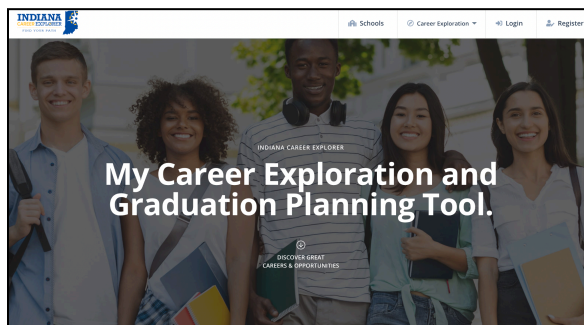


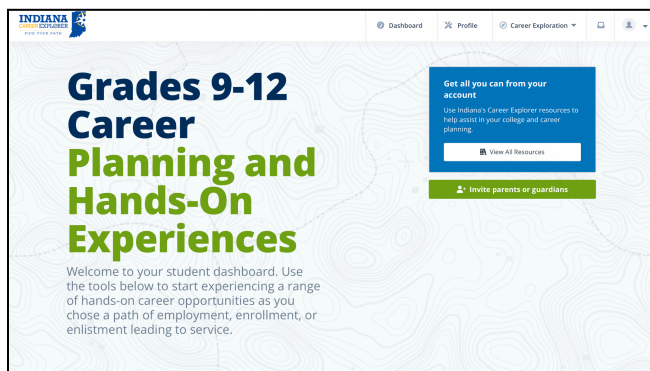


# **QUICK USER GUIDE- 9-12 STUDENT**

1. Go to the landing page: <https://indianacareerexplorer.com> and select **Register** in the upper right hand corner. If you already created an account, select **Login**.

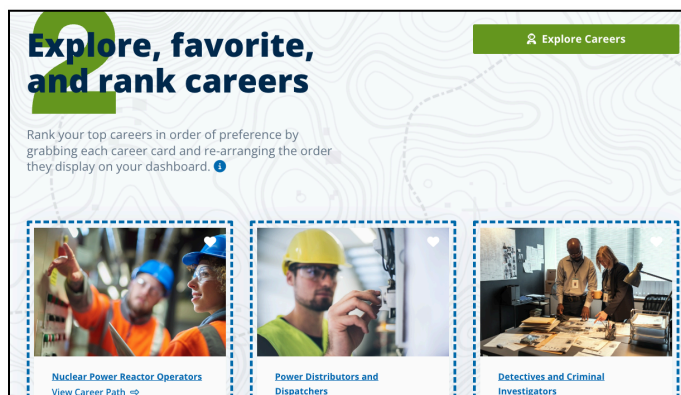


2. From the **Registration Page**, insert your First Name, Last Name, Email, create a password, Zip Code, Select “I am a Student” from the “How Can we Serve You?” drop-down, Grade Level, and School. Select **Register**.
3. Congrats! You are now on the platform dashboard. This dashboard allows you to Identify Your Interests, Explore Careers, Set Goals, High School Course Planning, Graduation Plans, and Additional Resources. You may also Invite Parents or Guardians to view your dashboard.

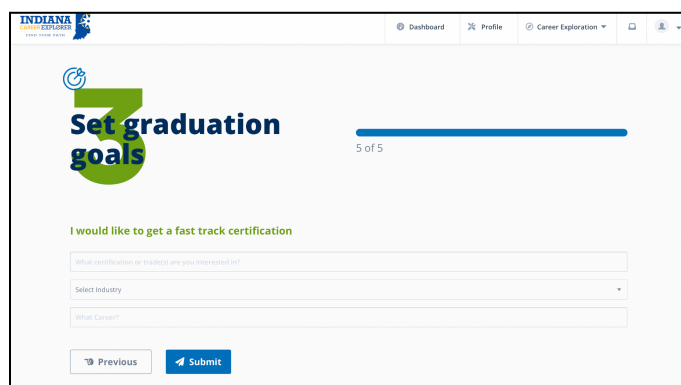


4. **Identifying your Interests** is Section 1, which allows you to take an assessment to find your interests, Agilities, and work values. Click the **Get Started** button to take the assessment. Once you have completed the interests assessment, this section will allow you to see your results and career paths, as well as your Top 3 Industries.

