What are Career Development Activities?
CDAs are Career Development Activities that volunteers and businesses in your community are willing to participate in. Some examples of CDAs are company tours, guest speakers, job shadows, co-op placements, summer/part time job, and career fairs.

Getting Started
Before you get started please login to your educator access account at www.careercruising.com\school. You will be required to enter your site username, site password, and your personal advisor password.

Search for Companies - allows you to search for companies in your area by keyword, index, or industry. Viewing a company’s profile will also display a list of CDAs provided by that organization.

Search for CDAs – allows you to search for CDAs available in your area by keyword, industry, and CDA type.

Manage CDA Requests – allows you view and manage CDA requests made by you or the students at your school.

View All Career Connects Messages – allows you to view the system-generated messages when your request status changes.

Who can get involved?
- Any student at your school who has a valid Career Cruising portfolio account – Students can search for CDAs directly or when exploring a company profile or career.
- Any teacher with a valid administrator account with access to Career Gateway.

Career Development Activities – Request Process Steps
- Search and select a Workplace Learning Activity.
- View the CDA listing and make a request using the online form. Note: The CDA provider will automatically receive an email notification once the request has been completed.
- Contact the provider directly by email or phone, which can be found in the “Provider Details” section of the listing, and negotiate the CDA details, such as date, time, or number of participants.
- Once the details have been agreed upon, go back to the request in Manage CDA Requests section. Change the status of the request by selecting “Arrangements complete, pending confirmation” and submit the form.
- Enter the dates and additional details agreed with the company contact/volunteer and submit the form. The request is now pending the company contact / volunteer’s confirmation.
- Once confirmed by the company contact / volunteer, the request is now complete.
- Proceed with the arrangements made.

Additional questions?  http://www.rcc.mass.edu/current-students/career-gateway  careergateway@rcc.mass.edu
**Career Development Activities Workflow**

1. **Completes A Request**
   - **Action:** Search and select a Career Development Activity (CDA). View the CDA description and make a request using the online form. **NOTE:** The CDA company contact will automatically receive an email notification once the request has been submitted.
   - **CDA Request Status:** Requested (student) or Pending volunteer approval

2. **Approved and Request Details Negotiated**
   - **Action:** Skip this step if you made the CDA request yourself. If you are the CDA coordinator for your school and Step 1 was completed by a student, approve CDA request in Manage CDA Requests section.
   - **CDA Request Status:** Pending volunteer approval

3. **Request Details Confirmed**
   - **Action:** Once the company contact (provider) accepts the request, get in touch with the provider directly by email or phone to discuss details such as date, time, or number of participants.
   - **CDA Request Status:** Arrangements in progress

4. **Opportunity Completed**
   - **Action:** When CDA details are finalized, enter dates and additional details agreed upon and click on the Arrangements Complete button.
   - **CDA Request Status:** Pending Confirmation

5. **Feedback Evaluation**
   - **Action:** The CDA request is complete when the provider confirms the details that you entered.
   - **CDA Request Status:** Confirmed

**Tips**
- Use the Notes Tab in the request details to jot down any information you wish to save regarding that request.
- Use the “Filter list” dropdown found in the Manage CDA Requests page to perform a quick filter of the requests.
- Requests that require your attention are marked by a red exclamation point. (!)
- Please be courteous by notifying the company contact / volunteer if a request has to be cancelled. In addition, please update the request if it has to be cancelled.

Additional questions? [http://www.rcc.mass.edu/current-students/career-gateway](http://www.rcc.mass.edu/current-students/career-gateway) careergateway@rcc.mass.edu