

Indiana Career Explorer

Powered by  **kuderjourney**

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

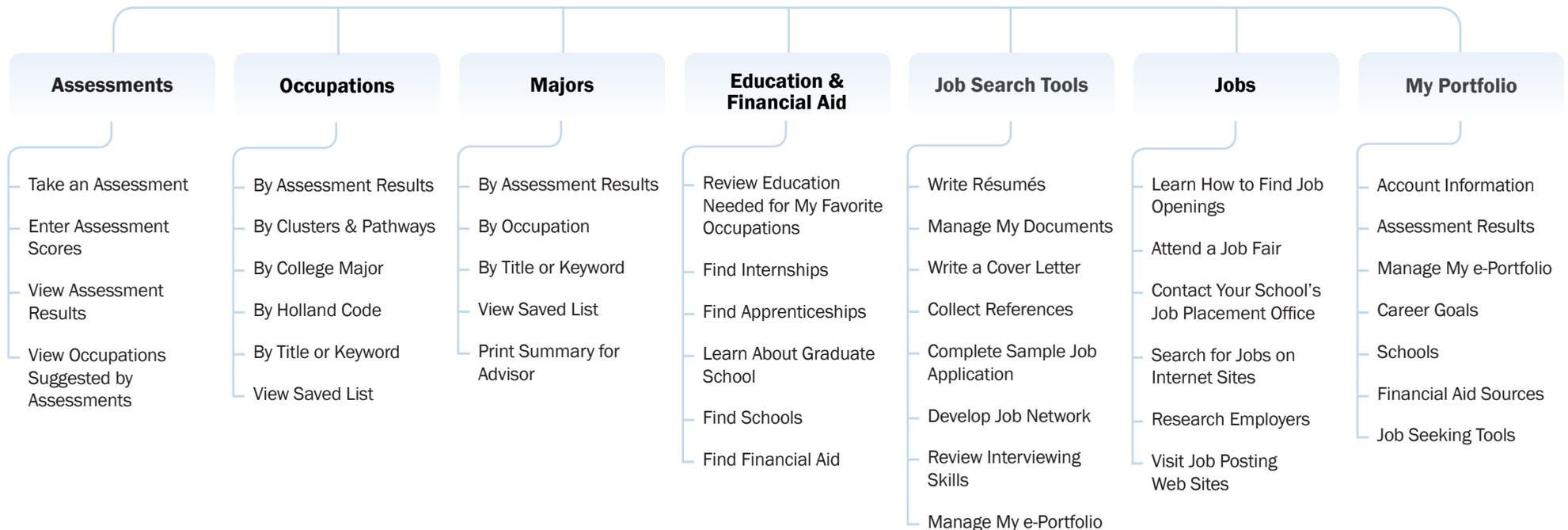
Follow these instructions to get your students/clients started using *Kuder Journey*.

- 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

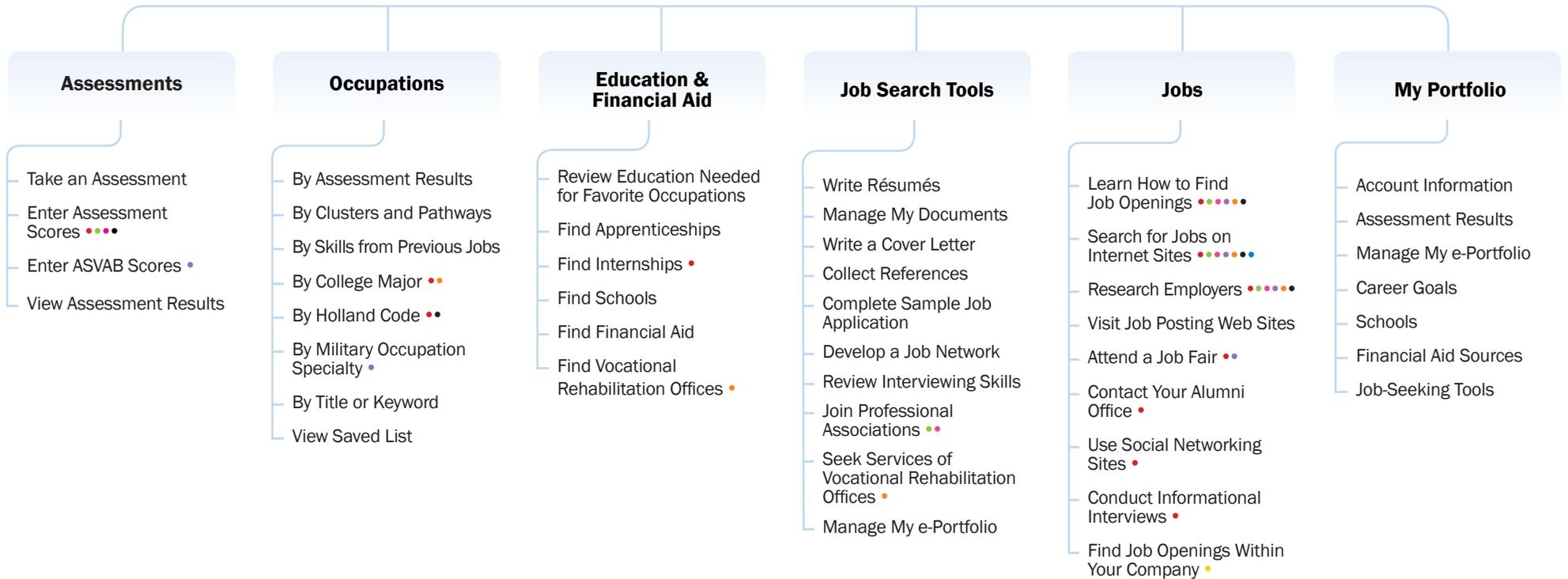
Journey is uniquely tailored to each individual user. During registration users select their user type from nine options: 1) Student – College Freshman, College Sophomore, College Junior, or College Senior or Graduate Student; 2) Adult – Just out of school looking for my first full-time job; 3) Adult – 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.





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Adult Site Map



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



For additional training and support on *Kuder Journey*, please contact the Kuder Customer Support team Monday - Friday, 7:00 a.m. - 5:00 p.m. CT.

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