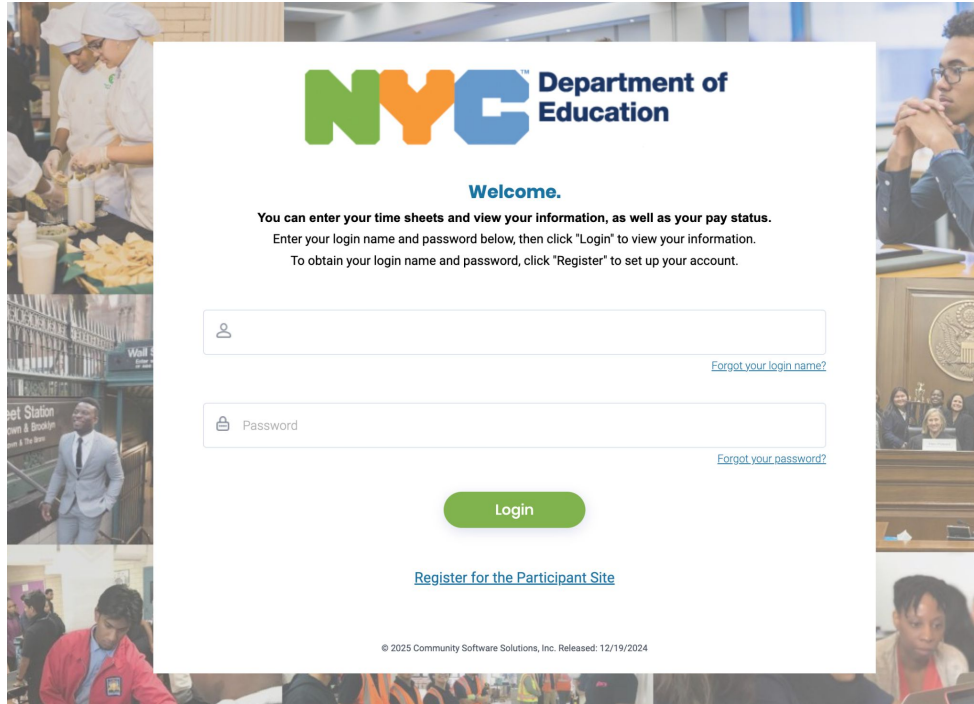


# Career Pathways Portal



The image shows a login page for the NYC Department of Education Career Pathways Portal. The page is framed by a collage of images showing diverse students and professionals in various career paths, including a chef, a man in a suit, and a woman in a lab coat. The central white area contains the NYC Department of Education logo, a welcome message, login instructions, and input fields for a username and password. There are also links for 'Forgot your login name?' and 'Forgot your password?', a 'Login' button, and a link to 'Register for the Participant Site'. At the bottom, a copyright notice reads '© 2025 Community Software Solutions, Inc. Released: 12/19/2024'.

**NYC** Department of Education

**Welcome.**

You can enter your time sheets and view your information, as well as your pay status.  
Enter your login name and password below, then click "Login" to view your information.  
To obtain your login name and password, click "Register" to set up your account.

[Forgot your login name?](#)

[Forgot your password?](#)

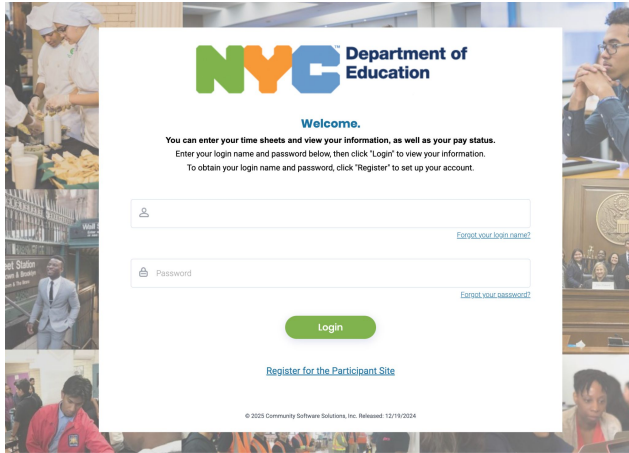
Login

[Register for the Participant Site](#)

