guide" for more information!



**Foundational Projects**
require time invested in a learning experience. You will learn by exploring new skills or experiences. This project is usually short term and beginner level (i.e. recommended for 8th-10th grade students).

**Research Projects**
attempt to answer a research question or test a hypothesis. This project centers on following the scientific method and developing a final report of findings and recommendations.

**Job Experience Projects**
require time invested in a job-like setting. This project can be paid or unpaid, but focuses on the goal of becoming a successful and valuable employee.

**Entrepreneurship Projects**
require time and money invested in a business venture. Your project centers around the goal of developing a profitable project that grows your total equity.

**Experiential Learning Projects**                                           + Create New Project

| Name | Type | Dates | Finances | Hours | Photos |
|---|---|---|---|---|---|
| Flyers R Us | Entrepreneurship | 09/10/2016 - 09/10/2016 | 1 Entries  | $45.00 | 1 Entries  | 2 | 1 |