



# **ADMINISTRATIVE REGISTRATION**

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

- Go to admin.MyCareerShines.org.
- Click on **Register** or **Log In**.
- Click New Users Register Here!
- Select the user type of Administrator and then click Continue. Complete all
  the steps in the registration form using the Organization Access Code and
  Password in the implementation email from Kuder. Write your username below
  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.mycareershines.org** and select your user type or category from the drop down menu.
- Click on **Register or Log In** under **Middle & High School Students**.
- Click on I need to create an account and select I am a student.
- Complete the four-step registration process and click on **Sign Me Up** to access the homepage.

# **ADMS SITE MAP**



.... At A Glance

.... My Profile

.....Communications



.... Assessment Reports

.... Usage Reports

.... Activity Progress Reports

..... CTE Reports

# Tools & Resources

.... Curriculum Resources

..... ADMS Tools

.... About Kuder Products

....Tutorials

:.... 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 prepare for work. As students progress from sixth grade to high school, they gain access to additional assessments and tools to build comprehensive plans for the future.

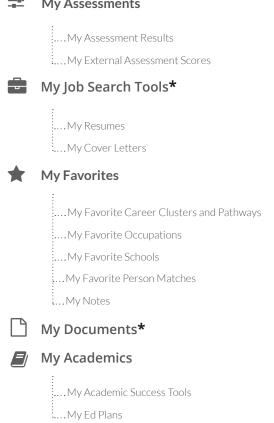
# MIDDLE SCHOOL: 6TH GRADE SITE MAP

# **THINGS TO DO MY PORTFOLIO ITEMS** == My Academics Take an Assessment My Assessments ....My Assessment Results ....My Academic Success Tools **Explore Occupations** ....My Ed Plans My Favorites ....Occupations by Six Groups ....Occupations by Title .... My Favorite Career Fields .... My Favorite Occupations ....My Notes MIDDLE SCHOOL: 7TH - 8TH GRADE SITE MAP **THINGS TO DO MY PORTFOLIO ITEMS** Take an Assessment My Assessments

# Take an Assessment Explore Occupations Coccupations Suggested by Assessment Results Coccupations Suggested by National Career Clusters and Pathways Coccupations by Title Plan for Education

....Options After High School

.....Find Schools



# 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



#### 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 Academics

.... My Academic Success Tools

....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**

# SYSTEM FEATURES

MyCareerShines 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 6th grade, 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 research-based assessments — the Kuder Career Interests Assessment® and the Kuder Skills Confidence Assessment® — to help determine which 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 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 personal e-Profile. 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

MyCareerShines 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

It's never too early to start preparing for a brighter future. Whether it's a summer job in high school or a full-time job after graduation, this section helps students prepare for the job search by providing guidance on how to develop a resume, write a cover letter, collect a list of references, and more.



# Find A Job

When students are prepared and plan to find a job, they can learn how to find job openings, search for jobs online, research employers, and create an e-Profile. The e-profile becomes a student's web page of achievements and goals that can be shared online with potential 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.

### MYCAREERSHINES IS SUPPORTED BY THE FOLLOWING:

- Florida Virtual Campus
- University of West Florida Innovation Institute
- Florida Department of Education
- State University System of Florida

- Career Source Florida
- Florida College System
- Florida Department of Economic Development

# **QUESTIONS & SUPPORT**



For system support and questions about training: www.kuder.com | 877.999.6227 clientengagement@kuder.com