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[participants.careerpathways.nyc](https://participants.careerpathways.nyc)

# Career Pathways Portal

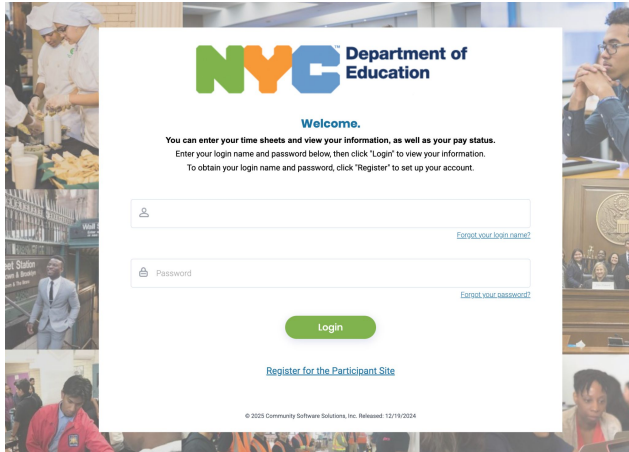


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Did you know that students are required to complete some Work-Based Learning experiences in order to earn a CTE or CDOS Credential when they graduate?

The Career Pathways Portal tracks your hours. These hours can be earned by working a variety of jobs and internships, but certain school activities can also count towards Work-Based Learning.

# Career Pathways Portal

The image shows a login page for the NYC Department of Education Career Pathways Portal. The page has a white background with the NYC Department of Education logo at the top. Below the logo, there is a 'Welcome.' message and instructions for users to enter their login name and password. There are two input fields: one for the login name and one for the password. A green 'Login' button is positioned below the password field. There are also links for 'Forgot your login name?' and 'Forgot your password?'. At the bottom, there is a link to 'Register for the Participant Site' and a copyright notice for Community Software Solutions, Inc. The page is framed by a collage of images showing various people in different settings, including a chef, a man in a suit, and a woman in a red jacket.

[participants.careerpathways.nyc](https://participants.careerpathways.nyc)

If you know your login credentials, enter them and click “Login.”

If they don’t work, you don’t remember them, OR this is your first time logging in, follow the steps on the next two slides.

**Students please go to:**

**[participants.careerpathways.nyc](https://participants.careerpathways.nyc.gov)**

**Click : [Register for the Participant Site](#)**

**Access Code: 11X418-500409**

**OSIS Number :** Every student has one. Please email [Enarizhnaya@schools.nyc.gov](mailto:Enarizhnaya@schools.nyc.gov) if you do not know it.

**The system should prompt you to set up a username and password.**

\*\*\*If it doesn't recognize your information- Email:

[enarizhnaya@schools.nyc.gov](mailto:enarizhnaya@schools.nyc.gov).

Tell me if you can't get into CPP. Provide your name, date of birth (mm/dd/yyyy) and OSIS number. If you don't know your OSIS number, let me know. You will need to try logging in again later. I will let you know when you are in the system.

Please don't forget your username and password! (Write it down if you need to)

Check to make sure that your information is correct. You can make changes if needed.

# Once you are logged in:

On the next screen, students will confirm their School, select their Pathways Program (where applicable), and enter contact information, as well as choose a username and password.

## General Information

School\*  
A Test School - Live

CTE Program\*  
▼

Expected Graduation Month\*  
▼

Expected Graduation Year\*  
▼

## Personal Information

OSIS\*  
265893420

Birthday\*  
11/21/2004

First Name\*  
▼

Middle Initial  
▼

Last Name\*  
▼

Gender\*  
▼

Grade Level  
▼

## Contact Information

School Based Email\*  
▼

Permenant Email\*  
▼

Home Phone  
▼

Cell Phone  
▼

Street Address\*  
▼

Apartment #  
▼

City  
▼

State  
▼

ZipCode\*  
▼

\*You have to click “Edit” before you can update your information.



Edit

## Username / Password

Username\*  
▼

Password\*  
▼

Confirm Password\*  
▼

Passwords should be 8 to 15 characters long and contain only numbers and/or letters.  
Password must contain one character that is numeric and one character that is a letter.