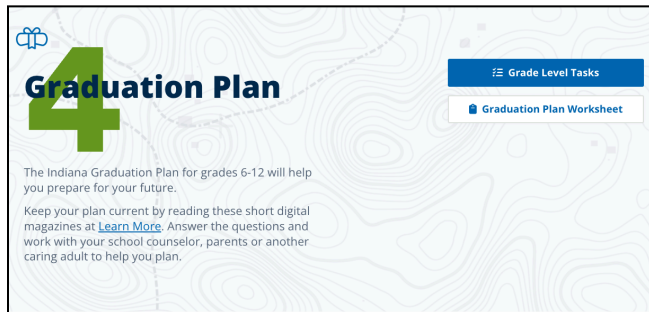
5. Section 2 is **Explore, Favorite, and Rank Careers**. Explore industries, careers, or take the interest assessment to discover your **top 5** careers, or browse them all. Favorite the careers you are interested in by browsing careers by industry and clicking the heart in the upper right hand corner of the career card. You may now rank your top careers in order of preference by grabbing each career card and re-arranging the order they display on your dashboard.



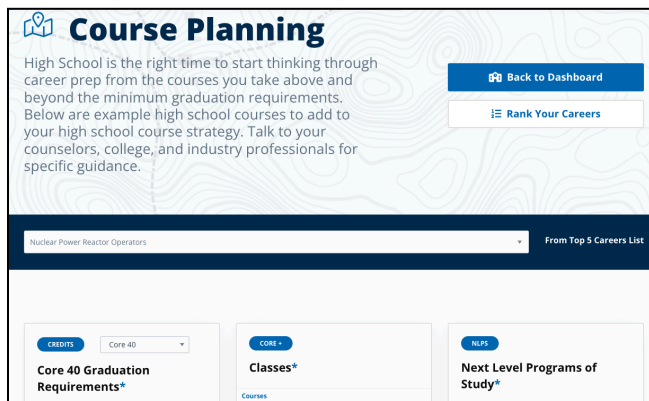
6. Section 3 is your **Graduation Goals**, this questionnaire makes your support coach aware of what your journey looks like next. You can answer whether you would like to go to a Community College or 4-year College, would like to join the Armed Forces, go directly into the workforce, or would like to earn a fast-track certification. Always select **Submit** when you have filled out the questions. These will also update on your Digital Graduation Plan.



7. Section 4 is your **Graduation Plan**. This section allows you to see the Grade Level specific tasks for what is necessary for you to graduate. You may also view the Graduation Plan worksheet on this section as well. You may agree to these on your Digital Graduation Plan.

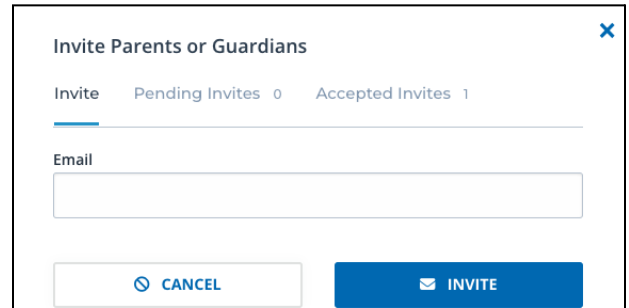


8. Section 5 is your **High School Course Planning**. This section allows you to plan out courses geared towards your career interests. Click **Let's Get Started**. In order to see the Core 40 Requirements, Classes, and Next Level Programs of Study that align with your career interests, you must have favorite careers listed in Section 2. Select **From the Top 5 Career List** to see all of your favorite careers and what course planning is required.

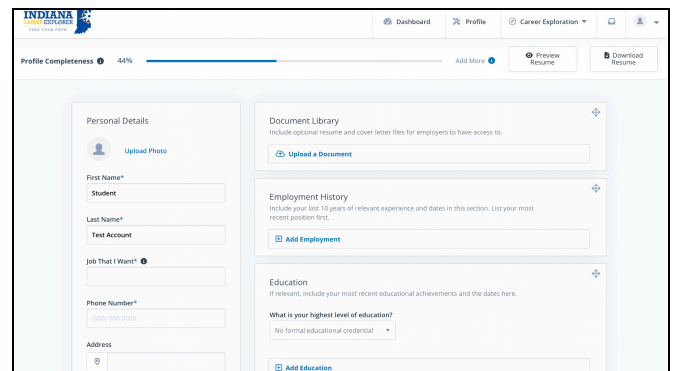


9. Section 6 is **Preparing for Graduation**. This consists of resources to help you prepare for graduation and the journey you take after you graduate. These resources are college resources, military resources, and workforce resources. Click on each resource to go directly to that link.

