

ADMINISTRATIVE REGISTRATION

Follow these steps to create your Kuder Administrative Database Management System® (ADMS) account.

- Go to www.okcareerguide.org.
- Click on the **Create an Account** button, select **I am an administrator or educator**, and click **Next Steps**.
- Click **Continue** after confirming your user type.
- Complete the registration page, including entering your **Organization Access Code** and **Password**. Write your username and password here for future reference.

Username:		
Password:		

• Click **Register** to complete the process.

STUDENT REGISTRATION

Follow these instructions to get your students started using Kuder Navigator.

- Go to www.okcareerguide.org.
- Click on the **Create an Account** button, select **I am a middle or high school student**, and click **Next Steps**.
- Complete the four-step registration process, and click **Sign Me Up** to access the Navigator home page.

ADMS SITE MAP



.... At A Glance

.... My Profile

.....Communications

Reports

.... Assessment Reports

.... Usage Reports

.... Activity Progress Reports

..... CTE Reports

Tools & Resources

.... Curriculum Resources

.....ADMS Tools

.... About Kuder Products

.... Kuder News

Administration

.... Account Information

.... Manage System Users

:.... Manage User Access



NAVIGATOR SITE MAPS & MENU OPTIONS

Navigator is specifically designed to help middle and high school students plan for education and careers. As students progress from sixth grade to high school, they gain access to additional assessments and tools to build comprehensive plans for the future.

MIDDLE SCHOOL: 6TH GRADE SITE MAP

THINGS TO DO



Take an Assessment



Explore Occupations



MY PORTFOLIO ITEMS



My Assessments

.... My Assessment Results



My Favorites

....My Favorite Career Fields

....My Favorite Occupations

.....My Notes

MIDDLE SCHOOL: 7TH - 8TH GRADE SITE MAP

THINGS TO DO



Take an Assessment



Explore Occupations

....Occupations Suggested by Assessment Results

.....Occupations Suggested by National Career Clusters and Pathways

....Occupations by Title



Plan for Education

....Options After High School

....Find Schools

MY PORTFOLIO ITEMS



My Assessments

.... My Assessment Results

....My External Assessment Scores



My Job Search Tools*

....My Resumes

:....My Cover Letters



My Favorites

....My Favorite Career Clusters

....My Favorite Occupations

.... My Favorite Schools

.... My Favorite Person Matches

....My Notes



My Documents*



My Ed Plans

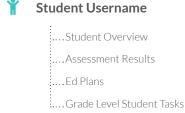
HIGH SCHOOL: 9TH - 12TH GRADE SITE MAP

THINGS TO DO MY PORTFOLIO ITEMS My Assessments Take an AssessmentMy Assessment Results **Explore Occupations** My External Assessment ScoresOccupations Suggested by My Job Search Tools Assessment ResultsOccupations Suggested by NationalMy Resumes Career Clusters and PathwaysMy Cover LettersOccupations by TitleMy References Plan for Education My Favorites ····Prepare for College EntranceOptions After High School Exams :.... My Favorite Work Values,My Favorite PersonEducation Needed for My Learn About Financial Aid Clusters, and Pathways Favorite Occupations :...Search for Scholarships and GrantsMy Financial Aid :....My Favorite OccupationsFind Schools My Favorite Schools Plan for WorkMy NotesMy Favorite MajorsView Sample Job Application My DocumentsInterview Process

PARENT SITE MAP

Find a Job

MY STUDENTS



....Use Social Networking

....Find Job Openings :....Research Employers

Manage Students

PARENT INFORMATION

My Ed Plans

My e-Profile



Matches

Sources

NAVIGATOR FEATURES

Kuder Navigator provides a variety of assessments and resources to help middle and high school students prepare a personal plan for their education, career, and a brighter future.



Take An Assessment

In grade six, students complete an interest checklist to gather information on occupations and align them to career fields. Students in 7th and 8th grade have access to two of Kuder's research-based assessments — the **Kuder** Career Interests Assessment® and the Kuder Skills Confidence Assessment® — to help determine which career pathways and occupations they might like.

An additional assessment is available in high school — the Super's Work Values Inventory-revised (SWVI-r), which gauges the significance a student places on certain values in relation to job satisfaction. Assessment results are aligned to career pathways and clusters and are provided in an easy-to-read and printer-friendly report.



Explore Occupations

Students can imagine a brighter future by exploring occupations from more than 1.000 included in the O*NET database. For middle school students, occupational descriptions are written at a level to ease exploration of future possibilities.

High school students can read and compare O*NET occupation descriptions of interest and save favorites to their portfolio. To facilitate exploration and decision-making, students can also create lists of occupations organized by assessment results, clusters and pathways, and/or title.



Plan For Education

Kuder Navigator users have opportunities to shine at any life stage. When considering education options, students can align the career possibilities they are interested in with related educational requirements by determining a future path and learning about financial aid assistance.



Plan For Work

The system prepares students for the job search process by providing information about applications and interviews. Students can access their My Portfolio Items for additional preparation such as job search tools to create resumes and cover letters and collect references as well as upload documents and build a shareable e-Profile.



Find A Job

It is important to understand how to find a job. The system provides students with guidance on searching for openings and researching employers.



My Portfolio Items

The My Portfolio Items help students envision their future success. Students can view their favorite work values, clusters and pathways, occupations, schools, majors, personal matches, and record information in the My Notes tool. They can also access their job search tools such as resumes, upload and manage documents, and create and edit their ed plans.

Notes			



For additional training, please contact the Oklahoma Career Academic Connections team.

