

Our platform provides Oklahomans with the tools needed to build a foundation for lifelong career success. Discover how your interests and skills relate to occupations and start planning your career future.

## USER REGISTRATION

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

- Go to [www.okcareerguide.org](http://www.okcareerguide.org).
- Click on the **Get Started** button, ensure you are toggled to **Sign Up** and select **Adult Learners**.
- Make a **selection from the three user type options**.
- Complete the **four-step registration process**, and click **Sign Me Up** to access the Journey home page.

## 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 **Get Started** button, ensure you are toggled to **Sign Up**.
- Go to the **Admins** tab and select **Adult Learners**.
- From the ADMS login page, select **Create an Account**.
- Click **Continue** after confirming your user type.
- Complete the registration page, including entering your **Organization Access Code and Password**. Write your username here for future reference.

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

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

### Check out these free resources:

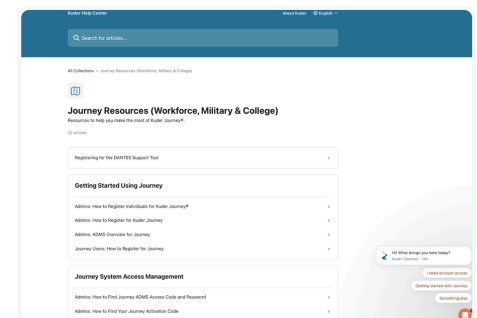
Kuder's content is geared towards users, educators, career experts, and more! Don't pass up their free resources to better prepare for brighter futures.

### Help Center

Explore on-demand how-to articles and videos to make the most of the solutions available to you!

Plus, use the chatbot for real-time system support!

[help.kuder.com](http://help.kuder.com)



### Training Calendar

Access virtual trainings and dive into the resources available to support career development!

[OKCareerGuide.org/#resources](http://OKCareerGuide.org/#resources)

# User Site Map

Get to know key features to support self-discovery, career exploration, planning, and preparation for Oklahoma users leveraging Journey.

## SITE MAP

### HOME DASHBOARD

The screenshot shows the Oklahoma Career Guide Home Dashboard. Callouts point to the following features:

- Take Assessments**: Points to the left sidebar menu.
- Manage Your Portfolio**: Points to the 'My Portfolio' dropdown in the top right.
- Check Messages**: Points to the message icon in the top right.
- Manage Profile**: Points to the user profile icon in the top right.
- Review Next Steps**: Points to the 'My Next Steps' button on the right sidebar.
- Take Notes**: Points to the 'My Notes' button on the right sidebar.
- Review Resources**: Points to the 'Recommended Resources' section at the bottom.

The dashboard content includes a welcome message, a 'Begin by Taking Assessments' section with three assessment cards (Kuder Career Interests, Kuder Skills Confidence, and Super's Work Values), and a 'Recommended Resources' table.

| Name                                                                                                        | Description       |
|-------------------------------------------------------------------------------------------------------------|-------------------|
| <a href="http://www.okcareertech.org/technology-centers">http://www.okcareertech.org/technology-centers</a> | Attend CareerTech |

### THINGS TO DO



#### Take Assessments

- Career Interests
- Skills Confidence
- Work Values



#### Explore Occupations

- Occupations Suggested by Assessment Results
- Occupations Suggested by National Career Clusters and Pathways
- Occupations by Title



#### Plan for Education

- Education Needed For My Favorite Occupations
- Find Schools
- Learn About Financial Aid
- Search For Scholarships And Grants
- Find Internships
- Find Apprenticeships



#### Plan For Work

- View a Sample Job Application
- Interview Process



#### Find a Job

- Find Job Openings
- Research Employers



#### Connect 2 Business

- Job Opportunities

### MY PORTFOLIO ITEMS



#### Assessments

- Assessment Results
- External Assessment Results



#### Job Search Tools

- Resumes
- Cover Letters
- References



#### Favorites

- Work Values, Clusters and Pathways
- Occupations
- Schools
- Notes
- Majors
- Person Matches
- Aid Sources



#### Additional Resources

- Documents
- E-Profile

# THE KUDER ADMINISTRATIVE DATABASE MANAGEMENT SYSTEM®

What better way to implement and manage your online career planning system than through a virtual dashboard that has everything you need right at your fingertips? The comprehensive Kuder Administrative Database Management System® (ADMS) makes your role in the career and education planning process a whole lot easier.

## ADMS REPORTS AT-A-GLANCE

Administrators can generate a variety of individual and aggregate reports in the ADMS. Data can be used to develop or enhance career programs, fulfill budget requests, and support funding initiatives.

### Assessment Reports

Review users' interests, skills, and work values.

Available in individual and aggregate form. Includes assessment results, interests and skills gaps, and individual progress.

### Activity Progress Reports

Explore users' progress in completing critical system components.

- Users who have registered within given date range.
- Users' status on starting and completing assessments.
- Users' status on various key job preparation tasks.

### User Reports

Users' specific individual characteristics.

- Users' needs and barriers
- Users' work experience
- User type

## Notes

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## ADMS SITE MAP

### Home

- At A Glance
- My Profile
- Communications

### Reports

- Assessment Reports
- Activity Progress Reports
  - Registration
  - Assessments
  - Education Plans
  - Job Preparation Tools
- Additional Reports

### Tools & Resources

- Curriculum Resources
- ADMS Tools
- About Kuder Products

### Administration

- Account Information
- Manage System Users
  - Manage Security
  - Find a User
  - Download Directory
  - Transition Users
  - User Name Report
- Manage User Access

