

OKCareerGuide Step-by-Step

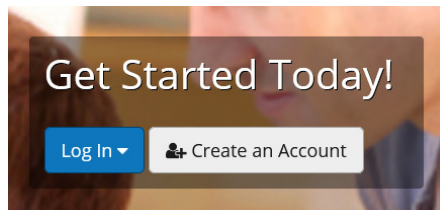


[OKCareerGuide.org](https://www.okcareerguide.org)

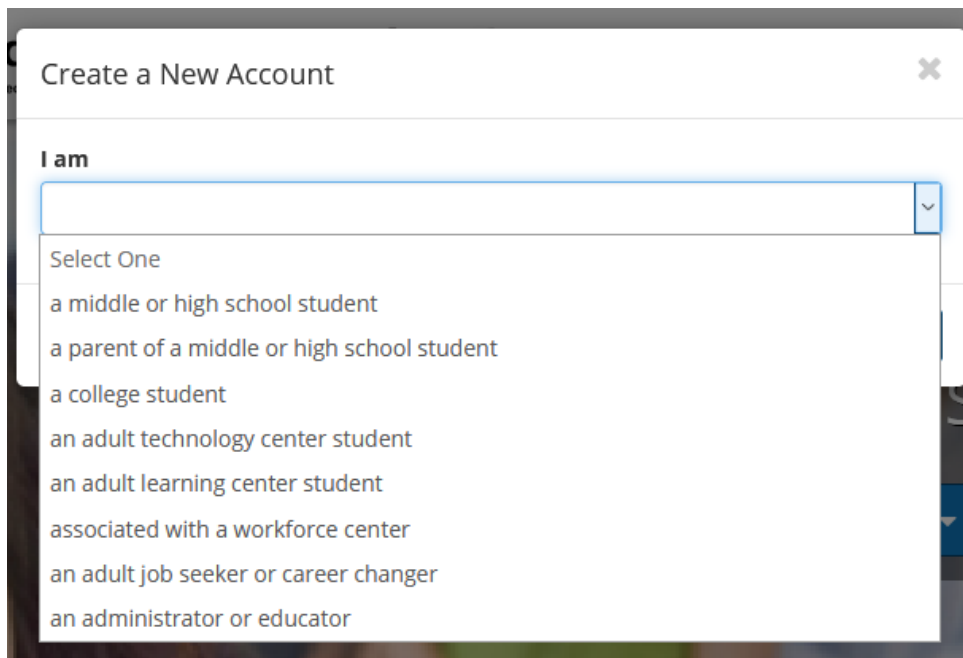
1. To create an account follow the link above or just type in okcareerguide.org and it will take you to the page below



2. You will need to go to the middle of the screen and create an account.



3. First, select the Create an Account button. When you do this, you will see the following window come up. Select "an adult job seeker or career changer".



Create a New Account

I am

an adult job seeker or career changer

Cancel

Next Steps

4. Once you select adult job seeker or career changer, you can start creating an account after clicking next steps.



Learn

about your interests, skills and values with Journey's research-based assessments



Plan

your education and career goals based on your real-time assessment results



Succeed


by making confident career choices via Journey's career planning tools


I already have an account


I need to create an account

5. At this point if you have an account from a school select, **I already have an account** and skip to step 15. If not select, **I need to create an account**.

I already have an account I need to create an account

 I am a student

 I am an adult student associated with a center

 I am a job seeker/career changer


6. Once again you will need to select **I am a job seeker/career changer** and step 1 will open up.

To create an account, all fields below are required.

Step 1 of 4

I most closely identify with:

Years of Work Experience:

Center, Organization or Oklahoma Resident: 

7. After you have selected what you most closely identify with and your years of work experience you will need to choose a **workforce center** that you are working with or just select **Oklahoma Resident**.

8. Next select the green **Next Step** button at the bottom and the page will get longer to reveal the next step.

Step
2
of 4

First Name:

Your First Name

Last Name:

Your Last Name

Your ZIP Code:

XXXXX

Birth Date:

MM/DD/YYYY

Gender:

Male

Female

Occasionally, we may need to contact you regarding your account password or other important system updates.

Please contact me by:


Email

Text Message

Neither

Email Address:

youremail@provider.com

Administrators can send me messages 

[✕ Cancel](#)

[Next Step »](#)

9. You will need to provide your name, ZIP and date of birth to link you with more help and guidance. To help you in case you forget your password choose either email or text message and provide it. **Lastly click the box that allows the administrator to send you messages, this allows workforce centers to update you about possible jobs.**

10. Next select the green **Next Step** button.

11. The next step opens and you will need to create a username and password along with a security question and answer. **Make sure that you write the username and password down on your checklist and keep it where you can use it often.**

Step 3 of 4

Desired Username: ?
Username

Password: ?
Password

Confirm Password:
Confirm Password

Security Question:
Select One

Security Answer:
Your Answer

Cancel Next Step »

12. Next select the green **Next Step** button.

13. Fill out step 4 as you wish and it should get you started.

14. Make sure you have written down all the usernames and passwords!! Then select the green button and **Sign Me Up**.

Step 4 of 4

Are you Hispanic or Latino?
Yes No I prefer not to answer

What is your race? (Check one or more)

American Indian or Alaska Native White

Asian I prefer not to answer

Black or African American

Native Hawaiian or Other Pacific Islander

I have read and agree to the [terms and conditions](#) of use.

