



ADMINISTRATIVE REGISTRATION

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

- Go to admin.MyCareerShines.org.
- Click on **Register** or **Log In**.
- Click **New Users Register Here!**
- Select the user type of **Administrator** and then click **Continue**. Complete all the steps in the registration form using the Organization Access Code and Password in the implementation email from Kuder. Write your username below for future reference.

Username: _____

Password: _____

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

STUDENT REGISTRATION

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

- Go to www.mycareershines.org and select your user type or category from the drop down menu.
- Click on **Register or Log In** under **Middle & High School Students**.
- Click on **I need to create an account** and select **I am a student**.
- Complete the four-step registration process and click on **Sign Me Up** to access the homepage.

ADMS SITE MAP

Home

- At A Glance
- My Profile
- Communications

Reports

- Assessment Reports
- Usage Reports
- Activity Progress Reports
- CTE Reports

Tools & Resources

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

Administration



- Account Information
- Manage System Users
- Manage User Access

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.


MIDDLE SCHOOL: 6TH GRADE SITE MAP

THINGS TO DO

-  **Take an Assessment**
-  **Explore Occupations**
 -Occupations by Six Groups
 -Occupations by Title




MY PORTFOLIO ITEMS

-  **My Assessments**
 -My Assessment Results
-  **My Favorites**
 -My Favorite Career Fields
 -My Favorite Occupations
 -My Notes






-  **My Academics**
 -My Academic Success Tools
 -My Ed Plans

MIDDLE SCHOOL: 7TH - 8TH GRADE SITE MAP

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**
 -Options After High School
 -Find Schools

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 Person Matches
 -My Notes
-  **My Documents***
-  **My Academics**
 -My Academic Success Tools
 -My Ed Plans

HIGH SCHOOL: 9TH - 12TH GRADE SITE MAP

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

- ...Options After High School
- ...Education Needed for My Favorite Occupations
- ...Find Schools
- ...Prepare for College Entrance Exams
- ...Learn About Financial Aid
- ...Search for Scholarships and Grants



Plan for Work

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



Find a Job

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

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 Academics

- ...My Academic Success Tools
- ...My Ed Plans



My e-Profile

PARENT SITE MAP

MY STUDENTS



Student Username

- ...Student Overview
- ...Assessment Results
- ...Ed Plans
- ...Grade Level Student Tasks



Manage Students

PARENT INFORMATION



System Tour

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



How Can I Help?

- ...Supporting My Next Steps
- ...Empowering Your Students
- ...Useful Websites



Parent Guide

SYSTEM FEATURES

MyCareerShines provides a variety of assessments and resources to help middle and high school students prepare a personal plan for their education, career, and a brighter future.

Take An Assessment

In 6th grade, students complete an interest checklist to gather information on occupations and align them to career fields. Students in 7th and 8th grade have access to research-based assessments – the Kuder Career Interests Assessment® and the Kuder Skills Confidence Assessment® – to help determine which occupations they might like. An additional assessment is available in high school – the Super’s Work Values Inventory-revised (SWVI-r), which gauges the significance a student places on certain values in relation to job satisfaction.

Assessment results are aligned to career pathways and clusters and provided in an easy-to-read and printer-friendly report.

Explore Occupations

Students can imagine a brighter future by exploring occupations from more than 1,000 included in the O*NET database. For middle school students, occupational descriptions are written at a level to ease exploration of future possibilities.

High school students can read and compare O*NET occupation descriptions of interest and save favorites to their personal e-Profile. To facilitate exploration and decision-making, students can also create lists of occupations, organized by assessment results, clusters and pathways, and/or title.

Plan For Education

MyCareerShines users have opportunities to shine at any life stage. When considering education options, students can align the career possibilities they are interested in with related educational requirements by determining a future path and learning about financial aid assistance.

Plan For Work

It’s never too early to start preparing for a brighter future. Whether it’s a summer job in high school or a full-time job after graduation, this section helps students prepare for the job search by providing guidance on how to develop a resume, write a cover letter, collect a list of references, and more.

Find A Job

When students are prepared and plan to find a job, they can learn how to find job openings, search for jobs online, research employers, and create an e-Profile. The e-profile becomes a student’s web page of achievements and goals that can be shared online with potential employers.

My Portfolio Items

The My Portfolio Items help students envision their future success. Students can view their favorite work values, clusters and pathways, occupations, schools, majors, personal matches, and record information in the My Notes tool. They can also access their job search tools such as resumes, upload and manage documents, and create and edit their ed plans.

MYCAREERSHINES IS SUPPORTED BY THE FOLLOWING:

- Florida Virtual Campus
- University of West Florida Innovation Institute
- Florida Department of Education
- State University System of Florida
- Career Source Florida
- Florida College System
- Florida Department of Economic Development

QUESTIONS & SUPPORT

MyCareerShines
powered by Kuder®

www.MyCareerShines.org

For system support and questions about training:

www.kuder.com | 877.999.6227
clientengagement@kuder.com