

Nebraska Career Connections Instructions for Students 2010-11 (2/10/11 updated)

Name: \_\_\_\_\_

Class of \_\_\_\_\_

**PART 1: Student Log In Instructions**

- Step 1 Go to: [www.nebraskacareerconnections.org](http://www.nebraskacareerconnections.org)
- Step 2 Select **Login** in the upper left corner
- Step 3 New users select **New Users Register Here**
- Step 4 **Choose Student and your current grade level. NOTE: Students need to update grade level each year.**

**Step 5 User Name:** type in: first initial, last name and the month & day of your birthday. DO NOT use any spaces. **Note:** that your user name is case sensitive and many not contain more than 20characters, so if you have a long last name, shorten it to fit in your birth month & day. For example: cbrown1231 (Chas. Brown, Dec. 31)

Write down your User Name on the line below **BEFORE** you enter it on the computer.

**User Name:** \_\_\_\_\_

**Step 6 Password:** Type in the Year of your projected graduation, then “G” then your lunch number. DO NOT use any spaces. **Note:** that your password is case sensitive and many not contain more than 20 characters. For example: 2010G1234 or 10G1234, either way is acceptable. Remember, you will have to remember it, so do what is easiest for you.

Write down your Password on the line below **BEFORE** you enter it on the computer.

**Password:** \_\_\_\_\_

**Step 7 Confirm Password:** \_\_\_\_\_

**Step 8 Secret Question:** Click to select

**Step 9 Secret Answer:** \_\_\_\_\_

**Step 10 First Name:** \_\_\_\_\_

**Step 11 Last Name:** \_\_\_\_\_

**Step 12 Street Address:** \_\_\_\_\_

\_\_\_\_\_

**Step 13 City:** \_\_\_\_\_

**Step 14 State:** Click to select

**Step 15 Postal/Zip:** \_\_\_\_\_

**Step 16 Country/Region:** United States

**Step 17 Gender:** Male Female

**Step 18 Ethnicity:** Optional

**Step 19 Birthdate:** \_\_\_\_\_

**PART 1 - continued**

**Step 20 Parent/Guardian Email:** \_\_\_\_\_

**Step 21 Parent/Guardian Email:** \_\_\_\_\_

\_\_\_\_\_

**Step 22 Student ID:** Leave Blank

**Step 23 MUST INCLUDE the following:  
School Access Code: 11529**

**Step 24 School Postal/Zip: 68066**

This includes students who have an address outside Wahoo city limits like: Colon, Malmo, etc.

**Step 25 High School Graduation Year:** Select Year

**ASSESSMENTS**

**PART 2: Kuder SKILLS Assessment Instructions**

**Note:** This should take 15-20 minutes to do.

**Step 1** Log in & Go to: Home

**Step 2** Go to: To Do List

**Step 3** Click on: Take a skills inventory (the Kuder Skills Assessment) to identify your skills.

**Step 4** Enter Current Year Batch Code:  
**S3263449MND**

**Step 5** Enter Current Education Level: Select One

**Step 6** Enter Assessment Language: English

**Step 7** Look for the Green “Go” Start, Click and begin the assessment.

**Step 8** Be sure to complete and exit and log out following the instructions. If you don’t, you will need to redo the assessment on your own time.

**Step 9** Return completed sheet to Guidance Office to be put in your personal folder.

**Step 10** Return to working on other assignments.

**OVER**

### **PART 3: Kuder CAREER SEARCH w/ Person Match Interest Inventory**

**Instructions: Note:** This should take 15-20 minutes to do.

**Step 1** Log in & Go to: Home

**Step 2** Go to: To Do List

**Step 3** Click on: Take a skills inventory (the Kuder Career Assessment) to identify your skills.

**Step 4** Enter Current Year Batch Code:  
**I3263447MKW**

**Step 5** Enter Current Education Level: Select One

**Step 6** Enter Assessment Language: English

**Step 7** Look for the Green “Go” Start, Click and begin assessment.

**Step 8** Be sure to complete and exit and log out following the instructions. If you don’t, you will need to redo the assessment on your own time.

**Step 9** Return completed sheet to Guidance Office to be put in your personal folder.

**Step 10** Return to working on other assignments.

### **PART 4: Super’s WORK VALUES Inventory-Revised**

**Instructions: Note:** This should take 15-20 minutes to do.

**Step 1** Log in & Go to: Home

**Step 2** Go to: To Do List

**Step 3** Click on: Take a skills inventory (the Work Values Assessment) to identify your skills.

**Step 4** Enter Current Year Batch Code:  
**V3263448RRJ**

**Step 5** Enter Current Education Level: Select One

**Step 6** Enter Assessment Language: English

**Step 7** Look for the Green “Go” Start, Click and begin the assessment.

**Step 8** Be sure to complete and exit and log out following the instructions. If you don’t, you will need to redo the assessment on your own time.

**Step 9** Return completed sheet to Guidance Office to be put in your personal folder.

**Step 10** Return to working on other assignments.

## **PERSONAL LEARNING PLAN (PLP)**

### **PART 5: PERSONAL LEARNING PLAN**

**Instructions Note:** at the bottom of the computer page is the explanation for “Special Course Symbols.

**Step 1** Go to: My Portfolio (Gray box on left)

**Step 2** Click on: My Personal Learning Plan

**Step 3** Click on: Add New Plan

**Step 4** Name: **WHS Official PLP 11-12**

**Step 5** Cluster: **Click to select one you’re interested in** Note: you may skip the other two clusters if you wish, or add 2 more clusters. It’s your choice.

