Students & Families,

The Arizona Department of Education has decided to not renew the AZCIS system, the online platform in which students complete the state required ECAP (Education Career Action Plan) portfolio. While students will still be required to complete an ECAP during their high school years, it will not be on this platform.

<mark>For students in the CLASS OF 2021</mark>: it is extremely important that if you've started or been working on your ECAP resume for your Senior Portfolio you log onto the AZCIS system **by June 30th to save & download what you have of your resume so far.** If you do not do so by this date, all your work will be lost. For those that have not started their ECAP Resume, there is no action to be taken. Instead, you will use the Resume Template on the UHS Senior Portfolio to complete your resume: www.tusd1.org/uhs/seniorportfolio.

For students in the CLASS OF 2022 & 2023, you can also download the resume you've started so you have it moving forward.

To download your ECAP Resume:

1) Go to the TUSD Clever page: https://clever.com/in/tusd1
2) Log in with your district credentials:
   - Username: *matric#*@s.tusd1.org
   - Password: normal TUSD password (the one you use to log into school computers)
3) Click on the AZCIS button
4) Hover over "My ECAP" > Click on "Resume Creator" in the drop down menu
5) Click on "Create Résumé" on the left hand side of the Résumé Creator menu
6) Under "Select Résumé Style" select "Build Your Own"
7) Check the box "Include Dates in Résumé," Click "Next"
8) Leave "Objectives & Summary of Qualifications" blank
9) Leave all sections checked (blank sections won't appear on final copy)
10) At the bottom under "Résumé File Name," name your file with your first & last name AND the date (ex: Megan.Palos 9.15.20)
11) Click "Save Résumé" at the bottom of the screen
12) Your résumé will save as a document to your ECAP account, you can click on the "Open" (document pic) to download it/print it

All other parts of the AZCIS system which complete student ECAP graduation requirements have been documented by the UHS counseling team, the only thing students should worry about downloading is their Resume!