SYSTEM ADMINISTRATOR LOGIN INSTRUCTIONS

REGISTRATION

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

- Go to 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, click on Sign in, then select Administrator Login, and enter your username and password.

For additional training, please contact the Oklahoma Career Academic Connections team.
www.career.tech/cac

Contact us for system support and training.
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