Quick Start Guide

# The Home Screen

The purpose of The Career Index Plus is to provide you with everything you need in one place to make an informed career choice. It is completely free to all users. Once you sign in, you will see the **Home** screen:



To return to the **Home** screen from any other screen within The Career Index Plus, click on the **The Career Index Plus** logo at the top of the screen, or the **Home** button.

There are two ways to get started using The Career Index Plus.

1. To quickly find information about an occupation, including job openings, salaries, training, and more, conduct a Basic Search (see *Quick Start Option 1: Conducting a Basic Search* on page 2).
2. To personalize The Career Index Plus to help you find and evaluate occupations depending on your needs and circumstances, start by creating a **My Stuff** profile (see *Quick Start Option 2: Creating a My Stuff Profile* on page 4).

# Quick Start Option 1: Conducting a Basic Search

From the **Home** screen, enter a **Keyword(s)**, enter a **Location**, and click **Search**. The results screen will display a list with the closest match listed first.



Clicking on a job title (blue) will provide detailed information about that job. Clicking on **Job Listings** (green) will provide a list of job openings in the specified location.

After clicking on a job title, the available information for the occupation is presented in tabs. Click on the tabs to access the information, or click the **Print** tab to download, email, or print the information in a report.



# Quick Start Option 2: Creating a My Stuff Profile

From the **Home** screen, click on the **My Stuff** button (green), and create a password. Then click on the **Profile** tab, and complete each sub-tab from left to right, starting with **Basics**, and ending with **Work Context**. You can skip any sub-tabs that do not apply to you.

Once your **My Stuff** profile is complete, click on the **Recommended** tab to see a list of occupations based on your profile. Whenever you see a list of occupations in The Career Index Plus with a check-box next to it, checking the box saves the occupation to the **Occupations** tab. From there, you can compare occupations and print comparison reports.

# Other Quick Start Options

From the **Home** screen, clicking on **Just Job Postings** allows you to search for positions that are currently posted on Indeed®.

From the **Home** screen, clicking on **Resource Links** provides additional resources for individuals with disabilities and ex-offenders.