



ICAP Development Checklist

Here are the activities you need to complete in eleventh grade to ensure that you are on track to completing your individual career academic plan.

Complete the following activities throughout the academic year: ✓

Create an account on or update your account information.	
Take or retake the assessments as needed. Update your Work Values Inventory .	
Check your ICAP Oklahoma progress.	
Explore Majors based on assessments.	
Work-Based Learning Opportunity.	
Explore schools based on majors.	
Prepare for postsecondary education and careers.	
Search for Scholarships and Grants .	
Learn about Financial Aid .	
Update or start your Map and resume. [Job Search Tools]	
SMART Goals worksheet for Setting Goals .	
Complete enrollment for technology center, college concurrent and senior year.	
Take postsecondary tests. [ACT / SAT / ASVAB]	
Update your written postsecondary and workforce goals along with your intentional sequence of courses. [Education Plans]	
Update your portfolio. [E-Profile] [Documents]	
Using your resume, e-Profile and documents, apply for scholarships, grants and postsecondary information.	
Invite your parents or guardians to create an account. Update grade level at end of year.	
If test results are received before school is out, record them in External Assessment Scores .	
Update grade level at end of year.	

How to create an OKCareerGuide.org account

1. Go to Oklahoma Career Guide at www.okcareerguide.org.
2. Select **Create an Account**. In the dropdown menu select MS or HS student and click .
3. Type the first three letters of your site, center or organization. Typically, this will be the first few letters of your school name. For example, type "Cen" to get a list of options that begin with those letters. From that list, you may locate and select "Central HS."
4. During step 3, you will create a user name and password. Write them here for future reference:

User name: _____

Password: _____

5. Click to complete the process.