



STUDENT REGISTRATION

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

- Go to navigator.kuder.com
- **If your school uses Clever:** Click on **C Log in with Clever**. Then, search for your school and login with your school credentials.
- **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. **To access your account in the future:** Go to navigator.kuder.com and enter your username and password and click **Log In**.

ADMINISTRATIVE REGISTRATION

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

If your school uses Clever and you are a Teacher or Admin, follow these steps:

- Go to navigator.kuder.com
- Click on **C Log in with Clever**. Then, search for your school and login with your school credentials.

If your school does not use Clever, follow these steps:

- Go to navigator.kuder.com
- Click on the **Administrator Portal** link at the bottom of the page.
- You are now at the **ADMS Homepage**. 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 Homepage**.
- **To access your account in the future:** Go to navigator.kuder.com and select the **Administrator Portal**. Enter in your username and password to **Log in**.



CHECK OUT OUR FREE RESOURCES

Our content is geared toward educators, counselors, students, parents, and more! Use our free resources to help students prepare for brighter futures.

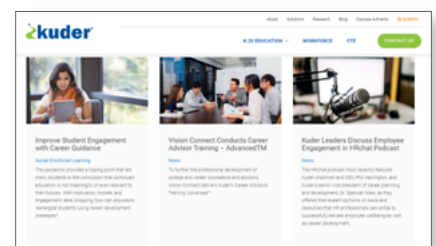
KUDER TRAINING

The Kuder training team offers online and face-to-face training sessions for our users to facilitate the implementation and utilization of all Kuder solutions.



KUDER BLOG

Our 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/



SOCIAL MEDIA

Follow our social media channels for up-to-date news and to hear what others are saying about us! Give us a shoutout on Twitter [@Kuder](https://twitter.com/Kuder) and tell us how you're helping your students [#DreamBigPlanAccordingly](https://twitter.com/DreamBigPlanAccordingly).



OUR ASSESSMENTS

The Kuder career assessments are regarded as best-in-class for their validity and reliability. Our assessments provide accurate results that serve as a powerful springboard for career planning. Our assessments do not define who you are or what your career should be, but are 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.

(Approximately 9 minutes.)



Kuder Skills Confidence Assessment®

Rate how confident you are performing each activity. When finished, review your results and explore matching career pathways.

(Approximately 7 minutes.)



Super's Work Values Inventory-revised

Rate how important work-related values are to you. When finished, your values will be matched with careers that you may enjoy.

(Approximately 4 minutes.)

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 available based on purchased enhancement features shown by the icons listed on the right.

MIDDLE SCHOOL SITE MAP: 6TH - 8TH GRADE

THINGS TO DO

- Take an Assessment**
- Explore Occupations**
 - Occupations Suggested by Assessment Results
 - Occupations Suggested by National Career Clusters and Pathways
 - Occupations by Title
- Plan for Education**
 - Pathways Link PL
 - Options After High School
 - Find Schools
 - College Match CA
 - Finance 101
- Prepare for Entrance Exams** CA
 - SAT Courses and Practice
 - ACT Courses and Practice
 - PSAT Practice
 - Accuplacer Prep Course
 - ASVAB Prep Course
 - GED Practice
- Prepare for AP Exams** CA
 - Sciences
 - Math & Computer Science
 - English
 - History & Social Science
 - World Languages and Cultures
- Graduation Plan*****

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 and Pathways
 - My Favorite Occupations
 - My Favorite Schools
 - My Favorite Pathways Link PL
 - My Favorite Majors
 - My Favorite Person Matches
 - My Notes
- My Documents**
- My Goals**
- My Ed Plans***
- My Exam Prep Results** CA
- My Transcript Requests** CA

ENHANCED FEATURES (Will vary depending on your school.)

- CA **College Access Tools**
- PL **Pathways Link** (customizable name)

* **My Ed Plans** - Available at 7th grade.
 ** **My Job Search Tools** - Available at 8th grade.
 *** **Graduation Plan** - May have a custom name. Will appear when the school administrator activates this feature.

HIGH SCHOOL SITE MAP: 9TH - 12TH GRADE

THINGS TO DO



Take an Assessment



Explore Occupations

- ... Occupations Suggested by Assessment Results
- ... Occupations Suggested by National Career Clusters and Pathways
- ... Occupations Related to a College Major
- ... Occupations by Title



Explore Majors

- ... Majors Suggested by Assessment Results
- ... Majors Related to Occupations
- ... Majors by Title
- ... Advisor Summary Report



Plan for Education

- ... Pathways Link **PL**
- ... Options After High School
- ... Education Needed for My Favorite Occupations
- ... Find Schools
- ... College Match **CA**
- ... Prepare for College Entrance Exams
- ... Learn About Financial Aid
- ... Search for Scholarships and Grants
- ... Finance 101



