

KPBSD Guide: How to Create & Update Your PLCP

Your Personal Learning and Career Plan (PLCP) is uploaded daily into PowerSchool. Your school counselor, teachers, parents and others use this information to help identify you for special opportunities, so please update this once a year!

AKCIS Alaska Career Information System

KPBSD: Soldotna Prep School

Text Only Version

Jade 0 Messages

Assessments Occupations Education Employment My Portfolio

My Portfolio

Your portfolio houses all your personal information, your plans, and the things that you have saved. This information all comes together to help you form a Personal Learning and Career Plan (PLCP).

Your portfolio is portable and can be transferred to AKCIS sites across Alaska. Moving your portfolio helps you connect with new counselors and advisors easily; getting them up to speed on your plans.

[View My Portfolio](#)

How do I build a Personal Learning and Career Plan?
Checklists
Career Plan

How do I prepare for more education?
Course Planner
Application Tracker

Where are the pages and results I've saved?
Favorites
Sort and Assessment Results

How do I prepare for working?
Résumé Creator
Stored Files and Links

What reports can I run to show my progress?
Combined Assessments Report
Personal Learning and Career Plan

Create Your KPBSD PLCP

1 Log in to AKCIS (through PowerSchool link) and from the “My Portfolio” tab, choose “Personal Learning and Career Plan.”

2 Under “My Education Plans,” click view, select box that applies and hit save.

3 Under “Career Cluster of Interest,” click view and select 1 or more clusters of interest and hit save.

4 To update Occupations you are interested in, click View, click Update Occupation Information, click Occupation Button, find occupation of your choosing, *Save, Type Today’s Date and Save Information!

Note: When completing any assessment and researching occupation options, you can save any and all that are of interest to you, this will show up on your PLCP!

Your information will appear in your PowerSchool PLCP screen the next day.

PERSONAL LEARNING AND CAREER PLAN

The Personal Learning and Career Plan is a tool that can help you set goals and make plans. It displays important information you’ve saved in your portfolio, such as your career goals and educational plans. Review your Personal Learning and Career Plan to remind yourself of the career and education plans you’ve made. This will help you plan your next steps.

To create your Personal Learning and Career Plan document, click the Generate PDF button. Depending on how your browser is set to handle PDF files, you may be asked to save your Personal Learning and Career Plan on the computer before you can view it.

Print or view your Personal Learning and Career Plan document and note the blank areas. To make updates or corrections, expand the associated section (listed below), update the entries, and then regenerate the PDF file.

Generate PDF

Update the Information in your Personal Learning and Career Plan.

My Personal Information
[View](#)

My Career Goals
[View](#)

My Education Plans
[View](#)

Self-knowledge and Career Assessments (Most recent results)
[View](#)

Career Clusters of Interest
[View](#)

Occupations and Clusters of Interest (Most recently saved)
[View](#)