

# Guided Tour of Career Cruising for Teachers, Counselors & School Administrators

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The ILP Tool is fully integrated into the Career Cruising career guidance system. This document provides a brief walkthrough of the main components and features of the program. For more detailed information about Career Cruising's features, please consult the User's Guide.

## STEP 1: LOG IN TO THE SCHOOL ILP ADMINISTRATION TOOL (SIAT)

Go to [www.careercruising.com/ILPschool](http://www.careercruising.com/ILPschool).

On the School ILP Administration Tool Login page, enter your school's username and password, and your personal advisor password. Click **Login**.

Once you have logged in, you will see the Advisor Homepage. From here you can access all the tools and features in the School ILP Administration Tool.

## STEP 2: ENTER CAREER CRUISING

From the menu on the left side of the Advisor Homepage, click on the **Enter Career Cruising** button.

You will be directed to the Career Cruising main page. From here you can access all the tools and features in the program. To return to this page at any time, click on the Career Cruising logo at the top of the page.

## STEP 3: COMPLETE CAREER MATCHMAKER

The Explore Assessments section offers a number of assessment tools to help you discover your skills, abilities, and learning preferences and use that information to identify suitable career options. Career Cruising's interest assessment, Career Matchmaker, helps you understand how interests and career choices are related by matching your likes and interests to occupations in the program. Let's begin by completing Career Matchmaker:

- Click on the **Assessments** link in the menu bar at the top of the page.
- You must be logged in to an ILP to complete Matchmaker. If you are not already logged in to an ILP, select **Login** under Matchmaker & My Skills, enter the ILP username and password, then click on **Login**.
- Choose **Start Matchmaker**, read through the instructions, and enter a name for your session. Click **Start Now** to begin.

Answer the first 39 questions. If you are unsure of the meaning of a question, read the **More Info** section for a brief explanation.

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After you finish the first round of questions and get your initial list of suggested careers, we strongly recommend going through the second round of questions.

- Click on the **Answer More Questions** link in the **Improve My Results** section on the left side of the page.
- Answer as many of the additional questions as possible, then click the **View My Career Suggestions** button.

The Matchmaker results page lists the top 40 career matches ranked in order of suitability. Click on a career to learn more about it and to see how it matches up with your answers.

From the Matchmaker results page, you can browse through Matchmaker's other features and functions:

- View your recommended career clusters.
- Review and change your answers.
- Limit your suggestions to a particular level of education.
- See how careers *not* included in your list of suggestions match up with your answers.

Click on **Assessments** in the top menu bar to access the other assessment tools available. You can take the My Skills assessment to see how your skills match up with the skills required for careers that match your interests; the Ability Profiler is a scheduled series of timed tests that help you identify your level of ability in six key areas; and the Learning Styles Inventory, an assessment tool designed to help you understand how you learn and retain information.

## STEP 4: EXPLORE AN OCCUPATION PROFILE

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including by keyword, index, school subject, career cluster, or industry, or by using the Career Selector. You can also find information on career options in the military. For now, try the Search By School Subject option.

- Click on the **Careers** link in the menu bar at the top of the page.
- Click on **School Subjects**.
- Select a subject.
- Select an occupation title.

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Browse through the occupation profile using the links on the left to find information about various aspects of the career, including job description, working conditions, earnings, a sample career path, and related resources. The Education section of each profile includes links to related college programs.

Each career profile also has a printer-friendly version, which you can access by clicking on the **Printer Friendly** icon near the top of the page on the right.

## STEP 5: MULTIMEDIA INTERVIEWS

Each career profile contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, describes what a typical day is like in the occupation, explains what they like and don't like about the job, and offers advice for people interested in pursuing that career.

- Click on one of the names in the **Interviews** section on the left side of the occupation profile screen.

Use the links to navigate through the various sections of the interview. The Likes, Dislikes, and Advice sections include sound and video clips.

## STEP 6: EXPLORE EDUCATION AND FINANCIAL AID PROGRAMS

Career Cruising provides detailed school profiles for thousands of 2 and 4-year colleges and career and technical schools across the country. You can search for particular schools or programs, or use the School Selector to find schools that meet a variety of criteria. We can start with the School Selector tool.

- Click on the **Education** link in the menu bar at the top of the page.
- In the **School Selector** section on the right side of the page, click the button for **Undergraduate Schools**.
- Under **Type Of School**, select Public or Private, and select either 2-Year or 4-Year.
- Click on **Location & Setting** and select a state.
- Fill in any other criteria you would like to include in your search.
- Click **View Results** in the menu on the left.
- Select one of the schools listed.

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Browse through the information for this school. To visit the school's website, click on the link provided on the School Profile page.

Career Cruising also includes information on private financial aid programs to help students find the funding they need to begin or continue their studies.

- Click on the **Financial Aid** link in the menu bar at the top of the page.
- Under **Financial Aid Selector**, choose **Start Selector**.

Fill out as much of the information as you can—the more information you fill out, the more results you will get!

### STEP 7: ILP TOOL AND RESUME BUILDER

The ILP tool helps you store and organize information about your career development activities and experiences.

Once a career, a school, or other information has been saved to the ILP, students can record their thoughts about it and why it interests them. Students can also save and name multiple Career Matchmaker results and select which result set they feel is their Best Match.

The ILP tool also includes a Resume Builder that helps you create personalized, professional-looking resumes. Some information, such as work experiences and extracurricular activities, is shared between the ILP and the Resume Builder.

- Click on **Build My Resume** in the menu near the top of the ILP Homepage.
- Use the links to explore the various sections you can include in your resume.
- Click on the **Format & Print** button to see the different resume styles and options.

If you have any questions about Career Cruising, please feel free to contact us at 1-800-965-8541 ext. 2 or [KYsupport@xello.world](mailto:KYsupport@xello.world).