

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.
- 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.
- 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:

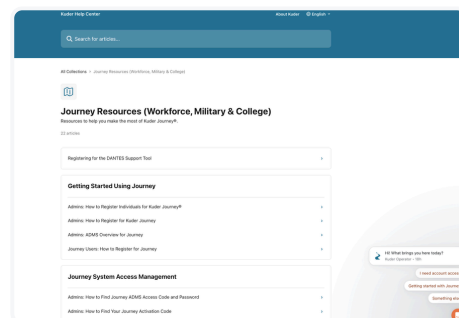
Kuder's content is geared towards users, educators, career experts, and more! Don't pass up their free resources to better prepare for brighter futures.

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



Training Calendar

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

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. The left sidebar contains a navigation menu with items: Home, Take Assessments, Explore Occupations, Plan For Education, Plan For Work, Find A Job, and Connect 2 Business. The main content area is titled 'Welcome to Oklahoma Career Guide' and includes a brief description of the system, a 'Begin by Taking Assessments' section with links to assessment results, and three assessment cards: 'Kuder Career Interests Assessment', 'Kuder Skills Confidence Assessment', and 'Super's Work Values Inventory-revised'. Below these are 'Recommended Resources' and a table of 'Needs And Barriers Resources'. The right sidebar contains 'My Next Steps' and 'My Notes'. Callouts point to various features: 'Take Assessments' points to the sidebar menu; 'Review Resources' points to the 'Recommended Resources' section; 'Manage Your Portfolio' points to the 'My Portfolio' dropdown; 'Check Messages' points to the message icon; 'Manage Profile' points to the user profile icon; 'Review Next Steps' points to the 'My Next Steps' section; and 'Take Notes' points to the 'My Notes' section.

Take Assessments

Review Resources

Manage Your Portfolio

Check Messages

Manage Profile

Review Next Steps

Take Notes

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

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



For additional training, please contact the Oklahoma Counseling and Career Development team.
<https://www.career.tech/ccd>

