

## JOURNEY FEATURES

Kuder Journey provides a variety of assessments and resources to help college students and adults prepare for their education, career, and a brighter future.

### ✔ Take An Assessment

No matter what life state an individual is at, the career planning process starts with learning about oneself. Journey provides students and adults access to three research-based assessments — the **Kuder Career Interests Assessment®**, the **Kuder Skills Confidence Assessment®**, and the **Super's Work Values Inventory-revised**. These assessments kick-start career exploration and ultimately encourage more satisfaction and success.

### 📍 Explore Occupations

Students and adults can imagine a brighter future by exploring occupations from more than 1,000 included in the O\*NET database. If users 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.

### 🎓 Plan For Education

Journey users have opportunities to shine at any life stage. To consider new or additional education and training options, students and adults 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 late to start preparing for a brighter future. A sample job application familiarizes users with the most common questions asked. Users can prepare for job interviews by reviewing the process, watching videos, and learning practical tips for success.

### 🔍 Find A Job

When users 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 user's web page of achievements and goals that can be shared online with potential employers.

### ★ My Favorites

The My Favorites section helps students and adults envision their future success. Users can use the My Favorites to store their favorites work values, clusters, and pathways; occupations; schools; majors; person matches; and financial aid sources. Notes documented throughout the system are also stored here.

## MADE AVAILABLE THROUGH SUPPORT FROM:

- Edsouth (Program Sponsor)
- TNStars College Savings 529 Program
- Tennessee Department of Education
- Tennessee Board of Regents



## ADMINISTRATIVE REGISTRATION

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

- Go to [www.planningyourdreams.org](http://www.planningyourdreams.org).
- Click on the **Create an Account** button, select **I am an administrator or educator**, and click **Next Steps**.
- Click **Continue** after confirming your user type.
- Complete the registration page, including entering your **Organization Access Code** and **Password**. Write your username and password here for future reference.

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

Password: \_\_\_\_\_

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

## STUDENT/ADULT USER REGISTRATION

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

- Go to [www.planningyourdreams.org](http://www.planningyourdreams.org).
- Click on the **Create an Account** button, select **I am a college student or an adult job seeker or career changer**, then click **Next Steps**.
- Complete the four-step registration process, and click **Sign Me Up** to access the Journey home page.

## ADMS SITE MAP

### 🏠 Home

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

### 📄 Reports

- ... Assessment Reports
- ... Usage Reports
- ... Activity Progress Reports
- ... CTE Reports
- ... User Reports

### 🔧 Tools & Resources

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

### 👤 Administration

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

## ACCOUNT TYPE

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 (i.e. Veteran). Individuals may update their account type at any time in the **Account Settings** area of the system.

## 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
- ... Tennessee Education Resources

#### 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

## 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
- ... Tennessee Education Resources

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

#### My Documents

#### My e-Profile

### 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