



Personal Data Wizard

A Service Provided By Humboldt County Office of Education ROP Transition Services

Welcome to the Humboldt County Office of Educations's Personal Data Wizard

This site allows you to access important transitional resources , while storing your most valuable work related documents.

Some of these resources include the following:

Employment Application Builder

- The information that has been entered will automatically transfer to an Employment Application Template.
- The system will format the list of personal attributes with the student's personal information.
- Application can be printed and added to portfolio for easy reference.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

Resume Builder

- The Data Wizard will produce a resume after entering personal information and choosing from several pull-down menus addressing, skills, classes, activities and job objectives
- The system has editing capabilities and can be printed.

Cover Letter Builder

- The information that has been entered will automatically transfer to the Cover Letter Builder.
- The system will format the list of cover letter sentences with the student's personal information.
- The three-paragraph cover letter is editable and can be printed.
- For additional editing capabilities the cover letter can be transferred to Microsoft Word.

Thank You Letter Builder

- Information will be automatically transferred to the Thank You Letter Builder

Budget Builder

- Students can enter estimated monthly wages and estimated costs of 25 items such as rent, groceries, utilities, savings, cash etc.
- The Data Wizard produces a spreadsheet showing monthly totals.
- Students can go back and edit expenses to balance their budget.

Other Available Resources

Files containing useful information are available to down load for transition students. Examples of files are:

- Reference and Recommendation requests
- Information about turning 18
- Selective Service information
- Information about buying a used car
- Information about banking and credit
- And more.



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To access the site:

- 1) Open your internet browser (ie. Internet Explorer)
- 2) Enter the following address in the ADDRESS bar
(*not the search bar!*) exactly as it's shown below:

<http://www.hrop.org/wizard/>

- 3) Find the group name : "William S Hart UHSD" using the drop down box and select.

- 4) Enter your username and password:

My username is: _____

My Password is: _____

- 5) If you have trouble accessing the site, contact Career Visions at (661) 259-0033 X 525

Have Fun!