

Quick Guide

Nebraska Career Connections (NCC) features Kuder® Journey, a comprehensive and intuitive online system that helps postsecondary students and adults plan for a career, make a career change, and keep their career on track. For career centers and workforce agencies, Journey is the answer to improved workforce preparation and support for economic development.

This quick reference guide provides brief instructions and information on Journey and its navigation menu options. Kuder, Inc. offers face-to-face and online training sessions to support effective usage and understanding of the system. For more information on these training options or to schedule a session, please contact us at **877.999.6227** or **support@kuder.com**.

Administrative Registration

Follow these registration instructions to begin using your Kuder® Administrative Database Management System.

- Go to **www.nebraskacareerconnections.org** and click on **New Users**.
- Select **Administrator, counselor, or other authorized person** and click **Continue**.
- Complete the Personal Information section; create a User Name and Password; and enter your Organization Access Code and Password that were supplied in your implementation e-mail from Kuder, Inc. Write your user name and password below for future reference.

User Name: _____ Password: _____

- Click **Register** to complete the process and access your Administrative Database Management System home page.

Provide Registration/Login Instructions for Your Students/Adult Clients

Follow these instructions to get your students or adult clients started using Kuder Journey.

- Log in to your Administrative Database Management System.
- Select **Administration** from the top navigation menu, and then click on **Activation Codes**.
- Copy the Journey Activation Code.
- Select **Tools & Resources** from the top navigational menu.
- Under “Kuder Journey” select the **Individual Login Instructions**.
- Paste or type the Journey Activation Code in the appropriate space.
- Print these instructions for your students/clients to walk them through registering, taking an assessment, and logging in.

Administrative Database

Your administrative database provides system alerts, resource files and links, and access to tools via the top navigation menu:

- Home – Navigate the database.
- Reports – Get assessment reports, access usage reports, and review user reports.
- Tools & Resources – Utilize resource files, post a message, and more.
- Administration – Update account information, manage system users, and manage user access.

Logging In

To log in again, go to **www.nebraskacareerconnections.org**, click **Log In**, enter your user name and password, and click **Log In** again.

