**STUDENT REGISTRATION**

Follow these instructions to get your students started using Kuder Navigator.

- Go to [https://www.indianacareerexplorer.org](https://www.indianacareerexplorer.org).
- If your school uses Clever, click on Log in with Clever. Then, search for your school and login with your school username and password.
- If your school does not use Clever, click on Create an Account and select I am a student. Then, complete the four-step registration process and click on Sign Me Up to access the homepage.

**ADMINISTRATIVE REGISTRATION**

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

- Go to [https://www.indianacareerexplorer.org](https://www.indianacareerexplorer.org).
- If your school uses Clever, click on Log in with Clever. Then, search for your school and login with your school username and password.
- If your school does not use Clever, click on Sign In button and select Administrator Login. Then, click on Create an Account.

  Next, select Administrator, counselor, or other authorized person and click Continue. During registration, you will create a username and password. Write your username here for future reference:

  Username: ________________

  Enter the Organization Access Code and Password supplied in the email sent to the primary contact for your school or organization.

- Click Register to complete the process and access your ADMS home page.

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**Check out these free resources:**

Kuder’s content is geared towards educators, counselors, students, parents, and more! Don’t pass up their free resources to better help students prepare for brighter futures.

**KUDER BLOG**

The Kuder blog is packed with content you can share with students and parents, and best practices you can use in the classroom. Visit [kuder.com/blog](http://kuder.com/blog).

**SOCIAL MEDIA**

Follow Kuder’s social media channels for up-to-date news and to hear what others are saying! Give them a shoutout on Twitter @Kuder on how you’re helping your students #DreamBigPlanAccordingly.

**KUDER VIDEO LIBRARY**

Kuder’s story, the value of their solutions, and the impact they’re having on youth and adults across the world are best shared through video. Check out their video library at [www.kuder.com/about/success-stories/video-library](http://www.kuder.com/about/success-stories/video-library) and come back often for more stories from users around the globe.
THE KUDER ASSESSMENTS

The Kuder career assessments are regarded as best-in-class for their validity and reliability. They provide accurate results that serve as a powerful springboard for career planning. The assessments don’t define who you are or what your career should be, but they’re essential in helping you narrow your search and consider options you may not have previously considered.

Kuder Career Interests Assessment®
Rate how much you like or dislike various activities. When finished, your highest interests will be matched with career pathways you may enjoy.

Kuder Skills Confidence Assessment®
Rate how confident you are performing each activity. When finished, review your skills and explore matching career pathways.

Super’s Work Values Inventory-revised
Rate how important work-related values are to you. When finished, your values will be matched with career pathways you may enjoy.

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. Some accounts may have additional menu options based on purchased packages or add-ons.

MIDDLE SCHOOL: 6TH - 8TH 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
• Indiana Resources

🎓 Plan for Education

• Options After High School
• Find Schools
• Find High School Courses*
• Finance 101
• Indiana Education Resources**

MY PORTFOLIO ITEMS

👨‍🏫 My Assessments

• My Assessment Results
• My External Assessment Scores

🔍 My Job Search Tools**

• My Resumes
• My Cover Letters

⭐ My Favorites

• My Favorite Career Clusters & Pathways
• My Favorite Occupations
• My Favorite Schools
• My Favorite Person Matches
• My Notes

を迎 My Documents**

🎯 My Goals

notated My Indiana Graduation Plan

• My Personal Information
• My Graduation Promise
• My High School Diploma Plan
• My High School Course Plan
• My 21st Century Scholars
• My Approval History

*7th - 8th grade feature only.
**8th grade feature only.
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

*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

*Users' progress in completing critical system components.*

- Users who have registered within given date range.
- Education plan progress, planned class enrollment, and trends in areas of study.
- Users' status on starting and completing assessments.
- Users' status on various key job preparation tasks.

CTE Reports

*Data on CTE courses associated with users.*

- Provides individual and aggregate data on users coded as taking a CTE course(s).
- Available in individual and aggregate form.

Notes

ADMS SITE MAP

- Home
  - At A Glance
  - My Profile
  - Communications
- Reports
  - Assessment Reports
  - Activity Progress Reports
  - CTE Reports
- Tools & Resources
  - Curriculum Resources
  - ADMS Tools
  - About Kuder Products
  - Kuder News
- Administration
  - Account Information
  - Manage System Users
  - Manage User Access

Questions? We’re here to help.

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