- Staff-based users can edit student accounts if any of this information is incorrect (except for Usernames/Passwords).
- The expected Graduation Information is an estimate.

Some info may be filled in automatically.  
Fill in anything that is missing. **\*The red asterisk means the field is required.**

**CLICK SAVE WHEN YOU ARE DONE**

4. On the last page, students will be able to complete their profile by selecting “Edit” and addressing all fields with a red asterisk.

Edit

Your Profile is not complete. Please check the following fields

Race, Are you an English Language Learner (ELL), Individualized Education Plan (IEP), Do you have any allergies, Parent's First Name, Parent's Last Name, Parent's Relation, Parent's Home Phone, Parent's Email

- The red text indicates what is missing to consider the student's profile as complete, which is necessary to generate the **Employability Profile** and enable the link of paid experiences.
  - If a student's family member has a cell phone number, but does not have a home phone number, place that number in this space as it is a required field.
  - Students should carefully review their email and address as this is how they will receive system communications and payroll cards (where applicable).
5. Reminder: Students need to click the “Save” button when they're finished.



## Next Steps...

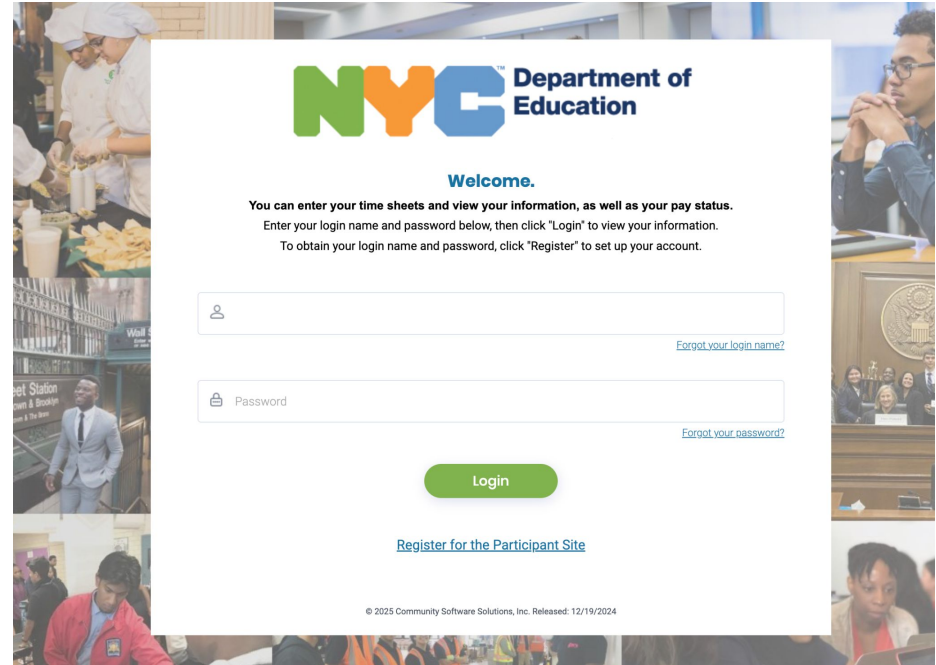
You also earn Work-Based Learning credit for internships and certain activities that you complete in school.

### The next step will be to complete your i9 Verification

This one requires you to have certain documents. You may need support from a parent or guardian.

Fill out as much information in that section as you can.

[Click here for i9 Instructions](#)



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[Forgot your login name?](#)

[Forgot your password?](#)

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Once you click “save,” you should also be able to see your **Employability Profile**.

