

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



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

## Member Login

- Direct your browser to [ark.kuder.com](http://ark.kuder.com)
- New users register by selecting New Users. (*Returning users* may select **Returning Users**, enter in 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 Example: johnsmith Password Example: jsmith2006

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

- Complete the registration information and click **Register**.
- If there are any errors within your registration form, there will be correction instructions listed beside the following fields in red. Please correct and click **Register** again.
- *Welcome to your Kuder® Career Planning System 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 under **TAKE AN ASSESSMENT** from the navigation menu in the portfolio.

*Arkansas Northeastern College*

Kuder® Career Search with Person Match      I969682XGF

Kuder® Skills Assessment      S969733FBC

Super's Work Values Inventory®- revised      V969694ZDZ

- 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.
- Re-enter your portfolio by going to [ark.kuder.com](http://ark.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 [ark.kuder.com](http://ark.kuder.com), select **Returning Users**, and enter your user name and password.

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