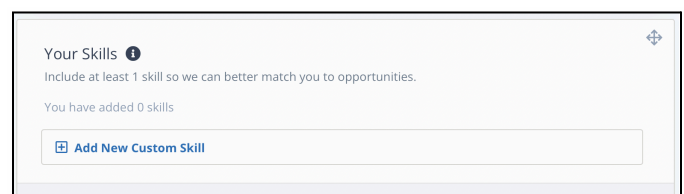
10. To invite a parent or guardian, select **Invite Parents or Guardians** on your dashboard, and insert their email. You can see if a parent has accepted the invite or not. From the Pending Invites tab, you can resend the invitation if your parent or guardian needs it to be sent again.



11. Your **Profile** consists of a Profile Picture, First and Last Name, Job That I Want, Phone Number, Address, Websites and Social Links, Document Library, Education, Skills, Certifications and Licenses, Volunteer Experience, Extracurricular Activities, and Academic Achievements.



12. To add any additional information to your profile, always select the blue + sign next to the section you want to add to. For example: + Add New Custom Skill



13. Your **Digital Graduation Plan** has important sections to fill out! Please click **Save** at the bottom of each section to save all of your progress! Once you've filled out a section, the title on the left hand side will appear with a check mark to show it's completed.



14. The **Student Information** section will have all of your personal information.

15. **Graduation Promise** and **Acknowledgements** sections will require you to agree to specific requirements set by your school.

16. The **HS Diploma Plan** Section will allow you to check the emblem of the Diploma you plan to get.

17. The **After High-School Plan** is the same as section 3 from your dashboard. You can change the information here and it will update on your dashboard as well.

18. **PS Education Plan** gives you the opportunity to indicate whether you'd like to learn more about all your education options after school.

19. The **Testing Plan** lists out all tests that you may take. Here you can indicate if you plan to take a test, or enter the scores you've gotten already!

GRADE	PLAN TO TAKE	DATE	RESULTS
6th Grade	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
7th Grade	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
8th Grade	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
High School	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

20. The **4-Year HS Course Plan** allows you to build out your courses starting from 6th up until 12th grade!

21. The **Checklist of Items** allows you to enter your current grade and check off each item you've already completed. These are important to graduate and provide you with great resources!

22. Once you've finished, you can click on **Publish**. From here you can download the PDF and share it!

23. Taking the Career Interest Assessment will allow you to see which programs and career plans you match to. You may also take the Agile Work Profiler© and the Work Values Matcher!

**Learn more about your interests, Agilities and work values and how they help shape your career choices.**

Quickly see how your passions and skills match with available careers- then build your resume, check out education and training resources and plan your next step.

**Career Interest Assessment**

See what careers match your interests! It only takes a few minutes! Tell us about your interests and we'll match you with over 750 careers.

[View Results](#)

[Download Results](#)

[Take Again](#)

**Agile Work Profiler©**

Agile Work Profiler© provides you with a ranked list of your strengths and interests - your Agilities - as they relate to the workforce.

[Start Now](#)

**Work Values Matcher**

Think about your work values and rank them in order of importance to you. Identifying your own values will help you know which jobs may be most satisfying to you.

[Start Now](#)

24. From this page, you may Download Results, Retake Interests Assessments, or return to dashboard.

**Your Interests Assessment Results**

Based on your answers, you have several career paths to choose from!

[Download Interests Assessment](#) [Retake Interests Assessment](#) [Back to Assessment Dashboard](#)

**Your Top Industries**

- Human Services
- Arts, Audio/Video Technology & Communications
- Business Management & Administration

25. You may search for Education Programs at any time - select **Career Exploration** in the Navigation Bar, once the dropdown opens, select **Education/Training**.

**Education and Training Search**

Explore schools and programs that will help propel your career.

Industry: Any Job Title: Any Education: Any [Search](#)

Is there a program you would like to see listed? Please [fill out the form](#) to request an addition.

Not sure where to start? [Take an Assessment](#)

We've found 12395 results!

**(FCAW) Structural Welding - Southeastern Career Center**

Southeastern Career Center

Versailles, IN 47042 Certification [View Program](#)

26. **Career Exploration** allows you to search for Job Opportunities in your area by selecting the Jobs Tab. You may search by Keyword, MOC (Military Occupation Code), or Job Title. You also have the option to insert a City or Zip Code.