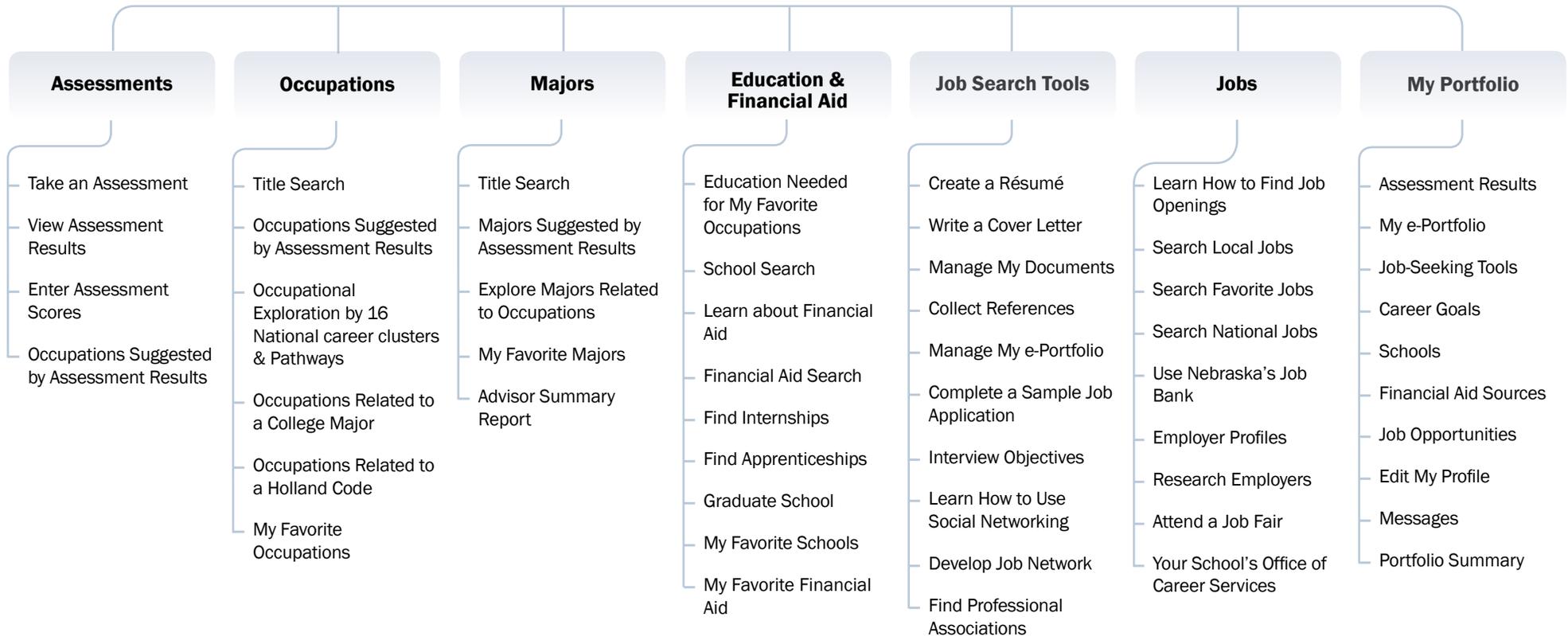




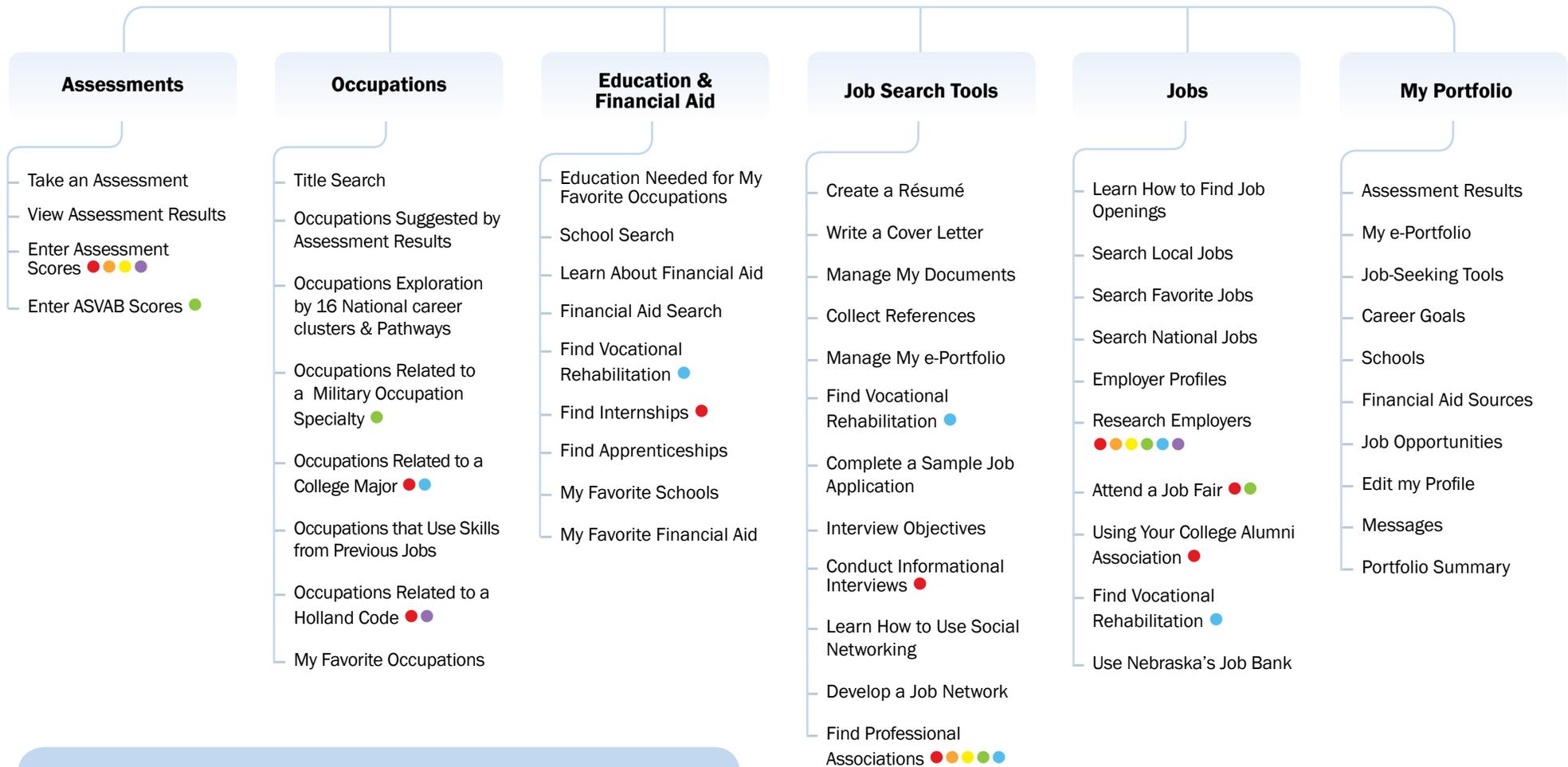
Site Maps & Navigation Menu Options

Journey is uniquely tailored to each individual user. During registration users select their user type from eight options: 1) Just out of school looking for my first full-time job; 2) Laid off and/or seeking a job in the same occupation; 3) Exploring a change to an entirely different occupation; 4) A veteran or active member in the military; 5) An adult with a disability; 6) An ex-offender; 7) A retired person, seeking another job or volunteer work; and 8) Thinking about going to a postsecondary institution or already attending one. This user type selection determines which menu options will be available to meet a user’s specific needs. The user type chosen at registration can be changed at any time in the “My Profile” area of the system.

Postsecondary Site Map



Adult Site Map



User Types

Menu options not marked with colored dot above denote availability for **all** user types.

- Just out of school looking for my first full-time job.
- Laid off and/or seeking a job in the same occupation.
- Exploring a change to an entirely different occupation.
- A veteran or active member in the military.
- An adult with a disability.
- An ex-offender.
- A retired person, seeking another job or volunteer work.

Easy Step-by-Step Process

To help users make decisions about their future, *Kuder Journey* guides them through an easy step-by-step process, providing a reliable and effective career planning and development experience. The flexible process allows users to complete the steps in order or to select the step that will meet their immediate needs.

- **Step 1: Assessments**

