



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

Please follow the login instructions below to begin using Hawaii Career Planning System, powered by Kuder®.

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

### User Login

- Direct your browser to <http://hi.kuder.com>
- New users register by clicking **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 your Hawaii 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.
- Enter only one assessment batch code at a time. For your reference, you may choose to write down the batch codes you receive below.

**Kuder Career Search with Person Match**

*Batch Code*

          I745855RBJ          

**Kuder Skills Assessment**

          S745854RBJ          

**Super's Work Values Inventory-revised**

          V745856RBJ          

- Click GO!
- You may now begin taking the assessment. Follow these 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, visit <http://hi.kuder.com>, click on **Existing Users**, and enter 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

- Start your portfolio by clicking on any of the menu tabs on the left of your portfolio home page.
- The **Home** tab will take you back to your portfolio home page.
- The online format allows you to access your portfolio and update information 24 hours a day. To re-enter your portfolio visit <http://hi.kuder.com>, click on **Existing Users**, and login with your user name and password.

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