



## STUDENT/ADULT REGISTRATION

Follow these instructions to get your students and adult clients started using Kuder Journey.

- Go to <https://journey.kuder.com>.
- Click on **I need to create an account** and select your user type.
- 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<sup>®</sup> (ADMS) account.

- Go to <https://journey.kuder.com> and click on the **Administrator Login** link.
- Click on **Create an Account**.
- Select the user type of **Administrator, counselor, or other authorized person** and then click **Continue**.
- Complete all the steps in the registration form using the Organization Access Code and Password in the email from Kuder. Write your username below for future reference.

Username: \_\_\_\_\_

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


### Check out these free resources:

Our content is geared towards users, educators, career experts, and more! Don't pass up our free resources to better prepare for brighter futures.

### KUDER BLOG

The Kuder blog is packed with great content including college tips, career advice, professional development topics and more. Visit [kuder.com/blog](https://kuder.com/blog)!

Managing the Challenges Associated with Career Advancement



Workforce & Adults  
Clients seeking to advance in their career paths will inevitably encounter some bumps along the way.  
[Read more →](#)

### SOCIAL MEDIA

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



### KUDER VIDEO LIBRARY

Our story, the value of our solutions, and the impact we're having on youth and adults across the world are best shared through video. Check out our video library at [www.kuder.com/about/success-stories/video-library](https://www.kuder.com/about/success-stories/video-library) and come back often for more stories from users around the globe.

# JOURNEY SITE MAP & MENU OPTIONS

As individuals register for Journey, they choose whether they are a student or a job seeker/career changer. Then, students select their grade level and job seeker/career changers identify with a particular user type (e.g., Veteran). Individuals may update their account type at any time in the **Account Settings** area of the system. Some accounts may have additional menu options based purchased packages or add-ons.

## COLLEGE STUDENT SITE MAP

### 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 Related to a Holland Code
- ... Occupations by Title



#### Explore Majors

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



#### Plan for Education

- ... Education Needed for My Favorite Occupations
- ... Find Schools
- ... Learn About Financial Aid
- ... Search for Scholarships and Grants
- ... Find Internships
- ... Find Apprenticeships
- ... Graduate School



#### Plan for Work

- ... View Sample Job Application
- ... Interview Process
- ... Use Social Networking



#### Find a Job

- ... Find Job Openings
- ... Research Employers
- ... Your School's Office of Career Services

### 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 Majors
- ... My Favorite Person Matches
- ... My Financial Aid Sources
- ... My Notes



#### My Documents



#### My e-Profile

### OUR ASSESSMENTS



#### 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.

# ADULT JOB SEEKER/CAREER CHANGER SITE MAP

## 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 Related to a Holland Code ●●●
- ... Occupations by Title
- ... Occupations by Military Specialty ●



### Plan for Education

- ... Education Needed for My Favorite Occupations
- ... Find Schools
- ... Learn About Financial Aid
- ... Search for Scholarships and Grants
- ... Find Internships ●●
- ... Find Apprenticeships
- ... Graduate School ●



### Explore Majors

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



### Plan for Work

- ... Find Vocational Rehabilitation Offices ●
- ... Interview Process
- ... Use Social Networking ●●
- ... Find Professional Associations ●●



### Find a Job

- ... Find Job Openings
- ... Research Employers
- ... Your School's Office of Career Services ●
- ... Your College Alumni Association ●

## 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
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- ... My Favorite Schools
- ... My Favorite Majors
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### My e-Profile

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## User Types

Menu options *not marked with a colored dot* indicate availability for all user types.

- A graduate, just out of school looking for my first full-time job
- A laid off worker and/or a worker seeking a job within the same occupation
- A worker exploring a change to an entirely different occupation
- A veteran or active member in the military.
- A person with a disability
- An ex-offender
- A retired person seeking another job or volunteer work
- A person going back to school to finish my degree

# 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.
- Users' status on starting and completing assessments.
- Users' status on various key job preparation tasks.

### User Reports

*Users' specific individual characteristics.*

- Users' needs and barriers.
- Users' work experience.
- User type.

## ADMS SITE MAP

### Home

- .....At A Glance
- .....My Profile
- .....Communications

### Reports

- .....Assessment Reports
- .....Activity Progress Reports
- .....User Reports

### Tools & Resources

- .....Curriculum Resources
- .....ADMS Tools
- .....About Kuder Products
- .....Kuder News

### Administration

- .....Account Information
- .....Manage System Users
- .....Manage User Access

## Notes

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Questions? We're here to help. 

