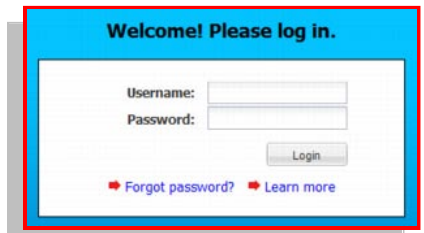


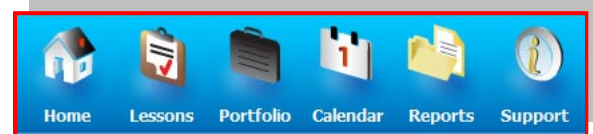
STUDENT TIP SHEET

Logging In: To log in to your Career Ready 101 account, go to: <http://run.careerready101.com>.

Username and Password: A screen will appear that prompts you to type in a username and password. Type in the username and password that you obtained from your organization and then click the Login button.

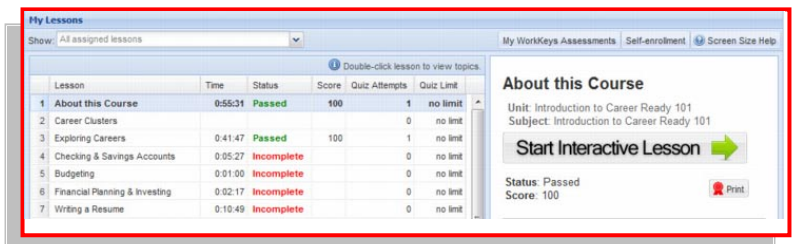


Student Dashboard: Congratulations! You are at your *Home* screen that has dashboard icons for *Home*, *Lessons*, *Portfolio*, *Calendar*, *Reports*, and *Support*. To learn more about each of these functions, refer to the *Career Ready 101 Student Guide*.

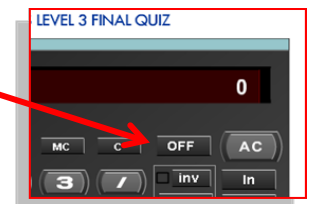


You can find the *Guide* by clicking on the *Support* icon located on the far right of your dashboard.

Getting Started: To get started, click on the *Lessons* icon. The *My Lessons* page listing your assignments will open. Click on the lesson you want to start on. Then click *Start Interactive Lesson* on the right to begin.



Calculator: A calculator is included in the KeyTrain Applied Mathematics lessons. Click the *Calculator* link at the bottom of the screen to open it. When you finish using the calculator, click the *OFF* button to remove it from your screen.

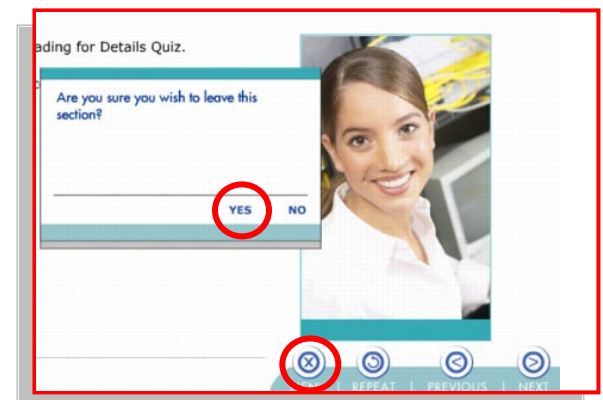


Time Out Limit: Career Ready 101 has a timeout feature. After 15 minutes of inactivity, you will receive a reminder. Your session will end if you do not respond. You must log in again to continue.



Larger Graphics: To make a page graphic larger for easier viewing, click on the *ENLARGE* button. When you are finished, click the *CLOSE* button.

Logging Out: Career Ready 101 records your lesson activity to track your progress. To leave a lesson properly, log out using the *exit buttons and prompts* (**DO NOT** close your browser to end a lesson.) If you do not correctly log out of Career Ready 101, your work will not be recorded.



Other Features: Career Ready 101 automatically bookmarks pages (except in tests) so that when you exit and return to the lesson, you will start at the same point. In the *Home* page, click on *My Interests* to take an online interest inventory, search for career information in *Career Exploration*, or create your resume by clicking on *My Resume*. Track your progress by clicking the *Reports* icon in the dashboard.

Username: _____ **Password:** _____