

# Coin Career Community™

## STUDENT LETTER

Your school has recently purchased one of our Internet products, the Coin Career Community. This product is an online career guidance and curriculum program that is available to administrators, teachers, counselors, students, and parents 24 hours a day, 7 days a week.

### HOW TO LOG IN TO THE COMMUNITY

1. Go to [community.coin3.com](http://community.coin3.com)
2. Enter the following information as provided to you by your teacher or counselor::

USERNAME: \_\_\_\_\_  
PASSWORD: \_\_\_\_\_  
SITEID: \_\_\_\_\_

Within the program, there are five separate centers for students. Each center serves a unique purpose, featuring the following functions:

### EXPLORATION CENTER

#### Assessments

- **Career Cluster Assessment Survey:** Take this survey to find your top five (5) Career Clusters. Click on a cluster to view occupations in the cluster. Recommended for 8<sup>th</sup>-10<sup>th</sup> grade students.
- **Self-Assessment Survey:** Take a survey to find top 20 occupations matching your interests. Click on an occupation to view details. Recommended for 11<sup>th</sup> and 12<sup>th</sup> grade students.
- **ASVAB, COPS/CAPS, Holland Self-Directed Search:** Input results from any of these tests you take at school to find top 20 occupations matching your interests.

#### Occupation Search

- **Occupation Search:** Enter your career preferences related to desired salary range, education level, career cluster, and other criteria to find matching occupations. Click on a job title to read occupation descriptions with information on job duties, salary, educational requirements, etc.

#### College Search

- **College Search:** Enter your school preferences relating to geographic location, enrollment, majors, cost, and other criteria to find matching 2 and 4-year institutions. Click on a college title to read college profiles that contain information on majors, athletics and services available, admissions requirements, cost of attendance, financial aid opportunities, etc. Generate an e-mail to the college requesting information and/or materials by clicking on College Letter Writer.

#### Quick Search

- **Military Occupations:** Select a career cluster, service branch, or military rank to find military occupations. Then, click on the link read a description about the occupations that include job duties, educational and training requirements, and outlook. Click on the link to find related civilian jobs.
- **High School Subjects:** Select a high school subject to get a list of occupations requiring skills taught in such courses.

#### Video Library

- **Watch Career Video Clips:** Choose from over 230 occupational videos in English and 170 in Spanish that show actual on-the-job footage to help you get an idea of job duties.

## PLANNING CENTER

### Resume Builder

- **Resume Builder:** Complete this step-by-step process to generate a resume that you can print now or save to a file for later editing. You can click to read tips on how to create a resume. Once you have created the resume, you have different options to customize how it can be viewed. Click on “Save as .rtf” to save to the desktop so that you can open up the file in a word-processing program.

### College Planner

- **College Planner:** Follow these step-by-step instructions to learn about important things to do as you prepare to apply to college or other post-secondary educational programs. Keep track of your progress online through this checklist. Scroll below the planner to input test scores and keep track of contacts you have made with various colleges.

### Career Planner

- **Career Planner:** Follow these step-by-step instructions to learn about important things to do as you prepare to begin your career. Keep track of your progress online through this checklist.

### Course Planner

- **Course Planner:** The information you enter into this planner will serve as your unofficial “electronic transcript.” It will come in handy as you fill out college, job, and/or scholarship applications. Students will type in their course information unless a School Administrator has entered it for the school. In that event, you will need to select the appropriate choice from the drop-down menu.

### Journal

- **Journal:** Store up to 15 journal entries that contain information to help you fill out college, job, and/or scholarship applications or that contain special high school memories.

### Goals

- **Educational/Career/Personal Goals:** Create goals in three different areas (educational, career, personal) and then store your action plan for accomplishing those goals.
- **Favorites:** This is your electronic “locker.” Any link, article, assessment, or profile that you saved can be viewed from this location.

### Print Portfolio

- **Print Portfolio:** Print all the contents of your Planning Center, or simply choose which sections of your “portfolio” to print.

## RESOURCE CENTER

### Cool Jobs

- **Cool Jobs:** Locate occupational descriptions for careers that are out-of-the ordinary or up-and-coming (or not featured in Exploration Center). Click on a job title to read occupation details.

### Links/Articles

- **Links/Articles:** Enter a keyword or search category to find Internet links and articles related to colleges, careers, financial aid, and other topics relevant to high school students.

## ACTIVITY CENTER

### History Quiz

- Answer a daily quiz question about an important event in history.

### GED Test Quiz

- Take a 10 question quiz every Monday to test your knowledge of material that appears on the GED test. Get actual sample test questions in English, Math, and Social Studies.

### Proficiency Test Quiz

- Take a 10 question quiz every Monday to test your knowledge of material that appears on many state proficiency tests. Get actual sample test questions in English, Math, Science, and Social Studies.

### SAT/ACT Test

- Take a 15 question quiz every Monday to test your knowledge of material that appears on the SAT/ACT tests. Get actual sample test questions in English and Math.

## COMMUNICATION CENTER

### New Messages

- Read messages sent to you by your teacher, counselor, parent/guardian, or COIN Staff.

### Write Messages

- Write messages to your teacher, counselor, parent/guardian, site administrator, or COIN Staff.