



## ADMINISTRATIVE REGISTRATION

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

- Go to [www.okcareerguide.org](http://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](http://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

### Home

- ..... 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**
  - ..... Occupations by Six Groups
  - ..... Occupations by Title

### 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**

\*8th grade feature only.

# HIGH SCHOOL: 9TH - 12TH 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
- .... Education Needed for My Favorite Occupations
- .... Find Schools
- .... Prepare for College Entrance Exams
- .... Learn About Financial Aid
- .... Search for Scholarships and Grants



### Plan for Work

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



### Find a Job

- .... Find Job Openings
- .... Research Employers

## 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 Ed Plans



### My e-Profile

# PARENT SITE MAP

## MY STUDENTS



### Student Username

- .... Student Overview
- .... Assessment Results
- .... Ed Plans
- .... Grade Level Student Tasks



### Manage Students

## PARENT INFORMATION



### System Tour

- .... Take a Tour
- .... How Careers are Presented



### How Can I Help?

- .... Supporting My Next Steps
- .... Empowering Your Students
- .... Useful Websites



### Parent Guide

# 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

---

---

---

---

---

---

---

---

---

---