

Guided Tour of Career Cruising

This document provides a brief walkthrough of the main components and features in Career Cruising. For more detailed information about Career Cruising's features, please consult the User's Guide.

Step 1: Start Career Cruising

USERNAME: _____ PASSWORD: _____

Go to www.careercruising.com. On the Career Cruising homepage, enter your username and password, and click Start Career Cruising.

Once you have logged in, you will see the Career Cruising Main page. From here you can access all of the tools and features in the program. To return to this page at any time, click on the Main button in the menu at the top of the page.

Step 2: Complete Career Matchmaker

The Explore Assessments section offers a number of assessment tools to help you discover your skills, abilities, and learning preferences and use that information to identify suitable career options. Career Cruising's cornerstone assessment is Career Matchmaker, an interactive interest inventory that helps you find careers that match your interests and understand how interests and career choices are related. Let's begin by completing Career Matchmaker:

- Click on the Assessments button in the menu bar at the top of the page and then click on the Career Matchmaker link
- Enter your first and last name, and click Start Now!
- Read the instructions, then click Start

Answer the first 39 questions. If you are unsure of the meaning of a question, click on the blue More Info button for a brief explanation. After you finish the first round of questions and get your initial list of suggested careers, we strongly recommend going through the second round of questions.

- Click on the Answer More Questions link in the Improve Results section on the right side of the Career Suggestions page
- Answer as many of these additional questions as possible, then click the gray View Career Suggestions So Far button

On the Career Suggestions page, click on a career to learn more about it and to see how it matches up with your answers. To return to your results, click on the Back To Matchmaker Suggestions link near the top of the page.

From the Career Suggestions page, you can browse through Matchmaker's features using the blue links on the right side of the screen. You can:

- View your recommended career clusters or pathways
- Review and change your answers
- Limit your suggestions to a particular level of education

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- See how careers **not** included in your list of suggestions match up with your answers

You can also take the My Skills assessment to see how your skills match up with the skills required for careers that match your interests. Other assessments include the Ability Profiler, a scheduled series of timed tests that help you identify your level of ability in six key areas, and the Learning Styles Inventory, an assessment tool designed to help you understand how you learn and retain information.

Step 3: Explore A Career Profile

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including by keyword, index, school subject, or career cluster, or by using the Career Selector. For now, try the Search By School Subject option.

- Click on the Careers button in the menu bar at the top of the page.
- Click on Search By School Subject.
- Select a subject.
- Select an occupation title.



Browse through the occupation profile using the blue buttons on the left to find information about various aspects of the career, including job description, working conditions, earnings, a sample career path, and related resources. The Education section of each profile includes direct links to related college programs.

Each career profile also has a printer-friendly version, which you can access by clicking on the gray Printer-Friendly Report button at the bottom of the menu on the left.

Step 4: Multimedia Interviews

Each career profile contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, describes what a typical day is like in his or her occupation, explains what they like and don't like about the job, and offers advice for people interested in entering that career.

- Click on one of the names in the Photos & Interviews section on the left side of the occupation profile screen.

Use the blue buttons on the left to navigate through the various sections of the interview. To play sound and video clips, click on one of the small icons next to the Likes, Dislikes, and Advice buttons. The multimedia clips are available in Windows Media Player  and in QuickTime .

Step 5: Explore Schools

Career Cruising provides detailed school profiles for thousands of 2 and 4-year colleges and career and technical schools across the country. You can search for particular schools or programs, or use the School Selector to find schools that meet a variety of criteria.

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- Click on the Schools button in the menu bar at the top of the page.
- Click on School Selector.
- Click on the blue Go button for Undergraduate Schools.
- Under Type Of School select Public or Private and select either 2-Year or 4-Year.
- Click Next.
- Under Location & Setting, select a state.
- Click View Results.
- Select one of the schools listed.

Browse through the information for this school. To visit the school's website, click on the link provided on the School Profile page. To return to your list of schools, click on the Back To Your Results link near the top of the page.

Career Cruising also includes information on private financial aid programs to help prospective students find the funding they need to begin or continue their studies.

- Click on the Schools button on the menu bar at the top of the page.
- Click on Financial Aid.
- Choose Financial Aid Selector.
- Fill out as much of the information as you can—the more information you fill out, the more results you will get!

Step 6: Portfolio Tool and Resume Builder

Throughout the program, you may have noticed the gray Save To My Portfolio buttons in the school and career profiles, and on the School Selector and Matchmaker results pages. The Portfolio tool helps you store and organize information about your career development activities and experiences.

- Click on the Portfolio button on the menu bar at the top of the page.
- Click on the What Is A Portfolio? link at the bottom of the page to learn more about this section.
- Click on the gray New Portfolio button.
- Fill out the personal information and select a portfolio username and password to protect your privacy. Click Create Portfolio.

It will take a long time to fill out the different sections of the portfolio and use all its helpful features. For the time being, simply explore the different areas where you can store and organize information by clicking on the blue buttons on the left side of the Portfolio Homepage.

The Portfolio tool also includes a Resume Builder that helps you create personalized, professional-looking resumes. Some information, such as work experiences and extracurricular activities, are shared between the Portfolio and the Resume Builder.

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- Click on the blue Resume Builder button in the menu on the left side of the page.
- Use the blue menu buttons to explore the various sections.
- Click on the Format & View button to see the different resume styles and options.

For a more detailed walkthrough of the Portfolio tool, please use the Portfolio Activities that can be found in the Resources section of the program.

**If you have any questions about Career Cruising,
please contact us at 1-800-965-8541 or support@careercruising.com.**