

VIEWING A STUDENT PORTFOLIO

CFNC makes it easy for you to view individual student portfolios to review their plans and progress.

1. Go to **procenter.cfnc.org** and enter your **Professional Account Name** and **Password**.
2. Click on **Students and Groups**.
3. You can search for students a variety of ways:
 - In the **Search box**, enter the student's first name, last name or student number and click **Go**.
 - **Browse by Class** by selecting which grade the student is in.
 - **Browse by Last Name** by selecting the first letter of their last name.
 - **Browse by Year of Graduation** by using the pull-down menu to select which year the student will graduate.
4. Once you have used any of the above search tools, you will be provided with a list of matching students. Click on a **student's last name** to review their portfolio.
5. Each student portfolio is divided into the following sections:
 - Career Planning
 - High School Planning
 - College Planning
 - Financial Aid Planning
 - Your Profile
 - Your Journal
 - Planning Milestones

Click on the area you wish to review.
6. Depending on which area you select, you may be required to drill down into more specific subsections. For example, Career Planning is divided into the following subsections:
 - Career Plans
 - Getting Ready for Work
 - Work Experiences
 - Your Skills
 - All About You
 - How You See Yourself

Then each subsection is further divided into individual activities. **Click on the activity you wish to review.**

7. Whenever you review an activity, you have the option to **add a comment**.