

Career Cruising

**NEW:**

How to Login to Career Cruising

## Important Web Sites:

The following are the Web Sites for school educators, students, their parents or guardians to access the Career Cruising program for New Brunswick:

- Schools:** [www.careercruising.com/school](http://www.careercruising.com/school)
- Students:** [www.careercruising.com/](http://www.careercruising.com/)
- Parent Portal:** [www.careercruising.com/parent](http://www.careercruising.com/parent)

\*If you do not have administrative access to the school portal [www.careercruising.com/school](http://www.careercruising.com/school) please request access with your school guidance counsellor, your district lead or contact Career Cruising at [clientsupport@careercruising.com](mailto:clientsupport@careercruising.com)

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## 1. What's New for New Brunswick Students and Educators?

- Every student in New Brunswick public schools from grades 6 through 12 will now automatically have a unique login for their career development portfolio.
- Schools will no longer use a school based username and password to have students create a Career Cruising plan (or portfolio).
- Students will simply login directly to [www.careercruising.com](http://www.careercruising.com) and enter their unique username and password:
  - **Username: NBED-StudentId** (E.g. NBED-123456789)
  - **Password: Student's Date of Birth MMDDYYYY** (E.g. 08251980 - August 25th, 1980) \* After initial login, student will need to change to more secure password\*
- Students should be encouraged to enter their email address in their Career Cruising portfolio in order to easily retrieve their access information if forgotten.
- Educators will need to access their schools's administrative account (CAMS) at [www.careercruising.com/school](http://www.careercruising.com/school) in order to print out their students' access cards or retrieve forgotten access details.

## 2. What are the Benefits of this New Login Process?

- All students at your school will have a Career Cruising portfolio.
- New students entering your school will automatically have a portfolio created for them during the next data transfer.
- At the beginning of each school year, students' portfolios will be automatically rolled over to the next grade level and student transfers between NB schools will be done.
- No more duplicate or multiple student portfolios – only 1 per student, so accurate reporting.

## 3. How-To for Students

[www.careercruising.com](http://www.careercruising.com) (Student Web site)

The screenshot shows the Career Cruising website's login interface. At the top, there is a navigation bar with the logo 'Career Cruising' on the left and links for 'OUR SOLUTIONS', 'SUCCESS SERVICES', 'ABOUT', and 'CONTACT' in the center. On the right side of the navigation bar, there is a language selector 'EN' and a 'SIGN IN' button. Below the navigation bar is a large banner image of two construction workers, a man and a woman, wearing hard hats and looking at plans. The text 'POTENTIAL STARTS HERE' is overlaid on the left side of the banner. Below the banner is the login form, which includes a username field containing 'NBED-123456789', a password field with a masked password 'Password', and a 'SIGN IN' button. A link for 'Forgot Username / Password?' is located below the password field. Two red callout boxes provide instructions: one for the username format and one for the password format. At the bottom of the page, there are four statistics: '5 MILLION+' users worldwide, '20,000+' schools, centers, and libraries, '50' states, and '10' provinces.

**Username will be prefix "NBED-" followed by Student ID # (e.g. NBED-123456789)**

**Password at initial login will be student's Birth Date (mmddyyyy) (e.g. August 25th, 1980 -- 08251980)**

**\*STUDENTS WILL BE PROMPTED TO CHANGE THEIR PASSWORD AT INITIAL LOGIN TO SOMETHING MORE SECURE**

5 MILLION+	20,000+	50	10
USERS WORLDWIDE	SCHOOLS, CENTERS & LIBRARIES	STATES	PROVINCES

[www.careercruising.com](http://www.careercruising.com) (Student Web site)

### New Portfolio Password

Please choose a new password for your account. It must be a minimum of six characters.

**New Password**  \*

**Confirm Password**  \*

### Email Address

Please enter your email address below. You can then retrieve your password in case you forget.

