



Student User Guide





Student User Guide

Thank you for participating in Your Future Fox Cities. This user guide will provide the necessary information for you to utilize the Your Future Fox Cities website.

If your school is new to Your Future Fox Cities, then a School Profile and Educator Administrator account must first be setup by a Fox Cities Chamber staff member prior to creating user profiles and publishing opportunities. Please contact your Educator or Guidance Counselor to get your School's profile setup.

The URL for Your Future is: <https://foxcities.yourfuturewisconsin.com/>



Register for Your Future Fox Cities

- Register your account by using the URL listed above or listed here (<https://foxcities.yourfuturewisconsin.com/>).
- Select REGISTER on the right side of the screen.
- Enter your E-mail, First Name, Last Name
 - **NOTE:** Students MUST use their provided school e-mail address for registration with Your Future Fox Cities.
- Select 'I'm a Student' from the Student/Educator dropdown
- Select your corresponding School from the School dropdown
 - If you do not find your school in the corresponding dropdown, this could mean that they are not setup in the Your Future Fox Cities database. Please contact your Guidance Counselor or Educator Administrator for the site.
- Select your corresponding Educator from your School in the appropriate dropdown.
 - If you do not find your Educator in the corresponding dropdown, this could mean they are not yet setup with Your Future Fox Cities. Please contact your Educator or Educator Administrator for the site.
- Select Register
 - At this time, an e-mail will be sent directly to your Educator for verification. They will verify your enrollment and an e-mail will be prompted back to you with instructions for retrieving your password.
 - If you do not see an e-mail right away, be sure to check your SPAM folder as your e-mail may not recognize the sender.
 - Once you receive a password, you can then utilize the Your Future Fox Cities website.

Manage your Personal Profile:

- Using your provided login information, enter the Your Future Fox Cities website.
- In the upper right corner of the screen, select "Howdy [Your Name]" and your profile page should open. If not, then click Edit My Profile.
- Here is where you can update your password, among other options. Please be sure to update the password to something you can remember and is confidential.
- Select Update Profile once you want to save.

Explore Career Opportunities:

- Take some time to review Your Future Fox Cities. Explore various career opportunities and get an understanding for required secondary education and the labor market.
- Select STUDENTS
- Select CAREER ASSESSMENT, RESUME BUILDER, LABOR MARKET INFORMATION
 - <https://foxcities.yourfuturewisconsin.com/wicareerpathways-org/>



- Here you can utilize additional links to learn more about career opportunities as well as take career assessments to see what careers match are a match for you.
- Be sure to share your exploration and findings with your Educator in order for you to then apply for Student Opportunities.

Apply for Student Opportunities:

- Take some time to explore posted Student Opportunities within the 16 career clusters. Upon finding an opportunity of interest, you can then apply for the opportunity.
 - **NOTE:** Students can only apply for ONE opportunity at a time. Once an opportunity is complete, then the Student can apply for another opportunity.
- Select STUDENTS
- Select EXPLORE OPPORTUNITIES
 - <https://foxcities.yourfuturewisconsin.com/students/career-clusters/>
 - Select the appropriate career cluster to narrow your search.
 - Click APPLY under the opportunity of interest.
 - Upon selecting APPLY, a new screen will open, providing further information about the opportunity.
 - Review the Opportunity and Expectations.
 - Check the box that you have read and understand the terms of the opportunity.
 - Select SUBMIT to finally apply for the opportunity.
 - At this time, your Educator will be prompted to review the application request. If your Educator believes this is a good fit for you, they will send you an e-mail with further information and details on how to proceed with fulfilling the opportunity.
 - If Approved, you will receive an e-mail stating that your request was approved. The e-mail will contain information about the opportunity along with contact information so you, the Student, can get in contact directly with the Business Professional.
 - It is then the responsibility of the Student to connect with the Business Professional to coordinate the opportunity.
 - **NOTE:** Helpful resources are available on Your Future Fox Cities for students to utilize when fulfilling career-based learning opportunities.
 - If Declined, your Educator will be in contact with you to understand why the opportunity wasn't a good fit and to help you find another more suitable opportunity.
 - Once declined, a Student can then immediately apply for another opportunity.
 - Students MUST complete an approved opportunity prior to applying for another opportunity. Opportunities are considered COMPLETE once an Exit Survey is submitted.

Submitting an Exit Survey:

- Students are required to submit an Exit Survey upon completion of a Student Opportunity. Once submitted, the system will recognize the completion of the opportunity and allow Students to apply for another opportunity.
- Select STUDENTS
- Select EXIT SURVEY
 - <https://foxcities.yourfuturewisconsin.com/students/survey/>
 - A new page will open, containing an Exit Survey for your Current Opportunity.
 - Answer the questions within the Exit Survey and add comments.
 - Select SUBMIT once complete.
 - Your Student Opportunity is complete upon submitting the Exit Survey.
 - Students can then apply for a new opportunity.

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