



## REGISTRATION

Follow these steps to create your administrative account, powered by the Kuder Administrative Database Management System®.

- Go to [www.okcareerguide.org](http://www.okcareerguide.org).
- Click on **Create an Account**.
- Click **I am** menu, select **an administrator or educator** and click **Next Steps**.
- Choose educator and click Continue.
- Complete all the steps in the registration form using the **Organization Access Code** and **Password** provided in the implementation email from Kuder.
- Write your username below for future reference.

Username: \_\_\_\_\_

## USING THE SYSTEM

Your administrative database provides system alerts, resource files and links, and access to tools and resources via tabs in the top navigation menu:

- **Home:** Navigate the database.
- **Reports:** Get assessment reports, generate usage reports, and access activity progress reports.
- **Tools & Resources:** Utilize resource files, Post-a-Message, and more!
- **Administration:** Update account information, find a user, and manage security and access.

## SIGNING IN

To re-enter your account, go to [www.okcareerguide.org](http://www.okcareerguide.org), click on **Sign In**, then select **Administrator Login**, and enter your username and password.