**Email Address**

**Confirm Email Address**

Do not ask me again.

### Terms & Conditions

In order to access your account, you must read and agree to the terms and conditions of the End User Agreement.

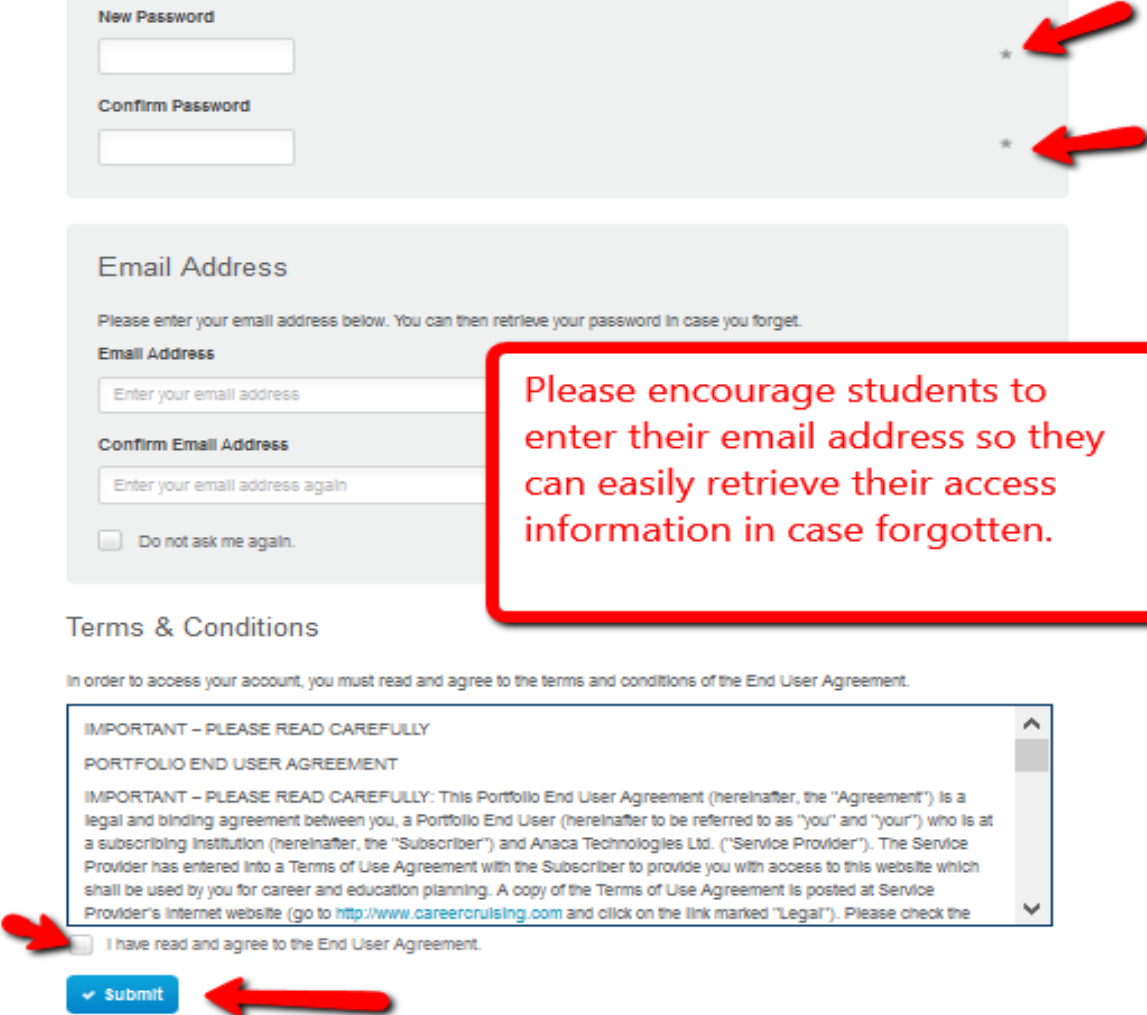
**IMPORTANT – PLEASE READ CAREFULLY**

**PORTFOLIO END USER AGREEMENT**

**IMPORTANT – PLEASE READ CAREFULLY:** This Portfolio End User Agreement (hereinafter, the "Agreement") is a legal and binding agreement between you, a Portfolio End User (hereinafter to be referred to as "you" and "your") who is at a subscribing Institution (hereinafter, the "Subscriber") and Anaca Technologies Ltd. ("Service Provider"). The Service Provider has entered into a Terms of Use Agreement with the Subscriber to provide you with access to this website which shall be used by you for career and education planning. A copy of the Terms of Use Agreement is posted at Service Provider's internet website (go to <http://www.careercruising.com> and click on the link marked "Legal"). Please check the

I have read and agree to the End User Agreement.

Please encourage students to enter their email address so they can easily retrieve their access information in case forgotten.



## 4. How-To for Educators [www.careercruising.com/school](http://www.careercruising.com/school) (Educator Administrative Web site - CAMS)

### Advisor Homepage

Nicole Arsenault, ABC School



[Go To CAMS for ccSpark!](#)

#### Quick Links

[Advisor Homepage](#)

[Search for Students](#)

[Pr](#)

[Standards](#)

[Assessment Options](#)

[Site Settings](#)

[Add or Modify Courses](#)

[Reports](#)

Welcome Nicole Arsenault!



You can also click on "View Student List" to print out access cards for students

If you click on "Search for Students", you'll be able to print out access cards or look up student access details individually

#### All Students

Total Students: 45   [View Student List](#)   [Send Message](#)   [Manage Messages](#)

#### My Students

Total Students: 5   [View Student List](#)   [Send Message](#)   [Manage Messages](#)

#### Student Administration

- » [Add New Student](#)
- » [Promote/Graduate Students](#)

#### Advisor Administration




- » [View List of All Advisors](#)