Plan for Work

- ... View a Sample Job Application
- ... Interview Process



Find a Job

- ... Find Job Openings
- ... Research Employers



Prepare for Entrance Exams **CA**

- ... SAT Courses and Practice
- ... ACT Courses and Practice
- ... PSAT Practice
- ... Accuplacer Prep Course
- ... ASVAB Prep Course
- ... GED Practice



Prepare for AP Exams **CA**

- ... Sciences
- ... Math & Computer Science
- ... English
- ... History & Social Science
- ... World Languages and Cultures



Graduation Plan***

MY PORTFOLIO ITEMS



My Assessments

- ... My Assessment Results
- ... My External Assessment Scores



My Job Search Tools

- ... My Resumes
- ... My Cover Letters
- ... My References



My Favorites

- ... My Favorite Work Values, Clusters and Pathways
- ... My Favorite Occupations
- ... My Favorite Schools
- ... My Favorite Pathways Link **PL**
- ... My Favorite Majors
- ... My Favorite Person Matches
- ... My Financial Aid Sources
- ... My Notes



My Documents



My Goals



My Ed Plans



My e-Profile



My Exam Prep Results **CA**



My Transcript Requests **CA**



My College Applications **CA**



My Scholarship Applications **CA**

ENHANCED FEATURES (Will vary depending on your school.)

CA College Access Tools

PL Pathways Link (customizable name)

*** Graduation Plan - May have a custom name. Will appear when the school administrator activates this feature.

PARENT SITE MAP: 6TH - 12TH GRADE

MY STUDENTS



Your Student's Name

- ... Student Overview
- ... Graduation Plan
- ... Assessment Results
- ... Ed Plans
- ... (Student Grade) Student Tasks
- ... Pathways Link **PL**



Manage Students

PARENT INFORMATION



System Tour

- ... Take a Tour
- ... How Careers are Presented



How Can I Help?

- ... Empowering Your Students
- ... Useful Websites




Parent Guide

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 SITE MAP


Home

- ...At a Glance
 - ...System User Data Overview
 - ...Communicate with System Users
 - ...Post a Message
 - ...Post a Link
- ...My Profile
 - ...Edit Personal Information
 - ...Navigator Activation Codes
- ...Communications
 - ...Messages
 - ...Kuder Alerts
 - ...Connect with Kuder
- ...Kuder News
 - ...Kuder User News
 - ...Best Practices
 - ...Testimonials
- ...Kuder Chat (Located in Bottom Right Corner) 

Reports

- ...Assessment Reports
 - ...Core
 - ...Individual Report
 - ...Aggregate Report
 - ...Top Three Report
 - ...Advanced Options
 - ...Individual Report
 - ...One Page Summaries
 - ...Aggregate Report
 - ...Top Three Report
- ...Activity Progress Reports
 - ...Registration
 - ...Assessments
 - ...Education Plans
 - ...Job Preparation Tools
- ...Additional Reports
 - ...Common App Requests 
 - ...Direct Application Requests 
 - ...General Reports
 - ...Goals Detail Report
 - ...Favorites Detail Report
 - ...Pathways Link Reporting 
 - ...Favorites Aggregate Report
 - ...Parchment Request Report 
 - ...Scholarship Application (by Student) 
 - ...Scholarship Application (by College) 
 - ...Graduation Plan
 - ...Detailed Reports by Student
 - ...Section Reports by Student
 - ...Dashboard (Accessible Using the Menu)

Tools & Resources

- ...Curriculum Resources
 - ...Direct Your Future
 - ...Lesson Plans
- ...About Kuder Products
 - ...Kuder Navigator
 - ...Individual Login Instructions
 - ...Administrative Login Instructions
 - ...Quick Guide
 - ...My Next Steps Overview
 - ...Curriculum Manager
- ...ADMS Tools
 - ...Post a Message
 - ...Curriculum Manager
 - ...CTE Coding Manager
 - ...Graduation Plan
 - ...Common App (Security Admin Level Only) 
 - ...Post Links
- ...Helping Parents Get Involved
 - ...Career Planning Parent Night Kit
 - ...Agenda
 - ...Checklist
 - ...News Release
 - ...Announcement for School Website
 - ...Announcement for School Newsletter
 - ...Social Media Messaging Template
 - ...PowerPoint® Presentation
 - ...Parent Guide
 - ...Parent Flier
 - ...Parent Letters
 - ...Parent Letter Pre-Assessment
 - ...Parent Letter Post-Assessment

Administration

- ...Account Information
 - ...Edit Personal Information
 - ...Change Password
- ...Manage User Access
 - ...Access Code (Admins)
 - ...Activation Codes (Students)
- ...Manage System Users
 - ...Manage Security (Security Admin Level Only)
 - ...Find a User
 - ...Download Directory
 - ...Transition Users
 - ...User Name Report

ENHANCED FEATURES (Will vary depending on your school.)

-  **College Access Tools**
-  **Pathways Link** (customizable name)

Questions? We're here to help. 



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