



ADMINISTRATIVE REGISTRATION

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

- Go to <https://al.kuder.com>.
- If your school uses Clever, click on **Log in with Clever**. Then, search for your school and login with your school username and password.
- If your school does not use Clever, click on the green **Log In** button and select **Administrator Login**. Then, click on **Create an Account**.

Next, select **Administrator, counselor, or other authorized person** and click **Continue**. During registration, you will create a username and password. Write your username here for future reference:

Username: _____

Enter the Organization Access Code and Password supplied in the email sent to the primary contact for your school or organization.

Click **Register** to complete the process and access your ADMS home page.

STUDENT REGISTRATION

Follow these instructions to get your students started using Kuder Navigator.

- Go to <https://al.kuder.com>.
- If your school uses Clever, click on **Log in with Clever**. Then, search for your school and login with your school username and password.
- If your school does not use Clever, click on **Create an Account** and select **I am a student**. Then, complete the four-step registration process and click on **Sign Me Up** to access the homepage.

ADMS SITE MAP

Home

- At A Glance
- My Profile
- Communications

Reports

- Assessment Reports
- Usage Reports
- Activity Progress Reports
- CTE Reports

Tools & Resources

- Curriculum Resources
- ADMS Tools
- About Kuder Products
- Kuder News

Administration

- Account Information
- Manage System Users
- Manage User Access

NAVIGATOR SITE MAPS & MENU OPTIONS

Navigator is specifically designed to help middle and high school students plan for education and careers. As students progress from sixth grade to high school, they gain access to additional assessments and tools to build comprehensive plans for the future.

MIDDLE SCHOOL: 6TH - 8TH GRADE SITE MAP

THINGS TO DO



Take an Assessment



Explore Occupations

-Occupations Suggested by Assessment Results
-Occupations Suggested by National Career Clusters and Pathways
-Occupations by Title



Plan for Education

-Options After High School
-Find Schools
-Finance 101
-College Match

MY PORTFOLIO ITEMS



My Assessments

-My Assessment Results
-My External Assessment Scores



My Job Search Tools*

-My Resumes
-My Cover Letters



My Favorites

-My Favorite Career Clusters
-My Favorite Occupations
-My Favorite Schools
-My Favorite Majors
-My Favorite Person Matches
-My Notes



My Documents*



My Goals



My Ed Plans**

HIGH SCHOOL: 9TH - 12TH GRADE SITE MAP

THINGS TO DO



Take an Assessment



Explore Occupations

- Occupations Suggested by Assessment Results
- Occupations Suggested by National Career Clusters and Pathways
- Occupations by Title



Explore Majors



Plan for Education

- Options After High School
- Education Needed for My Favorite Occupations
- Find Schools
- College Match
- Prepare for College Entrance Exams
- Learn About Financial Aid
- Search for Scholarships and Grants
- Finance 101



Plan for Work

- View Sample Job Application
- Interview Process
- Use Social Networking



Find a Job

- Find Job Openings
- Research Employers

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 Goals



My Ed Plans



My e-Profile

PARENT SITE MAP

MY STUDENTS



Student Username

- Student Overview
- Assessment Results
- Ed Plans
- Grade Level Student Tasks



Manage Students

PARENT INFORMATION



System Tour

- Take a Tour
- How Careers are Presented



How Can I Help?

- Supporting My Next Steps
- Empowering Your Students
- Useful Websites



Parent Guide

NAVIGATOR FEATURES

Navigator provides a variety of resources to guide students through the proven career development process. The tools effectively help students prepare a personal plan for their education, career, and a brighter future.

Take An Assessment

Kuder’s three assessments are a powerful springboard for career planning. Starting in grade six, students begin the process by taking the Kuder Career Interests Assessment® to determine which career pathways and occupations they might like. Then, students in 7th and 8th grade also have access to the Kuder Skills Confidence Assessment® to further narrow their options by understanding what they believe they are good at doing. An additional assessment is available at the high school level – Super’s Work Values Inventory-revised, which helps students learn what’s most important to them in a workplace. Assessment results are aligned to career pathways and clusters, related occupations and majors, and sample ed plans and are provided in an easy-to-read report. Students are encouraged to retake the assessments every other year to reconfirm their interests, skills, and work values and education and career plans.

Explore Occupations & Majors

Students can imagine a brighter future by exploring occupations from more than 1,000 included in the O*NET database. To facilitate exploration and decision-making, students can also create lists of occupations organized by assessment results, clusters and pathways, and/or title. Students can also determine which college major is right for them by exploring their options using assessment results, occupations, and by title.

Plan For Education

When considering options, students can align career possibilities with related educational requirements by determining a future path and learning about financial aid. Students can explore all of the education options after school, find schools, get college matches, search for scholarships, gain financial literacy, and more.

Plan For Work

The system prepares students for the job search process by providing information about applications and interviews. Students can access their My Portfolio Items for additional job search tools to create resumes and cover letters and collect references as well as upload documents and build a shareable e-Profile.

Find A Job

It is important to understand how to find a job. Navigator provides students with guidance on searching for openings and researching employers.

My Portfolio Items

The My Portfolio Items help students build and maintain a lifelong (with regular access) portfolio. Students can view their favorite career pathways, work values, occupations, schools, majors, etc., and record information in the notes tool. They can also access create and edit their ed plans or course plans and set and adjust their future goals.

Notes