No matter what stage an individual is at, the career planning process starts with learning about oneself. The research-based interests, skills, and work values assessments kick-start career exploration and ultimately encourage more satisfaction and success.

- **Step 2: Occupations**

If individuals are looking to transfer skills to another job, find a job related to their college major, or simply start the search from scratch, *Journey* allows them to search and narrow a list of occupations that are right for them.

- **Step 3: Education & Financial Aid**

It may be time to consider new or additional education and training options. System users can align the career possibilities they are interested in with related educational requirements, determining a future path and learning about financial aid assistance.

- **Step 4: Job Search Tools**

Planning and preparation is critical before applying for that next career. If job seekers need to create a résumé, write a cover letter, collect references, or update their interviewing skills, *Journey* provides the tools to do so.

- **Step 5: Jobs**

Once an individual has effectively learned about their options and prepared for upcoming opportunities, the last step is finding a job. *Journey* offers a number of ways to research employers, find local companies, and locate available jobs.

An important step when pursuing a career is identifying college majors that can help students compete in the global economy. With *Journey*, postsecondary students are presented with an additional step – **Majors** – to help them create a list of options that are of interest, learn about the requirements for an occupation of choice, and explore the benefits of pursuing an advanced or professional degree.

Training Notes

**For additional training and support, please contact the
Kuder Customer Support team Monday - Friday, 7:00 a.m. - 5:00 p.m. CT.**