**Career Exploration**

Search jobs by Title, Keyword or MOC

Not sure where to start? [Take an Assessment](#)

**Browse by Industry**

- (IT) Information Technology
- (STEM) Science, Technology, Engineering & Mathematics
- Agriculture, Food & Natural Resources
- Arts, Audio/Video Technology & Communications

27. **Career Exploration** allows you to search all Industries, and learn more about the select Career Path. Your *Assessment Results* will match you to particular careers and Fields of Study, based on your answers, but that does not mean you cannot explore other options. Select **View Careers** or **Learn More** under each Field of Study Card to dive deeper.

**Browse by Industry**

- (IT) Information Technology
- (STEM) Science, Technology, Engineering & Mathematics
- Agriculture, Food & Natural Resources
- Arts, Audio/Video Technology & Communications
- Business Management & Administration
- Construction & Architecture
- Education & Training
- Energy & Utilities

28. Your **Inbox** will consist of any messages you have received or sent from your support coach. When you receive a message, you will also get an email notification showing the content of the message. You may login from that email to send a reply.

1. **Student Dashboard**- Home page for all student users to quickly access their assessments, recommendations of tasks, important resources, educational searches, and career interests.
2. **Navigation Bar**- Sits at the top of the page, consists of your Job Match Profile, Career Exploration, Inbox, and Profile.
3. **Student**- This is YOU! You are utilizing the platform to search for jobs in your area, explore other career opportunities, or build your resume using the Profile.
4. **Support Coach**- Your platform manager, who is assigned to you after registration- they are who you can contact and communicate with if any questions arise or you need help using the platform.
5. **Invite Parent / Guardian**- This button is for parents or guardians to have visibility into their students profile and dashboard. Parents or guardians are invited via their email. They have the ability to change or edit information their students have already placed inside the platform.
6. **Career Goals**- This section lives on your student dashboard and allows you to give your support coach insight on what your Career Goals may be. Your answers will appear to your support coach on their view of your profile. The questions ask about your College Plan, if you are interested in the Military, or if you are interested in a certification or training program.
7. **Important Resources**- These resources consist of the FAFSA Application, Scholarship Opportunities, College Connections, and Leadership Foundation Opportunities. Use this tool to expand your knowledge of community resources. You may find these resources on your student dashboard or under Career Exploration, select Resources.
8. **Interests Assessment**- An assessment that will match your interests with available industries and careers.
9. **Profile**- Your profile is where you can enter your information that you'd like to share. This includes Skills, Professional Summary, Document Library, Education, Certifications and Licenses, Volunteer Experience, Affiliations, Extracurricular Activities, and Academic Achievements.
10. **Career Exploration**- Found in the Navigation Bar - shows the dropdown of Assessment, Industry & Careers, Education, and Resources.
11. **Education**- This section allows you to explore schools and programs in your community or state, that will help boost performance in your career field. You are able to search by industry, job title, or education programs (2 or 4 years).
12. **Industry & Careers**- This section allows you to search over all possible industries or careers that interest you. If you were not happy with your Interest Assessment results, you may search and explore the Industry & Careers to find something that suits you more. The Industry and Career searches allow you to see what education is needed, a salary breakdown, top tasks, skills needed, and job opportunities that exist currently.

- 13. Profile Completeness Bar-** Shows the progress for how much of your profile you have completed.
- 14. Document Library-** This holds all documents that have been uploaded to your profile. You may upload your resume, cover letters, achievements and certificates, transcripts, or recommendation letters.
- 15. Top Industries-** These are the most popular industries for users on the platform.
- 16. Top Careers-** These careers are high-demand careers in your community.
- 17. Digital Graduation Plan-** This is a digitized version of your graduation plan. This is interactive and your Career Advisor can view your answers.

- 18. Settings-** This function allows you to update or change your passwords, change your privacy settings for being contacted, and your notification settings for your inbox. Always select the Update Settings button or your changes will not be saved.
- 19. FAQs-** Frequently Asked Questions have been populated from users on the platform. If these answers do not provide you with the help you need, reach out to your support coach.
- 20. Getting Help-** If you feel you have questions that cannot be answered by your support coach, feel free to reach out to our helpdesk. Email [INCEHelp@dwd.in.gov](mailto:INCEHelp@dwd.in.gov) or click the contact support button at the bottom of the page.