

## **Career Planning Activity**

In order to enter and save your reflective essay from the college visit in October, follow these directions.

1. Log into your portfolio
2. Click on Career Preparation in the left column
3. Click on Career Planning Activities
4. Click on arrow in dropdown box of please select
5. Click on “Go on field trip to a college”. Please enter this even if you did an alternate activity.
6. Enter college name in the title/organization box. If you did an alternate activity, please enter 1 of the college names.
7. Enter dates:   Start-   October 2009  
                          End-    October 2009
8. Attach file- [click here](#) to attach your reflective essay file
9. Save