- » [Add New Advisor](#)



[www.careercruising.com/school](http://www.careercruising.com/school) (Educator Administrative Web site - CAMS)

» Student List ?

« [Advisor Homepage](#) Search for Students

Search Criteria	Access Cards	Export Data File
<b>Status:</b> Active <b>Matching Students:</b> 45	Export PDF access cards with students' username and password.  PDF File <span style="float: right;">Export</span>	Please choose the format that you would like the data exported to: <input checked="" type="checkbox"/>  Excel Spreadsheet <input type="checkbox"/>  Text File <span style="float: right;">Export</span>

[www.careercruising.com/school](http://www.careercruising.com/school) (Educator Administrative Web site - CAMS)

## Career Cruising

Name: Danny Andrews

Go to [www.careercruising.com](http://www.careercruising.com) and enter:

Username: dannyandrews

Password: Ars12345

**Protect Your Privacy:** Do not share your personal username and password with anyone.

## Career Cruising

Name: Normand Beaudry

Go to [www.careercruising.com](http://www.careercruising.com) and enter:

Username: demonormand

Password: 123456

ACCESS CARD

## Career Cruising

Name: Joanne Boulet-Couture

Go to [www.careercruising.com](http://www.careercruising.com) and enter:

Username: demojoanne

Password: 123456

**Protect Your Privacy:** Do not share your personal username and password with anyone.

## Career Cruising

Name: John Campbell

Go to [www.careercruising.com](http://www.careercruising.com) and enter:

Username: johncampbell

Password: 9176077

ACCESS CARD

ACCESS CARD

ACCESS CARD

[www.careercruising.com/school](http://www.careercruising.com/school) (Educator Administrative Web site - CAMS)

The screenshot shows the 'Advisor Homepage' for Nicole Arsenault at ABC School. The interface includes a left-hand navigation menu with sections for 'Quick Links', 'Program Options', and 'Reports'. The main content area displays a 'Welcome Nicole Arsenault!' message and three student management sections: 'All Students' (45 total), 'My Students' (5 total), and 'Student Administration'. A red callout box highlights the 'Add New Student' link in the Student Administration section, with a red arrow pointing to it.