Cancel Sign Me Up

15. OkCareerGuide will open up and look like the page below.

Welcome to Oklahoma Career Guide

Oklahoma Career Guide is an online education and career planning system that gives you the tools you need to build a foundation for lifelong career success. You'll learn what your **interests**, **skills confidence** and **work values** are and how to apply them to a career plan for your future.

This website also helps you with real-world skills such as how to **write resumes** and **cover letters**, how to **research employers**, and how to **prepare for job interviews**. You can even create an **electronic profile** that you may choose to share online with prospective colleges or employers.

Begin by Taking Assessments

Your **assessment results** will help us tailor your experience throughout the site. To take or re-take a Kuder online assessment, visit the **Take an Assessment page**.

Completed Tasks

My Next Steps

- Find occupations related to your major
- Prioritize your occupational choices
- Write or edit a resume
- Upload important documents
- Write cover letter(s)
- Invite and record your references
- Develop a job network
- Brush up on your interviewing skills
- Learn how to find jobs
- Find a Counselor
- Visit a nearby career center for assistance

16. Review the OKCareerGuide Talking Points Before Assessments handout.

17. Click on the first assessment—the blue box labeled “Kuder Career Interests Assessment”. You should have already been in your account settings and under **My School Information** selected your expected level of education.

18. Once you have finished the assessment review the OKCareerGuide Talking Points After Assessments handout. You will be directed to your results. Students can write the top 3 on their goal sheet.

Kuder Career Interests Assessment® Results

The results below are based on your top five career pathways, as determined by your Kuder Career Interests Assessment®.

Assessment Results | Occupations to Explore | Majors to Explore | Person Matches | Related Opportunities

Date Completed 5/5/2021 [Print Report](#)

[View by National Career Cluster Ranking](#)

Top Career Pathways

1. **Visual Arts**
★ Create works of art, using oils, watercolors, photography, plaster, clay, or computer software. **National Cluster:** Arts, Audio-Video Technology, and Communications
2. **Performing Arts**
★ Plan, design, participate in, and/or direct theatrical and musical productions. **National Cluster:** Arts, Audio-Video Technology, and Communications
3. **Marketing Management**
★ Carry out marketing plans for a company's products or services through advertising, sales promotions, and public relations. **National Cluster:** Marketing

Completed Tasks

My Next Steps

- Find occupations related to your major
- Prioritize your occupational choices
- Write or edit a resume
- Upload important documents
- Write cover letter(s)
- Invite and record your references
- Develop a job network
- Brush up on your interviewing skills
- Learn how to find jobs
- Find a Counselor
- Visit a nearby career center for assistance
- Consider web-based courses for further education

18. You can also get to your results by going to the **Home** button on the left menu and go down to the **My Assessments** button and choose **My Assessment Results**, then in the middle of the page it will list the Interest Assessment you just took.

19. Click on the Home button to go back to your dashboard. You can complete the other two assessments for homework and their top three results from each assessment can be added to the goal sheet the next class day.

The screenshot shows the OKCareerGuide.org dashboard for a user named Green Peace. The page is titled "Welcome to Oklahoma Career Guide" and provides an overview of the system's purpose: to help users build a foundation for lifelong career success by learning about their interests, skills, and values. It also offers resources for writing resumes, cover letters, and researching employers.

The dashboard features a left-hand navigation menu with the following items: Home, Things to Do, Take an Assessment, Explore Occupations, Plan for Education, Plan for Work, Find a Job, and Connect 2 Business. The main content area is divided into three sections: "Kuder Career Interests Assessment" (showing a progress bar for five categories: Visual Arts, Performing Arts, Marketing Management, Journalism and Broadcasting, and Security and Protective Services, with a completion date of 5/5/2021), "Kuder Skills Confidence Assessment" (asking "What do you believe you're good at doing?" with a 0% progress indicator), and "Super's Work Values Inventory-revised" (asking "Learn what is most important to you" with a 0% progress indicator). A "Recommended Links" section is located at the bottom of the main content area.

On the right side, there is a "Completed Tasks" section and a "My Next Steps" section with a list of tasks: Find occupations related to your major, Prioritize your occupational choices, Write or edit a resume, Upload important documents, Write cover letter(s), Invite and record your references, Develop a job network, Brush up on your interviewing skills, Learn how to find jobs, Find a Counselor, and Visit a nearby career center for assistance.