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3 POST-LOGIN FEATURES

3.1 OVERVIEW

Overview			
Know Yourself I Consident: Your Career Interests Your Work Values Your Work Values Your Learning Styles Your Learning Styles	World Of Work Explore 2 b Job Roles Marked pilo nie spylonel was mit Mar 2017	Education Guide	My ePortfolio D 33% COMPLETE
View History	Explore Job Roles	Explore Pathways	I Completed: My Foxourites S Resume My Goals Cover Letter
My Goals	My Reflections I have completed:	My Feedback Have completed:	My Reflections Testimonials
	•	,	My Favourites
View My Goals	No item View Reflections	No item View Feedback	Job Roles Education Pathways Explore Pathway 1 Educational Institutions
v			Courses Courses Courses Courses Articles
			View My Favourites
	r Calend	dar of Events	

Figure 3-1: Overview

The Overview section (Figure 3-1) shows you a snapshot of your progress in:

- A. Know Yourself
- B. World of Work
- C. Education Guide
- D. My ePortfolio
- E. My Reflections
- F. My Feedback
- G. My Favourites

You can also access each of these portal features directly from the Overview page.

Another useful feature is the option for you to Download or Print your progress displayed on the Overview page.



3.2 MY PROFILE

My Profile						
	A personal vision statement is a visual	Statement protocol of what you hope to be in the fasters, things that will improve the boxs of people will of the Statement	or manufat, "My h special needs.			
My interests Iccuts Results Results Results Results for marker Summarker of fits Results for marker Summarker of fits Fits Out More	My Skills reads Frank Reference Market Market Senselingenshans some activity	Hy Values Realts	My Information JANE 429 JANE 429 SCACAID4 SECONDARY SCHOOL Class S1 Dmat Dmat S101423A/Gmailinder.com			
My Learning Styles Ireads Wort Teacher Modewated No Auditory Needs Mothration	My Achievements Silver Award for SVF Silver Award for SVF	My Activities Warary Werk Wight States Warary Work at XC Cartie	Edit Wy Personal Settings			
Add Category						

Figure 3-2: My Profile

My Profile section allows you to key in your email address in addition to entering My Vision Statement. You can also upload a visual picture of your vision.

You are able to view a summary of your results of the tools you attempted under Know Yourself as well as the details you have keyed in under My Achievements and My Activities. You can also choose to add a new category.



3.3 MY EPORTFOLIO

My ePortfolio	
Navigate Pathways My Favor	
Educational Institutions Educational Institutions Courses Courses Courses Courses Education Education View My Save	
Make Informed Dec	isions & Own Them
My Goals My New Goals #1 Last uplaaded 14 02 2017 18:57 PM No records fourt View My Goals	My Reflections and Feedback
My Resumes	My Cover Letters
Jane Functional Resume 1 Punctional Last modified 30 May 2017 10:17	Jane Cover Letter Last modified: 19 May 2017 16:17
View My Resumes My Refe	View My Cover Latters
Jane is a friendly and helpful student. She is also a student leader who sexels in her roles and duties. M. Jackon abc	Managa

Figure 3-3: My ePortfolio

My ePortfolio section allows you to access all your favourite sections within the portal.

You can view a snapshot of the industries, job roles, education pathways, schools and events which you have selected as your favourites under Navigate Pathways with Confidence.

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3.4 MY GOALS



Figure 3-4: My Goals

You can explore Post-Secondary courses, create Academic Goals and Non-Academic Goals in the My Goals section (Figure 3-4). The goal templates are customised to suit different users and may vary across academic levels and streams.

A. Create Goal – Click on "Create Goal" to start setting your goals.



Figure 3-5: Personalise Goal

A. Personalise your Goal – You can personalise each goal entry by changing the title of the goal (Figure 3-5).

You can create three types of goals.



