



KUDER[®]

...it's how you get there

- ▶ New Users
- ▶ Returning Users
- ▶ Administrators
- ▶ Select your state

- Online lifelong career portfolio
- Research-based interests, skills, and work values assessments
- Education and career planning resources

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TEACHERS:
 Contact your school guidance counselors for access codes and batch code information.
 For further assistance contact Tammy Day dayt@rcs.k12.tn.us

KUDER[®] ADMINISTRATIVE LOGIN PROCEDURES

Tennessee

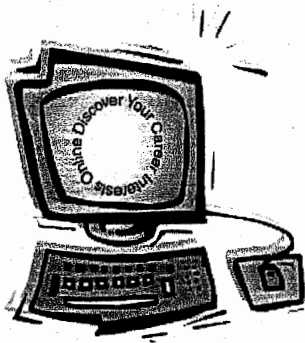
- ▶ Open an Internet connection and direct your browser to the **Edamerica[®] College & Career Planning System**, powered by *Kuder* at tn.kuder.com.
- ▶ Click on **Administrators** on the right hand side of your screen.
- ▶ Enter your Administrative Access Code and Password in the fields provided.
 - **ACCESS CODE:** _____
 - **PASSWORD:** _____
- ▶ Click **Login**
- ▶ Welcome to your *Kuder* Administrative Database Management System, this screen allows you to read News and System Alerts, download instruction materials, and access a variety of menu options; Quick Reports, Advanced Reports, Batch Codes Information, Portfolio Customization, and more.
- ▶ Click on **Batch Code Information** to view valid batch codes that you may provide to individuals wanting to access the online assessments. Each of the three assessments has a separate batch code assigned to it.
- ▶ Click on **Quick Reports or Advanced Reports** to view individual and aggregate results.
- ▶ Click on **Find a Student/Client** to find an individual quickly to review results, reset a password, or change a grade level.
- ▶ Click on **Post/Send a Message** to post a message to an individual or group of individuals' portfolios. Send an e-mail to individuals and/or parents and guardians.
- ▶ Click on **Portfolio Customization** to post recommended links to individuals' portfolios or create a custom education plan template.
- ▶ Click on **Download Directory Information** to download a text file of profile information.
- ▶ Click on **Resources** to take a guided tour of system highlights or access additional reference materials as they become available.



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If you have questions regarding your administrative database management system, contact NCASI at (877) 999-6227, 7:00 a.m.-5:00 p.m., Central Time, or e-mail support@ncasi.com.

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Begin Lifelong Career Planning at

<http://tn.kuder.com>

Please follow the login instructions below to begin using the Edamerica® College & Career Planning System, powered by Kuder®.

Contact NCASI Customer Service at 877-999-6227 with any questions.

User Login

- Direct your browser to <http://tn.kuder.com>
- New users register by clicking **New Users** on the right hand side of the screen. (*Existing Users: Click on **Existing Users**, enter your user name and password, and click **Login***)
- Create a unique user name and password. Be sure to write down your user name and password in the space provided for future reference.

User Name: _____

Password: _____

- Complete the registration information and then click **Register**.
- **Welcome to your Edamerica® College and Career Planning System Portfolio Home Page.**

Take An Assessment

- Receive a Batch Code from your Administrator/Instructor/Counselor for an assessment.
- Enter the appropriate Batch Code for the assessment you plan to take by selecting **Take An Assessment** from the navigation menu on your portfolio home page.
- Enter only one assessment batch code at a time. For your reference, you may choose to write down the batch codes you receive below.

Batch Code

Kuder Career Search with Person Match

Kuder Skills Assessment

Super's Work Values Inventory-revised

- Click GO!
- You may now begin taking the assessment. Follow these same instructions for each assessment you take.

Printing/Reviewing My Results

- Print a copy of your results from the Internet browser, or save your results to a disk.
- You may also re-enter your portfolio to review your results on-screen. Re-enter your portfolio by going to <http://tn.kuder.com>, select **Existing Users**, and login with your user name and password. On your portfolio home page click on **Assessment Results** and then select **View** to review a report of your results.

Kuder Electronic Career Portfolio

- Start your portfolio by clicking on any of the menu tabs on the left side of your portfolio home page.
- The **Home** tab will take you back to your portfolio home page.
- The online format allows you to access your portfolio and update information 24 hours a day. To re-enter your portfolio visit <http://tn.kuder.com>, select **Existing Users**, and login with your user name and password.