

Administrative Registration & Login Instructions

Please follow these instructions to begin using your Kuder Administrative Database Management System® (ADMS). For questions and additional instructions, contact Kuder Client Engagement at 877.999.6227 or clientengagement@kuder.com.

Registration

- Go to Indiana Career Explorer at www.indianacareerexplorer.org.
- Click on **Create an Account**.
- From the “I am:” menu, select **an administrator or educator** and click **Next Steps**.
- During registration, you will create a user name and password. Write them here for future reference:

User Name: _____

Password: _____

- Enter the Organization Access Code and Password supplied in the implementation email sent to the primary contact for your site.

Access Code: _____

Password: _____

- Click **Register** to complete the process.

Database Home Page

Your ADMS home page provides profile information, system alerts, at a glance information, chat, and more. Access the system's tools and resources by using the tabs in the top navigation menu:

- **Reports:** Generate and review assessment, usage, and activity progress reports.
- **Tools & Resources:** Utilize resource files, post messages and links, and if applicable, manage curriculum or suggested activities.
- **Administration:** Update account information, find a user, and manage security and access.

Logging In

To re-enter your account, go to www.indianacareerexplorer.org, and select **Sign In**. Then, click on **Administrator Login** and login by entering your user name and password.



For system support questions, please contact Kuder Client Engagement at 877.999.6227 or clientengagement@kuder.com.