

Establishing an Individual Career Academic Plan with Missouri Connections

1. Go to www.missouriconnections.org. Students who have an account should log in.
2. New users: Type username “carljunctionhs” and password “2viewmoc.” Click *Log In*.
3. Click on *Create my Portfolio* (and then *Create My Portfolio* again on next screen) and fill out the required fields
Username is “firstnamelastname” Example: KristyJones
(Alternatives: “firstnamemiddleinitiallastname” or “firstnamemiddlenamelastname”)
Password is lunch PIN and first initial capitalized followed by last initial.

****IF YOU ALREADY HAVE AN ACCOUNT, LOG IN AND START HERE****

3. Go to “**My Portfolio.**” Expand the “**How do I plan my courses?**” section. Click on “**Course Plan.**”
4. Make necessary changes to prior courses
 - Enter the school year with the drop down menu.
 - Under subject, choose the appropriate department.
 - In the course title column, hit the “+” sign, and choose the appropriate class.
 - Click *Save Information* often.
5. Use the online Planning Guide to learn about courses.
6. Manually type in postsecondary plans for two years.