**Using OKCareerGuide.org**

The following instructions are for students using OK Career Guide or can be followed if you want to take assessments or look around yourself.

Before you create an account you should check out **OKCareerGuide Curriculum** at <https://ctyou.org/course/view.php?id=4552> which can be used as lessons to guide students through their ICAP experience or as a learning tool to get to know how to use OK Career Guide.

Once you have created an account, you will be directed to your home page. Begin by **Taking Assessments**, the first step in the education and career planning process.

After you have completed the assessments, you can explore occupations; plan for your education based on your favorite occupations; plan for work, like a summer job, by researching employers and finding job openings; create a resume and cover letter, and create a portfolio. You can also use the navigation menu to access the options under "Things to Do" and "My Portfolio Items." Don't forget to also check out your messages, My Next Steps list, recommended links, and account setting, where you can update your information.

**My Next Steps**, located on the right-hand side of each page, tells you which activities you should complete in each grade. Check off each task after you've completed it.

Share your assessment results with your parents, guardians, and other family members and include them in your postsecondary education and career planning process. Ask them about their postsecondary education and career planning experiences and current occupations.

You can invite your parents to have their own OK Career Guide account. This will allow your parents to see your career interests and provide them with more information to help you. Click on account settings in the right-hand corner. Scroll

down to the bottom of the page, click on "edit parent account," enter your parents' information, and they will receive an access code to create their own parent account.

The **My Favorites** area is a collection of the items you have saved as you use the system. You "save" by clicking on the star by each item. You can review saved work values, career clusters and pathways, occupations, schools, majors, financial aid sources and personal matches. The My Favorites area provides a great way to document career goals, notes, and more.

To re-enter your account after logging out, go to [www.okcareerguide.org](http://www.okcareerguide.org/) and click on the "sign-in" button. Enter your username and password to proceed.

The following **World-Of-Work Map and Oklahoma Map of Career Clusters** can be used to visually see where their career interest land and what clusters are associated with theirs clusters.



