SYSTEM ADMINISTRATOR LOGIN INSTRUCTIONS

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

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

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.

To re-enter your account, go to [www.okcareerguide.org](http://www.okcareerguide.org), click on Sign In, then select Administrator Login, and enter your username and password.