

Login Instructions

www.kuder.com



Please follow the **Login Instructions** below to begin using the *Kuder® Career Planning System*. Contact Kuder Customer Support at **877.999.6227** or support@kuder.com with any questions.

Registration

Step 1: Go to www.kuder.com or your state specific web site.

Step 2: Select **New Users** to begin the registration process.

Step 3: Create a unique user name and password. Write down your user name and password in the space provided for future reference.

User Name: _____

Password: _____

School Access Code: _____

School Zip Code: _____

Step 4: Click **Register**. Welcome to your lifelong *Kuder Career Portfolio*!

Step 5: If you did not move forward to the portfolio, omitted items will appear at the bottom of the page.

Take An Assessment

Step 6: Select **Take an Assessment** from the left navigation and enter the appropriate Batch Code provided by your teacher or counselor for the assessment you plan to take.

Batch Code

Kuder® Career Search with Person Match _____

Kuder® Skills Assessment _____

Super's Work Values Inventory-revised _____

Step 7: Enter your current grade level, select a language and click **GO!**

Step 8: Explore other options within the portfolio:

- ▶ Assessment Results
- ▶ Plan for the Future
- ▶ Explore Careers
- ▶ Select a Major
- ▶ Choose a College
- ▶ Find Financial Aid
- ▶ Get a Job

Re-Entering Your Portfolio

To re-enter your portfolio go to www.kuder.com, select **Returning Users**, and enter your user name and password.

KUDER® ADMINISTRATIVE LOGIN PROCEDURES

- ▶ Open an Internet connection and direct your browser to the *Kuder® Career Planning System* at www.kuder.com.
- ▶ Click on **Administrators**.
- ▶ Enter your Administrative Access Code and Password in the fields provided.
 - ▶ ACCESS CODE: _____
 - ▶ PASSWORD: _____
- ▶ Click **Login**.
- ▶ Welcome to your *Kuder* Administrative Database Management System! The database home page provides News and System Alerts, instruction materials, and a variety of menu options; Quick Reports, Advanced Reports, Batch Codes Information, Portfolio Customization, and more.
- ▶ Click on **Batch Code Information** to view valid batch codes that you may provide to individuals wanting to access the online assessments. Each of the three assessments has a separate batch code assigned to it.
- ▶ Click on **Quick Reports or Advanced Reports** to view individual and aggregate results.
- ▶ Click on **Find a Student/Client** to find an individual quickly to review results, reset a password, or change a grade level.
- ▶ Click on **Post/Send a Message** to post a message to an individual or group of individuals' portfolios. Send an e-mail to individuals and/or parents and guardians.
- ▶ Click on **Portfolio Customization** to post recommended links to individuals' portfolios, upload or enter course lists, or create a custom education plan template.
- ▶ Click on **Download Directory Information** to download a text file of profile information.
- ▶ Click on **Develop Your Future®** to purchase or access the files for the comprehensive curriculum for middle school and high school classrooms.
- ▶ Click on **Resources** to review system components, access sample letters and publicity information, and download additional login and training materials.

If you have questions regarding your administrative database management system, contact Customer Support at 877.999.6227 or support@kuder.com, 7 a.m. – 5 p.m., CST.



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Login Instructions

www.kuderjourney.com



Please follow the **Login Instructions** below to begin using *Kuder® Journey*. Contact Kuder Customer Support at **877-999-6227** or support@kuder.com with any questions.

Registration

- Go to www.kuderjourney.com.
- Select **New Users** to begin the registration process.
- Create a unique user name and password. Write down your user name and password in the space provided for future reference.

User Name:

Password:

- Be sure to complete the Occupational Background Information as completely as possible as this information will be used to create your personalized pathway, which is tailored to your specific needs and information.
- Enter your *Kuder Journey* batch code.

Journey Batch Code:

- Click **Create New Account**. Welcome to *Kuder Journey*! If you did not move forward to the *Journey* home page, omitted items will appear at the bottom of the page.

Five Step Process

Step through the five step process to start the career planning process.

- **Step 1: Take Assessments** – Take assessments, enter results from offline assessments, and review results. If you entered a batch code that starts with the letter “X” during registration, you should not enter it again when you start an assessment. Simply select your education level and click Start Assessment.
- **Step 2: Make a List of Occupations** – Search and save occupations of interest using a variety of tools.
- **Step 3: Consider Education or Training** – Find educational options and learn about financial assistance.
- **Step 4: Get Ready for the Job Search** – Access resources that will prepare you for the job search.
- **Step 5: Find a Job** – Connect with ways to locate job opportunities and employers.

Re-Entering the System

- To re-enter the system go to www.kuderjourney.com, select **Log In**, and enter your user name and password.



KUDER® ADMINISTRATIVE LOGIN PROCEDURES

- ▶ Open an Internet connection and direct your browser to *Kuder® Journey* at www.kuderjourney.com.
- ▶ Click on **Administrators**.
- ▶ Enter your Administrative Access Code and Password in the fields provided.
 - ▶ ACCESS CODE: _____
 - ▶ PASSWORD: _____
- ▶ Click **Login**.
- ▶ Welcome to your *Kuder* Administrative Database Management System! The database home page provides News and System Alerts, instruction materials, and a variety of menu options; Quick Reports, Advanced Reports, Batch Codes Information, Portfolio Customization, and more.
- ▶ Click on **Batch Code Information** to view valid batch codes that you may provide to individuals wanting to access the online assessments. Each of the three assessments has a separate batch code assigned to it.
- ▶ Click on **Quick Reports** or **Advanced Reports** to view individual and aggregate results.
- ▶ Click on **Find a Student/Client** to find an individual quickly to review results, reset a password, or change a grade level.
- ▶ Click on **Post/Send a Message** to post a message to an individual or group of individuals' portfolios. Send an e-mail to individuals.
- ▶ Click on **Portfolio Customization** to post recommended links to individuals' portfolios.
- ▶ Click on **Download Directory Information** to download a text file of profile information.
- ▶ Click on **Resources** to review system components, access sample letters and publicity information, and download additional login and training materials.

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