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| <p>Getting Started</p> | <ol style="list-style-type: none"> 1. Goto www.collegeincolorado.org → Click on the Middle School Student image. 2. Sign In with the Account Name: jps_(your student number) → Enter your birthday as the Password in this format: mmddyyyy. 3. Locate the High School Planning section and click on the High School Guideways link. 4. Locate the Jeffco 8th Grade ICAP Guideway item and click on the Start this Guideway link. |
| <p>Work through the *Jeffco ICAP Guideways</p> | <p>Each step along the Guideways will begin with an introduction page. Read through the introduction page before clicking on the Continue link.</p> <p>When you have completed a step along the Guideways, look for the blue shaded box with the  arrow and click on the Continue link.</p> <p>*If you do not see the blue shaded box with the Guideways image on the page, you have gotten off the Jeffco ICAP Guideway. To get back on the Guideway, follow these steps:</p> <ol style="list-style-type: none"> 1. Click on the Home tab 2. Click on the High School Guideways link 3. Click on the Continue where you left off link for the Jeffco 8th Grade ICAP Guideway <p>It is critical to always see the blue shaded box with the Guideways image on the page to know you are on the Jeffco ICAP Guideway!</p> |
| <p>Step 1 of 9 Dual Credit Options (Reading an Article)</p> <p><i>(Required step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Introduction page for the Jeffco 8th Grade ICAP Guideway and then click on the Continue link. 2. Read the Dual Credit Options introduction page and then click on the Continue link. 3. Read the article “Dual Credit (Early College Access) Fact Sheet” by clicking on the link provided on this page. 4. After reading this article, click on the I have reviewed all of this information checkbox. 5. When you are ready, locate the blue shaded box with the Guideways arrow and click on the Continue link. |
| <p>Step 2 of 9 Dual Credit Options</p> <p><i>(Optional step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Dual Credit Options introduction page and then click on the Continue link. 2. Click on any of the links to add information about any early college access programs you intend to take or learn more about. If you are unsure of any programs you might want to take at this time, you may skip this step and continue on the Guideways. 3. When you are ready, locate the blue shaded box with the Guideways arrow and click on Continue. |

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| <p>Step 3 of 9 Postsecondary and Workforce Goal <i>(Optional step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Postsecondary and Workforce Goal introduction page and then click on the Continue link. 2. Click on the blue link for each framed area and add as many ideas as you have about your goals for the future. Be sure to click on the Save button to save your changes each time. 3. When you are ready, locate the blue shaded box with the Guideways arrow and click on the Continue link. |
| <p>Step 4 of 9 Scholarship Finder <i>(Required step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Scholarship Finder introduction page and then click on the Continue link. 2. Update Your Scholarship Profile as necessary. For each category, click on the Add/Change link to select factors that apply to you. Once you have added an item to your list, be sure to click on the Update Your Profile button to save your selection and return to the list of categories. 3. When you have finished updating each category, click on the See Matching Scholarships link at the bottom of the page. 4. Click on a scholarship link located under the Scholarship column to review information about the scholarship. If you find a scholarship you would like to apply for, add it to your portfolio by clicking on the Add to Portfolio link located above the Award Information. You should select at least three scholarships before advancing along the Guideways. To return to the list of scholarships, click on the Return to List link. 5. After you have saved at least three scholarships to your portfolio, locate the blue shaded box with the Guideways arrow and click on the Continue link. |
| <p>Step 5 of 9 Review Graduation Requirements <i>(Required step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Review Graduation Requirements introduction page and then click on the Continue link. 2. Click on the Jeffco Schools Graduation Requirements link. Read through the Policy Detail section. Pay special attention to the Jefferson County Graduation Requirements. After reviewing this page, you may close the browser window to return to the CollegeInColorado website. 3. Click on the HEAR Requirements link. Read through the Higher Education Admission Requirements paragraph. Click on the <u>summary of requirements</u> link. Review the table that illustrates the Academic Area and its associated higher education admission requirements. After reviewing this page, you may close the browser window to return to the CollegeInColorado website. 4. Click on the NCAA Eligibility Site link. This will take you to the NCAA Eligibility Center website (National Collegiate Athletic Association). You should only register on this website if you are a student athlete planning to enroll in a Division I or II college or university. 5. After reviewing all the above information, check on the I have reviewed all of this information checkbox. NOTE: if you completed the Jeffco ICAP Guideway during a previous school year, you will have already checked this box on. It must be checked on to continue along the guideway. 6. When you are ready, locate the blue shaded box with the Guideways arrow and click on the Continue link. |

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| <p>Step 6 of 9 Create a Plan of Study in “Your Plan of Study” <i>(Required step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Create a Plan of Study in “Your Plan of Study” introduction page and then click on the Continue link. 2. Read through the information in the blue shaded box. 3. Click on the link in the blue shaded box for Your Current Course Plan; or, if you have saved other plans of study, you may make one of them “your current plan”. Update your current course plan for 9th through 12th grades. NOTE: if the plan of study you selected has not been started yet, you will first need to “Choose Graduation Requirements to Follow”. Simply click on the Continue link located in the gray Jeffco Schools High School Graduation Requirements section of the page. 4. To add or edit a course in your current course plan, click into the cell for a credit group category and grade level to open a new window from which you will select recommended courses. Find the course you plan to take and click on the Add link next to the course name. Scroll back towards the top of the page and locate the area titled Courses in Your Plan of Study. If the selected courses are correct, click on the Save and Return to Your Plan of Study link. If you selected a course by mistake, you may click on the Remove link next to the course name. Once you are back on the page that displays your selected courses, click into the next cell you want to edit. 5. Continue building your plan of study until all credit groups (English, Mathematics, Science, etc.) have the required courses added and display as “planned” for grades 9 through 12. 6. When you are ready, locate the blue shaded box with the Guideways arrow and then click on the Continue link. |
| <p>Step 7 of 9 High School Transition Plan <i>(Required step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the High School Transition Plan introduction page and then click on the Continue link. 2. Click on the Have you got a plan? link to add your High School Transition Plan. Click on the Save button to save this plan. 3. As an option, you may click on <u>any of the other links to add information to this page</u>. Click on the Save button to save your information. 4. When you are ready, locate the blue shaded box with the Guideways arrow and then click on the Continue link. |
| <p>Step 8 of 9 Annual Reflection <i>(Required step to advance on Jeffco ICAP Guideway)</i></p> | <ol style="list-style-type: none"> 1. Read the Annual Reflection introduction page and then click on the Continue link. 2. Click on the Add an annual reflection link. Answer all three questions the best you can and then click on the Save button. 3. When you are ready, locate the blue shaded box with the Guideways arrow and then click on the Continue link. |
| <p>Step 9 of 9 Parent Review and Approval</p> | <p>This step along the guideway is currently under development. We anticipate the release of this step in late September, 2010.</p> |

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| Summary | <ol style="list-style-type: none">1. Read the Summary page.2. You may return to review or edit information saved to Your Portfolio by following the Getting Started instructions at the beginning of this guide. Once you are signed in, you may click on the High School Guideways link located in the High School Planning area of the page. Locate the Jeffco 8th Grade ICAP Guideway box on the page and click on the View Summary Page link. You may return to any of the steps along the guideway from this page by using the menu on the left of the page. Alternatively, you may click on the Start Again link to work through the Jeffco 8th Grade ICAP Guideway from the beginning. |
| Sign Out | <ol style="list-style-type: none">3. Be sure to click on the Sign Out link in the upper right corner of the page when you are finished working in the CollegeInColorado website.4. Close the browser window after signing out to ensure your privacy. |