**Step 6** Beginning with “Language Arts” (English) For 9<sup>th</sup> grade: Click, the “Edit” button. Courses that are offered for that box will show up in the left column. For example: **101, English 9\***. Then, Click the “add” button at the bottom. Then click on the “okay” button at the bottom. If you do not click on the “okay” button, then your choice will not be saved. Your information will be “updated” and show up in that box. Continue with each box for each grade level.

**Step 7 – 14** Continue adding courses for each discipline.

**Notes:** the Coursework labeled “Nebraska Career Education Classes” is what we normally call either Business or Industrial Technology courses.

Under **Extended Learning:**

**School-Based:** include clubs & activities like: Jazz Band, Football, etc. If you played a sport and got a letter indicate this by typing “Football (L)”

**Community-Based:** include club, work and other activities like: 4-H, Church Choir, Eagle Scout, Runza (10 hrs/wk)

**Step 15** Extended Learning: School-based. Type in any extracurricular activities you were involved in for that particular grade.

**Step 16** Extended Learning: Community-based. Type in activities you’ve done outside of school.

**Step 17** **Go back to the top and click on SAVE**

**Step 18** **Click on “printable” view, print & sign.**

**Step 19** **Have your homeroom teacher sign where it says “Advisor”, and be sure to sign it yourself and have your parents sign it.**

**Step 20** **Turn in this completed PLP to the Guidance Office for your folder.**

## **PART 6: Entering Other Test Results** **For ACT Tests – EXPLORE, PLAN**

**Instructions: Note:** This should take 5-10 minutes to do.

**Step 1** Log in & Go to *My Interests & Skills* in the menu at the left and click.

**Step 2** Go to: *Tests & inventories for which I can enter my scores*

**Step 3** Click on: *to report your results for the ACT Interest inventory (EXPLORE or PLAN)* from those listed.

**Step 4** Find the RIASEC code by looking at the “World of Work Map” of your *EXPLORE Score Report* in a small section titled *Information for Counselors, Scores*.

**Step 5** Enter the appropriate number for each letter. NOTE: Click on each box to insert the number using your mouse or it will save and disappear and you’ll have to start over. Re-check your numbers.

**Step 6** Enter the date you completed the test for example: September 30, 2010, NOT the date you’re inputting the scores. This will be important to help you remember what tests you took on what years. Re-check your data before you save.

**Step 7** Based on your RIASEC score, titles of Career Clusters will appear, select one you are interested in and write it in below, then click on it. This will take you to the Cluster Description. Career Cluster \_\_\_\_\_.  
Note the buttons you can click on to obtain more information on data that can be found in this cluster and click the button “Save to My Portfolio”

**Step 8** Review the Coursework, School Activities, and Community Activities listed under “Preparation for a Career in the (Name) Cluster Includes ...” Write in: 1) Courses you should plan to take in upcoming years at WHS; 2) School Activities you should plan to participate at WHS; and, 3) Community Activities you need to get involved in while in high school.

1) Courses: \_\_\_\_\_

2) School Activities: \_\_\_\_\_

3) Community Activities: \_\_\_\_\_

**Step 9** Compare the Career Cluster (Step 7) to the one you chose on the EXPLORE on the *Career Area of Preference* in the “Your Plans After High School” box.

1) What is your *Career Area of Preference* in the “Your Plans After High School”? \_\_\_\_\_

2) Is it similar? Yes No -- If no, which is more accurate for you now? The EXPLORE or the Career Connections cluster?  
\_\_\_\_\_

**Step 10** Log out.

**Step 11** Return to working on other assignments.

## **PART 7: Creating a RESUME**

**Instructions:**

**Note:** This should take 30-40 minutes to do.

**Step 1** Log in & Go to Resume and Job Search in the gray box at the left and click.

**Step 2** Go to: Develop a resume if you’ve never created a resume before.

**Step 3** Below “Resume Builder,” Click on: Add a new resume.

**Step 4** For the Resume Label, type in “CollegeBound” if you’re preparing a resume to support going to any college (2-year, 4-year, trade school, etc.).

**Step 5** For the “Objective” Box, write in a short statement like: “Attend a 2-year college to earn a degree in Auto mechanics.”

**Step 6** Leave the Status box clicked on “Private”.

**Step 7** Leave the Resume Format at “Chronological”.

**Step 8** Leave Resume Style on the default. You may change this after you’ve created your resume to determine what format you want your resume look like printed out.

**Step 9** Go to the Gray and Blue bars. Starting with “Work Experience” Click on “Add Experience”. Fill in the information requested.

*Hints:* When completing the “Description” box, be detailed. For example, if you work at Dairy Queen, list the work that you do like: “clean tables, wash equipment, fill containers, mop floors, clean bathrooms, ...” Also, check your spelling and be sure to SAVE.

**Step 10** Continue Adding information under: Education, Activities/Affiliations, Awards/Honors, Skills (e.g., Type 50 wpm), and References.

*Hints:* Contact your references prior to adding their names to your resume as a contact person. Update your resume each quarter and every summer, so you don’t forget something important.

**Step 11** Check your spelling, then SAVE. If you don’t save, you’ll lose everything you’ve input and have to start over.

**Step 12** Go to printable view and click. This will show you want your Resume Format and Resume Style will look like with the data you’ve input.

*Hint:* Click on the Format and Style buttons to determine what your favorite printed resume will be when you go to “Printable View”.

**Step 13** Print a copy of your resume. Turn in completed resume to Guidance Office to be put in your personal folder.

**Step 14** Return to working on other assignments.

## **PART 8: Updating a RESUME**

### **Instructions:**

**Note:** This should take 5-15 minutes to do.

**Step 1** Log in & Go to My Portfolio where you see “Resumes” Edit. Click on the resume you wish to modify and continue using Steps 5-14 under “**Creating a RESUME**”.