Section #1: General Goals

# / My Goals > New Goal New Goal	View My Reflections	
	79	
Ø	د معطی معلی معلی معلی معلی معلی معلی معلی معل	
	My Goal #2 🧷	
	Goal setting helps you to take specific steps to increase the possibility of achieving a positive outcome. Take ownership of your goals today!	
* denotes mandatory		
General	S.M.A.R.T Goals Goal setting helps you in working towards you geals. You can learn more about it last?	
0%	Specific Write down what you hope to achieve in specific terms and des	
Section	Measurable Vour goal should be measurable over time to show progress.	
1/3	Achievable Your goal should be something that you have the ability to achieve.	
General	Realistic The goal you set should be realistic given the amount of time and resource you have.	
General Goal 1	Time-Bound There should also be a fixed time frame for you to achieve your goal.	
Non-Academic	+ Add General Goal Coal setting helps you in X	
	Add deteration Coal setting helps you in working towards your goals. My Career Aspiration Your an learn more about it hereit	
	Select My Career Aspiration or enter your inputs	
	Related Industry	1
	Select Related Industry or enter your inputs v	
	Desired Post-Secondary Course*	
	Select Desired Course or enter your inputs	
	Aggregate Type for Desired Post-Secondary Course Goal setting heavyou in working towards you goals. You can keen more about it bad	
	Select Aggregate Type for Desired Post-Secondary Course	1
	Net Aggregate Score for Desired Post-Secondary Course*	
	Help	
	My Target Aggregate Score*	
	Coal attribution photosystel in Help working towards your goals. You can kawn more about it	
	Specific Non-Academic Requirements*	
	Nelo 🥑	
	+ Add General Goal	
	Save Progress Next Section >	
Figu	re 3-6: General Goals for Normal Academic Students*	

Figure 3-6: General Goals for Normal Academic Students* (*Do note that the Goal Setting Template may appear differently for students in different streams and/or levels.)

You can create general goals and select your desired post-secondary course based on your career aspirations and related industries (Figure 3-6).

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A. Add General Goal –You can add more than one general goal. This section is an opportunity for you to explore the different career aspirations you have and how you may achieve it by planning and selecting the appropriate post-secondary courses.

Section #2: Academic Goals

Academic	S.M.A.R.T Goals					
0%	Specific	Write down wi	hat you hop	pe to achieve in specific terms and description.		
Section	Measurable	Your goal should be measurable over time to show progress.				
2/3	Achievable	Your goal should be something that you have the ability to achieve.				
General	Realistic	The goal you s	et should t	be realistic given the amount of time and resource	you have.	
Academic Term 1	Time-Bound	There should also be a fixed time frame for you to achieve your goal.				
Term 2 Term 3 Term 4	Term 1	Final Target Grade	Target		Actual	
Overall Non-Academic	Subject*	Help	CA1	Actions to Work Towards Target	CA1	
	Mathematics	A2 🔶	B3	Complete 8 math questions from workbook (B3	
	English	B3 🗸	B3	Read 5 articles from the news/web daily	B3	
	Subject 3	- •				
	Subject 4	- •				
	Subject 5	- •				
	Subject 6	- •				
	Subject 7	- •				
	Subject 8	- •				
	Subject 9	- •				
	Subject 10	- •				
	Aggregate					
	+ Add Subject					
	< Previous	Section	Save Pro	ngress Next Section >		

Figure 3-7: Academic Goals

You can set Academic Goals for all subjects per term (Figure 3-7).

- A. Subject* Enter subject name.
- B. Add Subject You can add more subjects to the list.

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Target CA1 marks and Action to Work Towards Target can be saved independently before the student receives Actual CA1 marks.

C. Action to Work Towards Target - You need to be specific on how you want to achieve the score that you have input. For example, if you are working towards getting 80 marks in the Mathematics examination for CA1, then do specify the steps you will take in order to attain your goal. Statements like "I will study hard" should be avoided. Instead, you should include more specific, quantifiable terms such as "I will complete two more Mathematics questions from the workbook everyday".

Section #3: Non-Academic Goals

S.M.A.R.T Goals	
Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.
Add Target A)
	Yrevious Section Save Progress
	Specific Measurable Achievable Realistic Time-Bound

Figure 3-8: Non-Academic Goals –Add Target

A. Add Target – Allows you to add a non-academic goal (Figure 3-8).

You can set non-academic goals as well (Figure 3-8). Non- academic goals can be areas for growth or improvement, such as setting a goal to improve your playing of a musical instrument or to prepare yourself for a sporting event.

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	Specific	Write down what you hope to achieve in specific terms and description.
Section	Measurable	Your goal should be measurable over time to show progress.
- /-	Achievable	Your goal should be something that you have the ability to achieve.
3/3	Realistic	The goal you set should be realistic given the amount of time and resource you have.
General	Time-Bound	There should also be a fixed time frame for you to achieve your goal.
Academic on-Academic		
	And Academ	Salas
	Reminder 1 month before	Status v Its Progress v
	Non-Acader Reninder 1 month before Start Data	Status In Progress
	Reminder 1 month before	Status v Its Progress v
	Non-Acader Reninder 1 month before Start Data	Status In Progress. ~ End Data 12-12-2017
	Reminder Start Data 22-12-2017	Status In Progress. ~ End Data 12-12-2017
	Reminder Start Data 22-12-2017	Status In Progress. ~ End Data 12-12-2017
	Reminder Start Data 22-12-2017	Status In Progress. ~ End Data 12-12-2017

Figure 3-9: Personalise non-academic goal

You can personalise Non-Academic Goals by changing the title and adding an image (Figure 3-9).