## Advisor Homepage

Nicole Arsenault, ABC School

[Go To CAMS for ccSpark!](#)

### Quick Links

- [Advisor Homepage](#)
- [Search for Students](#)
- [Manage Parent Accounts](#)
- [Assignments & Activities](#)

### Program Options

- [Portfolio Options](#)
- [Portfolio Completion Standards](#)
- [Assessment Options](#)
- [Site Settings](#)
- [Add or Modify Courses](#)

### Reports

- [Completion Reports](#)

## Welcome Nicole Arsenault!

### All Students

Total Students: 45   [View Student List](#)   [Send Message](#)   [Manage Messages](#)

### My Students

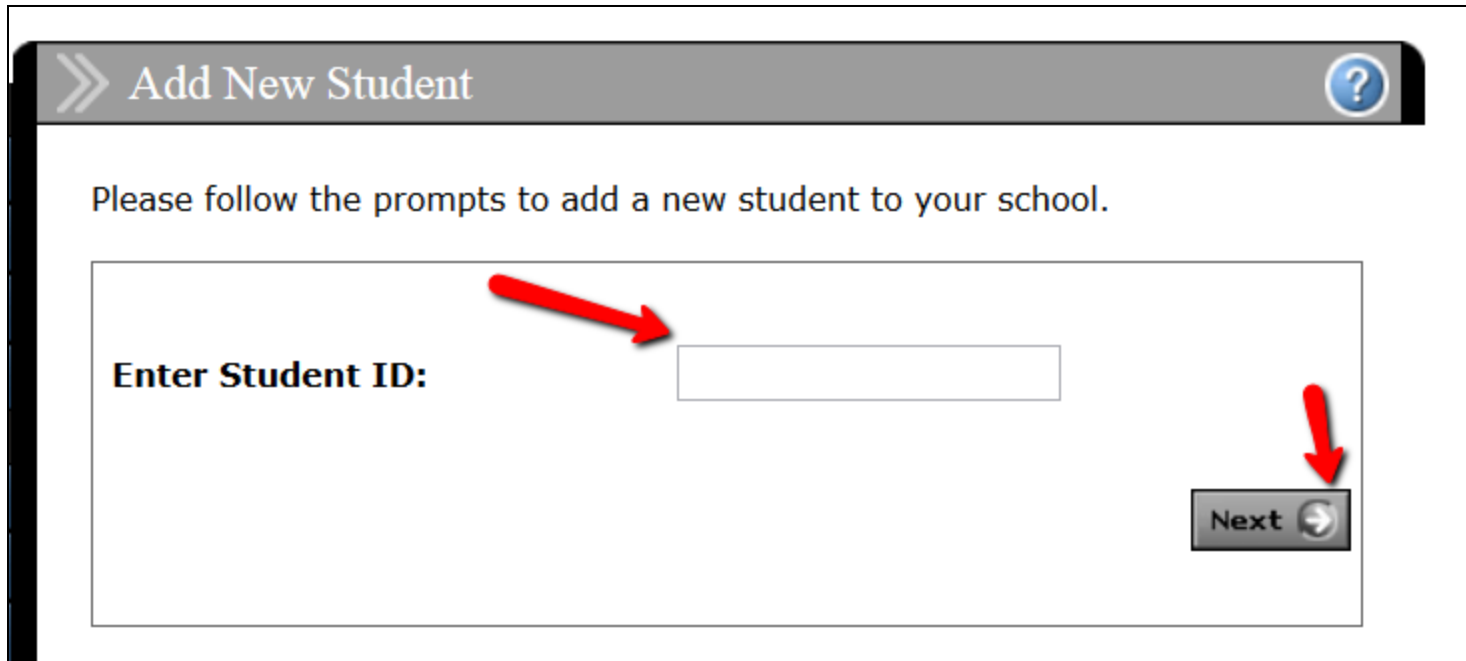
Total Students: 5   [View Student List](#)


