

## -ADDING INFORMATION TO ASSEMBLE MY PORTFOLIO

### FILLING OUT ENTRIES FOR WORK, VOLUNTEERING, ETC.

#### INTRODUCTION




Assemble My Portfolio allows you to track things like work hours, awards received, and other important information. When you generate your resume, this information will be automatically included.

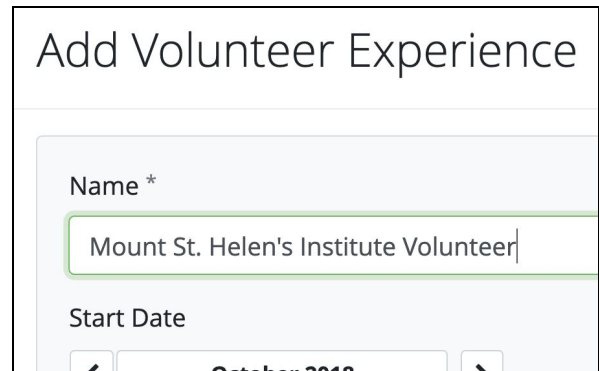
#### GO TO A PORTFOLIO SECTION

1. Login to **Career Planner**:  
[https://snohomish.schooldata.net/v2/career-planner](https://snohomish schooldata.net/v2/career-planner)
2. Click on “**Assemble My Portfolio**” in the left-hand menu.
3. In the red section grid, **find and click on a section** to which you want to add information (ex. “Volunteering”).




#### ADD A SECTION ENTRY

1. Click on the red  “**Add**” button at top-right. For example, in the Volunteering section, you would click on the  “Add Volunteering Experience” button.
2. **Fill out the pop-up web form** with as much information as you can.
3. Fields with \*asterisks\* next to them are required.
4. Click  “**Save**” when you are finished.



#### EDITING OR DELETING A SECTION ENTRY

1. After you save an entry to section, you will see it listed with previews of certain information.
2. To edit or delete an entry, click on the  **gear icon**, and then make your selection.

