Journey Quick Guide

The Indiana Career Explorer, powered by Kuder® Journey, is a comprehensive, intuitive, and Internet-based system that helps postsecondary students and adults plan for a career, make a career change, and keep their career on track. For career centers and workforce agencies, Journey is the answer to improved workforce preparation and support for economic development.

This quick reference guide provides brief instructions and information on Journey and its navigation menu options. Kuder, Inc. offers face-to-face and online training sessions to support effective usage and understanding of the system. For more information on these training options or to schedule a session, please contact us at 877.999.6227 or support@kuder.com.

Administrative Registration

Follow these instructions to begin using your Kuder® Administrative Database Management System.

- Go to www.indianacareerexplorer.org and click on New users register here.
- Select Administrator, counselor, or other authorized person and click Continue.
- Complete the Personal and Contact Information sections; create a User Name and Password; and enter your Organization Access Code and Password that were supplied in your implementation e-mail from Kuder, Inc. Write your user name and password below for future reference.

User Name: ___________  Password: __________

- Click Register to complete the process and access your Administrative Database Management System home page.

Administrative Database

Your administrative database provides system alerts, resource files, and links as well as access to tools via the top navigation menu:

- Home – Navigate the database.
- Reports – Get assessment reports and review needs and barriers.
- Tools & Resources – Utilize resource files, post a message, and more.
- Administration – Update account information, manage system users, and manage user access.

Logging In

Go to www.indianacareerexplorer.org to re-enter your account. Enter your user name and password, and click Log In.

Provide Registration/Login Instructions for Your Students/Adult Clients

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

- Log into your Administrative Database Management System.
- Select Tools & Resources from the top navigation menu.
- Under “Kuder Journey” select the Individual Login Instructions.
- Print these instructions for students/clients, which walk them through registering, taking assessments, and logging in.
**Kuder Journey Site Maps & Navigation Menu Options**

**Journey** is uniquely tailored to each individual user. During registration, users select their user type from nine options: 1) Student – College Freshman, College Sophomore, College Junior, or College Senior or Graduate Student; 2) Adult – Just out of school looking for my first full-time job; 3) Adult – Seeking a new job within my company; 4) Adult – Laid off, and/or seeking a job in the same occupation outside my company; 5) Adult – Exploring a change to an entirely different occupation; 6) Adult – A veteran or active member in the military; 7) Adult – A person with a disability; 8) Adult – An ex-offender; and 9) Adult – A retired person, seeking another job or volunteer work. This user type selection determines which menu options will be available to meet a user’s specific needs. The user type chosen at registration can be changed at any time in the “Account Information” area of the system.
**User Types**

*Menu options not marked with colored dot, denote availability for all user types.*

1. I’m Just Out of School Looking for My First Full-Time Job.
2. I’m Seeking a New or Better Job in the Same Occupation **Within** my Company.
3. I’m laid off and/or seeking a New or Better Job in the Same Occupation **Outside** my Company.
4. I’m Wanting to Explore a Change to an Entirely Different Occupation.
5. I’m a Veteran or Active Member in the Military.
6. I’m an Adult with a Disability.
7. I’m an Ex-Offender.
8. I’m a Retired Person, Seeking Another Job or Volunteer Work.
Easy Step-by-Step Process
To help users make decisions about their future, Kuder Journey guides them through an easy step-by-step process, providing a reliable and effective career planning and development experience. The flexible process allows users to complete the steps in order or to select the step that will meet their immediate needs.

• Step 1: Assessments
No matter what stage an individual is at in their life, the career planning process starts with learning about oneself. The research-based interests, skills, and work values assessments kick-start career exploration and ultimately encourage more satisfaction and success.

• Step 2: Occupations
If individuals are looking to transfer skills to another job, find a job related to their college major, or simply start the search from scratch, Journey allows them to search and narrow a list of occupations that are right for them.

• Step 3: Education & Financial Aid
It may be time to consider new or additional education and training options. System users can align the career possibilities they are interested in with related educational requirements, determining a future path and learning about financial aid assistance.

• Step 4: Job Search Tools
Planning and preparation is critical before applying for that next career. If job seekers need to create a résumé, write a cover letter, collect references, or update their interviewing skills, Journey provides the tools to do so.

• Step 5: Jobs
Once an individual has effectively learned about their options and prepared for upcoming opportunities, the last step is finding a job. Journey offers a number of ways to research employers, find local companies, and locate available jobs.

An important step when pursuing a career is identifying college majors that can help students compete in the global economy. With Journey, postsecondary students are presented with an additional step — Majors — to help them create a list of options that are of interest; learn about the requirements for an occupation of choice; and explore the benefits of pursuing an advanced or professional degree.

Training Notes