

California CareerZone Quick Start Educator Notes

Take a few moments to establish an account of your own on the California CareerZone by selecting “Register Now!” at <http://www.cacareerzone.org/>. Use the quick assessment to begin exploring the site and use the Explore, Decide, Grow dropdown menus to discover tools and features.

Students can establish a free account with no foreseeable expiration date once the account is established.

- It is helpful for CalCRN’s user tracking if they indicate “student” and supply the school name.
- An e-mail address is only required as the means to help students if they forget their username or password.
- It may be helpful to establish a common formula for usernames and passwords by using first initial and last name for the username, and schools initials with the current year for the password, for example jryan and AHS2013.

The California CareerZone account can save results from the Interest Profiler, Work Importance Profiler, and Skills Profiler. Results from the Quick Assessment can’t be saved, but students can still bookmark, rate, and e-mail occupations and colleges of interest.

Tip: To help students with the “Talk to Someone” section of the plan, check out Professional Association listings at:

- California Career Café <http://www.cacareercafe.com/association-lessons/>
- U.S. Career One Stop <http://www.careeronestop.org/ProfAssoc>

California CareerZone Educator Account Set Up

As an educator you can monitor student activity by establishing an educator management account or by simply having students e-mail content to you from the site. With the account management feature, you can also adapt and assign plans for your students to complete.

1. Log in to your account.
2. Request to add account management functionality to your account by adding `</requestmanagement>` to the URL or copy and paste the hyperlink <http://www.cacareerzone.org/requestmanagement> into your Web browser address window. Click on Request Management.
3. After the Educator Account is created, go to the User Reporting and Management page by scrolling over “Manage” then:
 - a. Scroll to the bottom of the page
 - b. Select User Management Guide
 - c. To view the entire guide add `</all>` to the URL
4. Follow the directions in the User Management Guide.
5. If you have questions, select “Let Us Know” at the bottom of the User Reporting and Management page.



California CareerZone
Quick Start

www.cacareerzone.org



Go to the California CareerZone home page at [http://www.cacareerzone.org/](http://www.cacareerzone.org) and select “Register Now!” Set up an account with the minimum required information:

- User Name
- Password
- Zip Code
- School Name
- Select “Student”
- Select “Graduation Year”

As you explore occupations and colleges, you can rate and/or bookmark any that look interesting to save in your account.

Fill in the boxes below for five occupations that look interesting to you. Identify occupations that will enable you to pursue your passion, use skills you now have or want to develop, provide the salary to support your desired lifestyle, or make a difference in your community.

Occupation	Salary	Required Knowledge/Skills	Required Education/Training	Education/Training Options