

# Begin Lifelong Career Planning

[www.va.kuder.com](http://www.va.kuder.com)



Please follow the login instructions below to begin using the *Kuder Career Planning System*

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

## User Login

- ▶ Direct your browser to [www.va.kuder.com](http://www.va.kuder.com).
- ▶ New users register by selecting **New Users**. (*Returning users may select **Returning Users**, enter in their 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 Kuder Career Portfolio!**

## Take An Assessment

- ▶ Use the Batch Code provided by 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 in the portfolio.

### **KHS Batch Code 2007-2008**

*Kuder Career Search with Person Match*

**I743732ZFO**

*Kuder Skills Assessment*

**S743829ZPB**

*Super's Work Values Inventory-revised*

**V743772DZZ**

- ▶ Click GO!
- ▶ You may now take 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.
- ▶ To re-enter your portfolio go to [www.va.kuder.com](http://www.va.kuder.com), select **Returning Users**, and enter your user name and password. Once in your portfolio click on **Assessment Results** and then select **View** to review a report of your results.

## Kuder Career Portfolio

- ▶ Start your portfolio by clicking on any of the menu tabs on the left hand side of your portfolio.
- ▶ The **Home** tab will take you back to your main portfolio page.
- ▶ The online format allows you to enter and update information 24 hours a day. To re-enter your portfolio go to [www.va.kuder.com](http://www.va.kuder.com), select **Returning Users**, and enter your user name and password.