



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/ADULT USER REGISTRATION

Follow these instructions to get your students/clients started using Kuder Journey.

- Go to www.okcareerguide.org.
- Click on the **Create an Account** button, make a selection from the **I am** drop down menu, and then click **Next Steps**.
- Complete the four-step registration process, and click **Sign Me Up** to access the Journey home page.

ADMS SITE MAP

Home

- At A Glance
- My Profile
- Communications

Reports

- Assessment Reports
- Usage Reports
- Activity Progress Reports
- User Reports

Tools & Resources

- ADMS Tools
- About Kuder Products
- Kuder News

Administration

- Account Information
- Manage System Users
- Manage User Access

ACCOUNT TYPE

As individuals register for Journey, they choose whether they are a student or a job seeker/career changer. Then, students select their grade level and job seeker/career changers identify with a particular user type (i.e. Veteran). Individuals may update their account type at any time in the **Account Settings** area of the system.

COLLEGE STUDENT SITE MAP

THINGS TO DO



Take an Assessment



Explore Occupations

- ... Occupations Suggested by Assessment Results
- ... Occupations Suggested by National Career Clusters and Pathways
- ... Occupations Related to a College Major
- ... Occupations Related to a Holland Code
- ... Occupations by Title



Explore Majors

- ... Majors Suggested by Assessment Results
- ... Majors Related to Occupations
- ... Majors by Title
- ... Advisor Summary Report



Plan for Education

- ... Education Needed for My Favorite Occupations
- ... Find Schools
- ... Learn About Financial Aid
- ... Search for Scholarships and Grants
- ... Find Internships
- ... Find Apprenticeships
- ... Graduate School



Plan for Work

- ... View Sample Job Application
- ... Interview Process
- ... Use Social Networking



Find a Job

- ... Find Job Openings
- ... Research Employers
- ... Your School's Office of Career Services

MY PORTFOLIO ITEMS



My Assessments

- ... My Assessment Results
- ... My External Assessment Scores



My Job Search Tools

- ... My Resumes
- ... My Cover Letters
- ... My References



My Favorites

- ... My Favorite Work Values, Clusters, and Pathways
- ... My Favorite Occupations
- ... My Favorite Schools
- ... My Favorite Majors
- ... My Favorite Person Matches
- ... My Financial Aid Sources
- ... My Notes



My Documents



My e-Profile

THINGS TO DO



Take an Assessment



Explore Occupations

- Occupations Suggested by Assessment Results
- Occupations Suggested by National Career Clusters and Pathways
- Occupations Related to a College Major ● ● ●
- Occupations Related to a Holland Code ● ● ●
- Occupations by Title
- Occupations by Military Specialty ●



Plan for Education

- Education Needed for My Favorite Occupations
- Find Schools
- Learn About Financial Aid
- Search for Scholarships and Grants
- Find Internships ● ●
- Find Apprenticeships
- Graduate School ●



Explore Majors

- Majors Suggested by Assessment Results ●
- Majors Related to Occupations ●
- Majors by Title ●
- Advisor Summary Report ●



Plan for Work

- Find Vocational Rehabilitation Offices ●
- Interview Process
- Use Social Networking ● ●
- Find Professional Associations ● ●



Find a Job

- Find Job Openings
- Research Employers
- Your School's Office of Career Services ●
- Your College Alumni Association ●

MY PORTFOLIO ITEMS



My Assessments

- My Assessment Results
- My External Assessment Scores



My Job Search Tools

- My Resumes
- My Cover Letters
- My References



My Favorites

- My Favorite Work Values, Clusters, and Pathways
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My Documents



My e-Profile

User Types

Menu options *not marked with a colored dot* indicate availability for all user types.

- A graduate, just out of school looking for my first full-time job
- A laid off worker and/or a worker seeking a job within the same occupation
- A worker exploring a change to an entirely different occupation
- A veteran or active member in the military.
- A person with a disability
- An ex-offender
- A retired person seeking another job or volunteer work
- A person going back to school to finish my degree

