

## ACP Onboarding Process for Wisconsin School Districts



**Resources:**

<http://dpi.wi.gov/acp>

[www.careercruising.com](http://www.careercruising.com)

As the Wisconsin Department of Public Instruction (DPI) approved vendor for the Academic & Career Planning (ACP) process, Career Cruising is looking forward to working with DPI and Wisconsin school districts. Once a Wisconsin district has decided to implement the Career Cruising program for middle and high school students, it is important to set the expectations and time investment required from districts and schools. This will ensure a successful integration of Career Cruising and the sustainable implementation of ACP.

#### Steps to follow to proceed with ACP implementation using the Career Cruising tool:

- i. Please contact Steve Yaun, Career Cruising Senior Educational Sales Consultant in Madison, at:
  - 1-800-562-1079 office
  - 1-608-445-0817 mobile
  - [stevey@careercruising.com](mailto:stevey@careercruising.com)
- ii. Career Cruising will prepare and send an electronic order form to be used to be used to officially start the process AND to designate a DISTRICT representative.
- ii. After the DISTRICT representative has clicked on the electronic 'Approve' button confirming the order for the district-wide solution, Career Cruising will send out a "Welcome" email and begin activating the district's school account(s).
- iii. The DISTRICT representative will need to identify staff at the high schools and school district office who will work closely with an assigned Career Cruising Implementation Manager to set up the features within Career Cruising that will support the ACP process at your district, including initial and continued data student integration, 4-year course planning tools, eTranscript functionality, and Student Surveys.

#### In exchange for providing an ACP software system platform through Career Cruising, DPI expects that the district will:

- i. Provide the Career Cruising Implementation Team with the necessary information in order to begin the Implementation process. These include contact lists, and exported data files from district's Student Information System (SIS).
- ii. Assign staff committed to see through the deployment of Career Cruising at the schools.

#### Estimated Annual Time Commitment and Duties are:

- i. **District Lead** – attend technical set up calls and advise in decisions around overall implementation; 3 to 4 hours
- ii. **District IT support** – attend technical set up calls, determine schedule for SIS student data transfer and course transfer (if using) into the SIS; 3 to 4 hours

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- iii. **School Lead** – approval of software configuration and attend web-based training sessions, as well as administering users and data; initial setup 4 to 6 hours, annual 3 to 4 hours

### Expected Timeline for Implementation

By approving the Career Cruising electronic order form, the school district representative is confirming their **commitment to implementing Career Cruising by the 2016 fall semester**. The electronic order form can be approved by either clicking on the ‘Approve’ button directly on the computer screen, OR by printing it, signing it and sending it back to Mr. Steve Yaun at your convenience.

### DPI Deployment Form

Once the following tasks have been completed; fill out, sign, and send DPI Form PI-1848 ACP Software Deployment Acceptance Notification Form (<http://dpi.wi.gov/sites/default/files/imce/forms/doc/f1848.doc>) to BOTH [Denise.Byrd@dpi.wi.gov](mailto:Denise.Byrd@dpi.wi.gov) AND [NicoleA@careercruising.com](mailto:NicoleA@careercruising.com). Tasks are:

- Student accounts created.
- Staff accounts created.
- Basic demographic data populated in accounts.
- Software features are functional.
- Designated district IT ACP software administrator has been trained on initial deployment.
- Any deployment problems or concerns have been resolved.

### Career Cruising Contact Information:

To contact Career Cruising to proceed with onboarding or for questions about the onboarding process, please contact **Steve Yaun** at:

- 1-800-562-1079 office
- 1-608-445-0817 mobile
- [stevey@careercruising.com](mailto:stevey@careercruising.com)

To reach Career Cruising for school technical support or general inquiries, please contact our dedicated **Client Support** team at:

- 1-800-965-8541 option 2
- [Clientsupport@careercruising.com](mailto:Clientsupport@careercruising.com)

The district may also reach out to their designated Career Cruising Implementation Manager. This person will be assigned at the beginning of the onboarding process, and this person’s contact information will be sent via email to the District Lead.

### Next Steps after Onboarding:

DPI cautions that deployment of the software in a district does NOT mean that the district is ready to use it with students for ACP service delivery. Training from Career Cruising and your District ACP Team

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staff is vital to understanding the use of the features, functions, and fields for ACP delivery in your district. Furthermore, using the ACP software alone does not meet all of the requirements of ACP. The focus of ACP should be on the process to build relationships that inform, support and mentor students through activities and experiences that help them to plan for their educational, training, and career goals.

DPI highly recommends that:

- The district's ACP Team prepares and plans for ACP implementation using the tools provided at: <http://dpi.wi.gov/acp/implementation>.
- The district designates at least one staff person to be the software trainer.
- The district designated software trainer(s) attends in-person or virtual training on use of the software. In-person training opportunities will be posted at: <http://dpi.wi.gov/acp/events>.
- District trainer(s) connects with the district ACP Team to determine how to best fold in the use of the software tool within their ACP delivery system.

**We hope you enjoy the Career Cruising program for the ACP!**

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