A. Add Image - Add an image for this goal. You can choose any image that you like.

B. Change Goal Title – Click on the bar to start editing your goal title. Your goal title should be specific to what you are trying to achieve.



Non-Academic	S.M.A.R.T Goals			
096	Specific	Write down what you hope to achieve in specific terms and description.		
Section	Measurable	Your goal should be measurable over time to show progress.		
3 /3	Achievable	Your goal should be something that you have the ability to achieve.		
General	Realistic	The goal you set should be realistic given the amount of time and resource you have.		
Academic Non-Academic	Time-Bound There should also be a fixed time frame for you to achieve your goal.			
	Reminder I month before Start Date 06-12-2017 Actions to Work Towards Te	Status End Date 06-12-2017 Arget		
	Add Target	Previous Section Save Program		

Figure 3-10: Non-Academic Goals

You can set reminders using the drop-down list and turn on notifications for non-Academic goals (Figure 3-10).

A. Set Reminder – Setting reminders will alert you when your goal's end date is fast approaching.

MySKILLS Future About - Know Yourself World of Work - Education Guide - Help Feedback	Q 👕 Logout 🗗
Overview My Prolile My ePortfolio My Goals Prepare for Work	🗘 Notifications 🄅 Settings
Figure 3-11: Notifications	
* / Notifications Notifications	
Event Concert B	Ŵ
Due Date: 30-12-2016	
Reminder: You have an event which is coming up on 30-12-2016.	

Figure 3-12: Notification Details

B. Set Notifications- Turn on notifications for alerts when your goal is reaching its end date. To turn on notifications, slide the 'Notifications' button above to the right (Figure 3-10). To view your notifications, click on 'Notifications' in the menu bar above (Figure 3-11, Figure 3-12).

C. Action to Work Towards Target - Be specific on how you would like to achieve the target you have set for yourself. For example, if you are planning to improve your piano-playing skills, then do specify the steps you will take in

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order to improve. Statements like "I will practice more often" should be avoided. Instead, you should include more specific, quantifiable terms such as "I will practise playing the piano for two hours every Saturday".

You can also view the goal entries you have created under My Goal Entries (Figure 3-13).

	My Goal Entries	
TITLE	DATE MODIFIED	ACTION
My Goal #1	06 Dec 2017 12:40 PM	

Figure 3-13: My Goal Entries

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3.5 MY REFLECTIONS (MY GOALS)

☆ / My Goals > My Reflections

My Reflections

My Reflections back on the things you have learnt, and how you have learnt them.	
0% Complete	
Next How can you utilise available resources to bring yourself closer to your goals and aspirations? Previous Next	
How can I find opportunities to constantly upgrade my knowledge and skills, and add value to my future workplace?	
Save Progress Figure 3-14: My Reflections (My Goals)	

Using My Reflections, as shown in Figure 3-14, you can pen down your thoughts on My Goals.

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3.6 SESSION TIME-OUT

1.	After 14 minutes of inactivity, you will be prompted to "Stay Connected" or "Log Out".	Session Timeout
		Your session is about to expire due to inactivity and you will be logged out in 00:08 Do you want to stay signed in? Log Out Now Stay Connected
2.	On the 15 th minute, your session will expire and you will be logged out.	Session Timeout
		Your session has expired. Click 'OK' to close the current window.



3.7 LOGOUT

1.	Click the Logout icon.	MySKILLSFuture About * Know Yourself World of Work * Education Guide * Help Feedback Ourordee My Profile My about do My Guids Prepare for Work * / Overview * / Overview Overview
2.	The system displays a pop-up box. Click Yes to proceed.	Are you sure you want to log out? Yes No
3.	 A User Satisfaction survey form will be displayed. You can choose to: Complete the form and click the Submit button or Click Exit You will be brought back to the pre-login landing page. 	Myskillsfielder About • Know Yourself World of Work • Education Guide • Help Feedback ① Education Builde • Help Feedback ② Education Builde • Help Feedback ② Education Builde • Help Feedback ③ Education Builde • Help Feedback ④ Education Builde • Help Feedback ● Help Fee
		Centers to purposed Hypowoodd like us to contact your regarding your connents, please leave your same and contact number and/or email address. Full Name Contact Number r65 Email Solumit