### Student Administration

- [Add New Student](#)
- [Promote/Graduate Students](#)
- [Manage Student Groups \*\*New!\*\*](#)
- [Add New Advisor](#)
- [Invite Others: Add/Edit Special](#)

If a student is missing from the "Student List" or you can't find them in the "Search for Students", someone with full administrative access at the school will be able to add student by clicking on "Add New Student"


[www.careercruising.com/school](http://www.careercruising.com/school) (Educator Administrative Web site - CAMS)



» Add New Student 


Please follow the prompts to add a new student to your school.

**Enter Student ID:**

**Next** 

The screenshot shows a web interface for adding a new student. At the top, there is a grey header bar with a double arrow icon and the text 'Add New Student', followed by a circular help icon containing a question mark. Below the header, a message reads 'Please follow the prompts to add a new student to your school.' The main content area is enclosed in a white box with a thin border. Inside this box, the text 'Enter Student ID:' is followed by a rectangular text input field. A red arrow points from the top-left towards the input field. In the bottom-right corner of the box, there is a grey button labeled 'Next' with a right-pointing arrow icon. A second red arrow points from the top-right towards the 'Next' button.

[www.careercruising.com/school](http://www.careercruising.com/school) (Educator Administrative Web site - CAMS)

» Add Student 

**Student ID** 123789456

This student is not listed within your school or district. Please add the student below.

**Student Information**

**First Name**

**Last Name**

**Username** NBED

**Student ID** 123789456

**Password**

**Gender**  Male  Female

**Grade Level**

## 5. So what happens if a student had work in his/her “old” portfolio; is this lost?

- We have already attempted to do a portfolio matching for students’ “old” portfolios into their “new” portfolios. For some students, this was unfortunately not possible.
- If a student wants to access his/her work completed in an old (Inactive) portfolio, please follow the **Portfolio Merging Directions** detailed in the next slide.

### Please note:

- When using the Portfolio Merging tool, any work that the student may have completed in his/her new (Active) portfolio will be replaced by the work completed in the student’s Inactive Portfolio

## 6. Portfolio Merging Directions:

1. Search for the student's **Active** Portfolio by clicking on the **Search for Students** link from the blue panel on the left side in your CAMS Account. Search for the student by Username, First Name, and/or Last Name.
2. After locating the student's Active Portfolio, select **Merge Portfolios** from the **View/Action** drop down menu next to the student's name.
3. In the blank boxes provided, enter the student's Username and Password for their **Inactive** Portfolio. Click Next.

**NOTE:** To locate the student's Username and Password for their Inactive Portfolio, you can also use the **Search for Students** link. Select **Inactive** from the drop menu next to the heading **Status**.

The screenshot shows the Career Cruising Advisor Homepage for Anthony Abbott, CP High School. The main content area is titled 'Student List' and includes a search bar and a table of student matches. A dropdown menu is open over the table, with 'Merge Portfolios' highlighted. The table has columns for Name, Username, Password, and Grade. The 'View/Action' column contains a dropdown menu with various options, including 'Merge Portfolios'.

Name	Username	Password	Grade	View/Action
9YearStudent, Jenny	PRE-elgin	training	Grade 8	View/Action
Abbott, Anthony	10CD031	cp	Grade 8	View/Action
Abbott, Anthony	PRE-anthony	cp1	Grade 10	View/Action

## 7. Contact Information for Support:

If you have any questions, comments or feedback please contact:

**Career Cruising Client Support**

**1-800-965-8541 ext. 2**

**[clientsupport@careercruising.com](mailto:clientsupport@careercruising.com)**