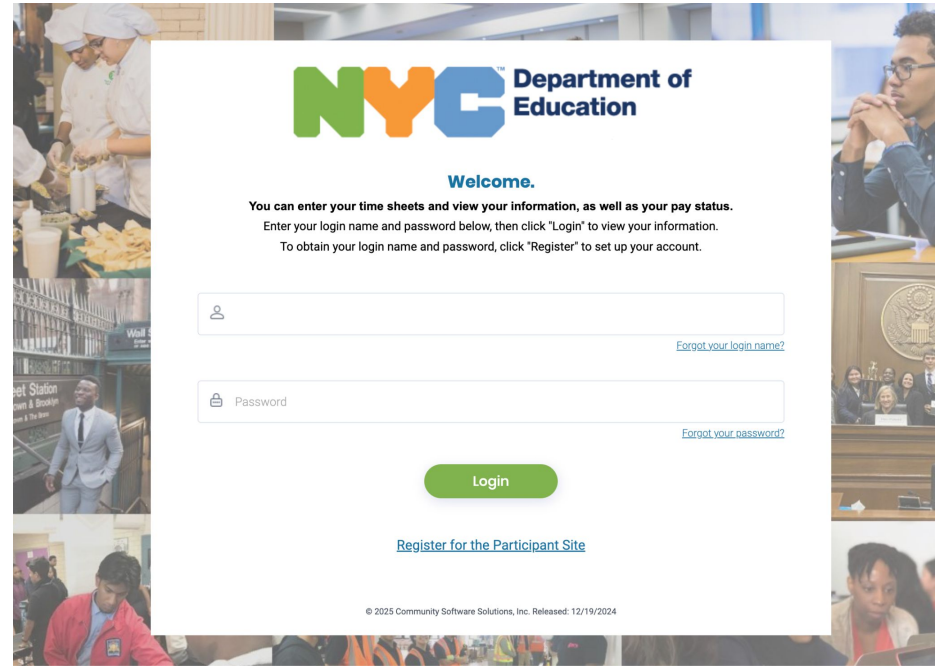
Click on the Employability Profile tab and update any information that you are able to add.

Don’t forget to click “save.”

**Congratulations!** You are now set up in the Career Pathways Portal.

Again, **don't forget your login information**, as you will need to update your information throughout your time in High School.

You need to track your WBL hours as a part of earning your CTE credential. That information is logged in the Career Pathways Portal.



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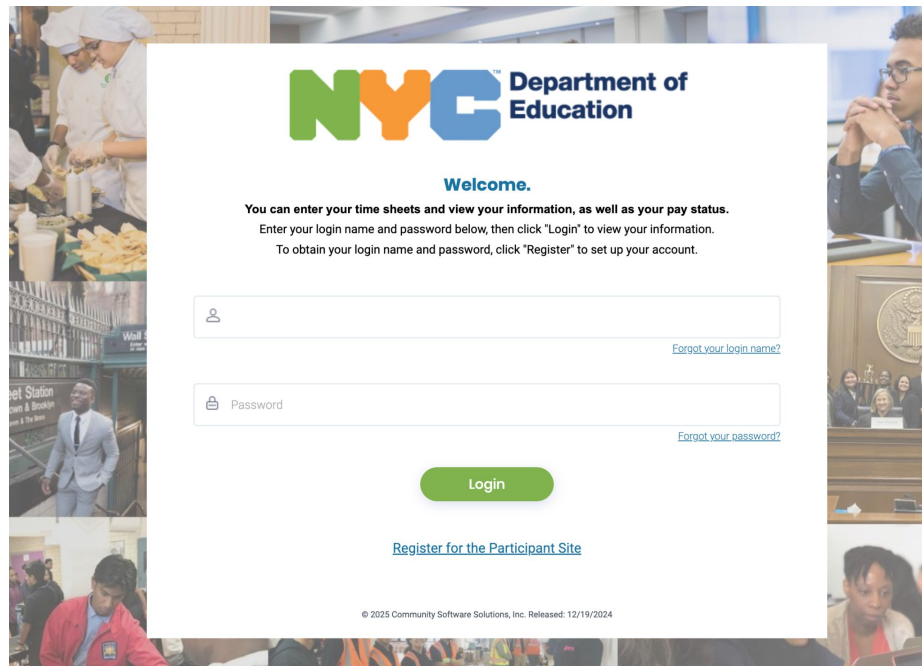
[participants.careerpathways.nyc](https://participants.careerpathways.nyc)

## Next Steps...

Once you have your documents, keep them in a safe place. **You will need to make an appointment to meet with a SIMS Team representative on Zoom (or Google Meet) to complete your i9 Verification. Don't miss your appointment!**

Have your documents ready when you meet with them.

You will need to have this done to be eligible for paid opportunities in the future.



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