



2018-2019 Individual Registration & Login Instructions for South Triad Schools

Please follow the instructions below to begin using the *Kuder® Navigator* – an online educational and career planning system for today’s middle schools and high schools.

Registration

Don't create a new account if you have previously worked on Kuder Navigator. If you can't remember your login info, check with the teacher who gave you this handout or your counselor.

- Go to navigator.kuder.com
- Click on **Create an Account**
- Select **I am a Student**
- Click **Current Grade Level** from the drop down screen
- **High School Graduation Year: 2022**
- **Navigator Activation Code: N4273928SZP**
- On Step 2, where it asks, "Please contact me by:" Please select "Neither"
- During the process you will need to create a user name and password. Use the format below and be sure to write down your user name and password in the space provided for future reference.

User Name: _____ firstnamelastnamegraduationyear (for example: clairefletcher2022)

Password: _____ student id number

USERNAME: PASSWORD:

- Be sure to check the box next to "I have read and agree to the terms and conditions of use."
- Click **Sign Me Up** to complete the process.

Taking an Assessment

The first step in the educational and career planning process is learning about yourself.

- Click on **Take an Assessment**. Click on the following **TWO (2) assessments**:
 - Kuder Career Interest Assessment
 - Kuder Skills Confidence Assessment
- Once you complete the assessments, use your results and other available tools to explore majors and education and plan for work.

Logging In

To re-enter your account, go to navigator.kuder.com, select **Log In**, and enter your user name and password.



Do you know where you're going?-

You've Taken the Kuder Navigator Assessments...Now What?

After you have discovered your career interests, there are several resources within the *Kuder Navigator* Career Portfolio to help you plan for college and future careers. Take your planning a step at a time, and you will find that not only can you make good decisions about your career and education options, you will be able to adapt more readily to changes in your own life and in the working world.

Explore Occupations

Students can browse and explore occupations from the more than 1,000 included in the O*NET database. Students can read and compare O*NET occupation descriptions of interest and save favorites to their portfolio. *Navigator* also provides them with three main ways to create a list and explore occupations: by clusters and pathways, by assessment results, and by a title or keyword search.

Plan for Education

This section provides information on the various options students have after high school: going directly to work; entering military service; entering on-the-job training or apprenticeship; entering schools that offer an associate degree or less; and entering a four-year college. Students can easily create or update an education plan for high school and beyond. At the high school level, students can also explore extended learning opportunities, postsecondary schools, and financial aid information.

Plan for Work

Whether students are planning for a summer job or a full-time job after high school, this section helps them prepare for the job search by providing directional guidance on how to develop a résumé, write a cover letter, collect a list of references, and more.

Find a Job

Once students have learned about preparing and planning for work, they can learn how to find job openings; search for jobs on the Internet; research employers; and create an electronic Portfolio (e-Portfolio). The e-Portfolio becomes a student's web page of achievements and goals and may be shared online.

My Portfolio

The My Portfolio section is a place to update account information; view and save assessment results; develop a list of career goals, activities, and awards; and store postsecondary schools of interest. High school students may also use the My Portfolio section to access features that help them learn about themselves; explore education and career options; and record information such as educational accomplishments and work experiences.

Keep Your Family Involved

Share your assessment results with your parents, guardians, and other family members and include them in your college and career planning process. Learn about their college and career planning experiences and current occupations.

Career planning is a lifelong process! Continue to return to your lifelong Kuder Navigator Portfolio to explore more career options, research additional educational opportunities, update your résumé(s), and more!

Name: _____

Kuder Activities Lesson 3: Student Worksheet

The goal of this activity is to allow you to research three occupations that you'd like to learn more about and how you can do so.

- Go to <http://navigator.kuder.com> or your custom website. Select **I already have an account**, then enter your username and password. Next, click **Sign Me In**.
- Click on **Explore Occupations** and select **Occupations by Title**.

Occupation One

- Think of an occupation you want to know more about, then **Search by Title or Keyword(s)**.
- Click on the title of the occupation you've chosen, watch its video, then read its complete description. Save it to your portfolio by clicking on the star under the occupation title. Record the information below for this occupation.

Occupation Title: _____

Education Required: _____ Salary Range: _____

Primary Tasks: _____

Occupation Two

- Click on **Occupations by Title** along the left navigation menu and **Search by Title or Keyword(s)** for a different occupation.
- Click on the title of the occupation you've chosen, watch its video, then read its complete description. Save it to your portfolio by clicking on the star under the occupation title. Record the information below for this occupation.

Occupation Title: _____

Education Required: _____ Salary Range: _____

Primary Tasks: _____

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Occupation Three

- Click on **Occupations by Title** along the left navigation menu and **Search by Title or Keyword(s)** for a different occupation.
- Click on the title of the occupation you've chosen, watch its video, then read its complete description. Save it to your portfolio by clicking on the star under the occupation title. Record the information below for this occupation.

Occupation Title: _____

Education Required: _____ Salary Range: _____

Primary Tasks: _____

Comparing Occupations

- Click on **My Favorites** and select **My Favorite Occupations** from the left navigation menu.
- Scroll down to the Favorite Occupations chart to view the three occupations you saved and researched. Check the box in front of all three occupations and click **Compare** to see a side-by-side comparison of all three occupations. Now, answer the following questions.

1. Which of the three occupations did you like best and why? _____

2. With what you learned today, how will it affect your educational planning? _____

3. How could you learn more about these occupations? (Job shadowing, part-time jobs, extended learning opportunities, courses at school, etc.)
