

Date: September 2016

To: District Administrators

From: Sheila Briggs, Assistant State Superintendent, Division for Academic Excellence

Subject: Academic and Career Planning (ACP) Software:
Career Cruising Password Recovery in Wisconsin

We have exciting news for Wisconsin Educators! To better protect your account, Career Cruising has developed a secure mechanism for password recovery. Effective September 19, 2016, educators' passwords will be encrypted and not visible in the Career Advisor Management System (CAMS).

You will retain full control of the security of your account. The Career Cruising Client Support team will no longer be able to confirm educator passwords via telephone or email because the passwords will not be visible to Career Cruising staff either. If an educator forgets their password, the only action is to reset it.

IMPORTANT CHANGES

This secure mechanism for password recovery involves a few functional changes, including:

- **New Wisconsin Login URL for Educators:**
Effective September 19th, 2016 the new Wisconsin-specific URL for educators will be www.careercruising.com/acpschool. You will be re-directed automatically.
- **Ability to Reset Educator Passwords:**
Educators will be able to reset their own password through CAMS. When resetting their password, educators will receive an email with a unique one-time link that will expire in 48 hours.
- **Adding Advisors in CAMS:**
When creating a new advisor account, the new advisor will receive an email notification with their login information. The advisor will be able to reset their password.
- **Editing Advisors in CAMS:**
The advisor list will no longer display educator passwords. From the advisor list, the educator can reset a password by clicking the "Reset" link. The link will contain instructions on how to create a new password.

As an additional note, it is highly recommended that IT staff whitelist all emails coming from careercruising.com so staff don't get Career Cruising emails blocked by their filters.

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Please don't hesitate to contact Career Cruising should you have any questions about the password recovery process at clientsupport@careercruising.com or 1-800-965-8541 ext. 2.

For additional information or questions regarding ACP Implementation or use of Career Cruising in that process, contact Robin Kroyer-Kubicek at 608-266-2022 or robin.kroyer-kubicek@dpi.wi.gov