



# Begin Lifelong Career Planning at <http://va.kuder.com>

*Please follow the login instructions below to begin using Virginia's Career Planning System, powered by Kuder®.*

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

## User Login

- Access the Kuder Career Planning System through the Virginia Career VIEW web site at [www.vaview.org](http://www.vaview.org) or simply direct your web browser to <http://va.kuder.com>.
- New users register by clicking on **New Users** on the left 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 Virginia's 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.

	<i>Batch Code</i>
<b>Kuder Career Search with Person Match</b>	<b>I324633BCR</b> _____
<b>Kuder Skills Assessment</b>	<b>S324642SSH</b> _____
<b>Super's Work Values Inventory-revised</b>	<b>V324649MJN</b> _____

- 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 returning to the Virginia Career VIEW web site or go to <http://va.kuder.com>, selecting Existing Users, and entering 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

- Begin your portfolio by clicking on any of the menu tabs on the left hand side of your portfolio home page.
- The **Home** tab will take you back to your portfolio home page.
- The online format allows you to enter and update information 24 hours a day. To re-enter your portfolio visit the Virginia Career VIEW web site at [www.vaview.org](http://www.vaview.org) or go to <http://va.kuder.com>, select **Existing Users**, and login with your user name and password.