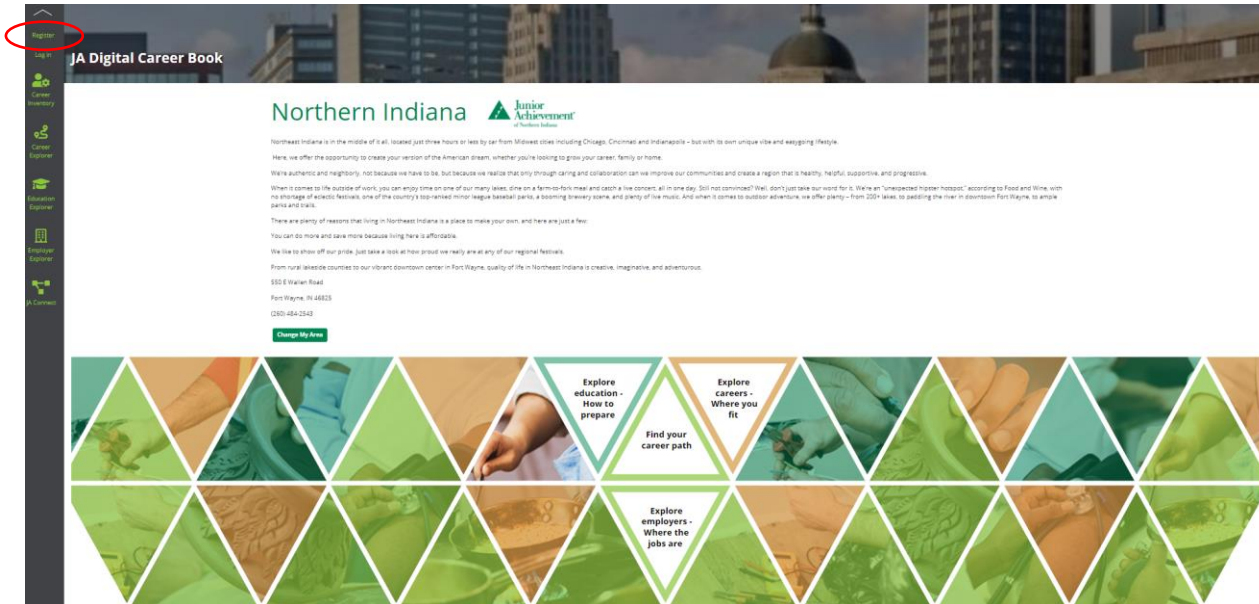


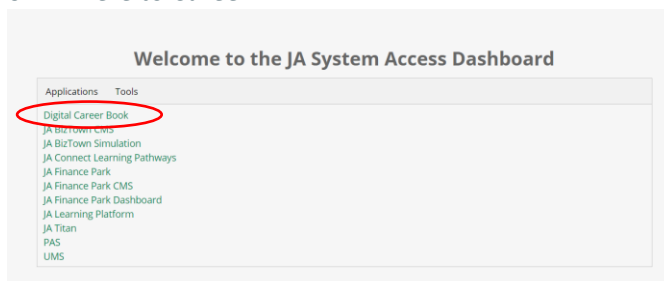
JA Here to Career™ Quick Start Guide for Educators

Open your Web browser (latest version of Mozilla Firefox or Google Chrome recommended) and go to <https://career.ja.org/locations/103903>.



REGISTER/LOG IN (first-time users):

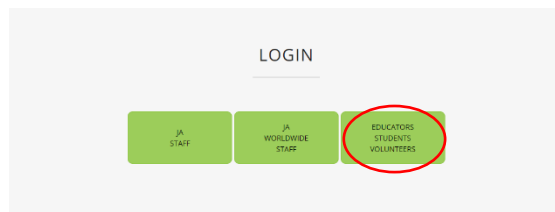
1. If students have never been enrolled in a Blended JA program (i.e. *JA Finance Park®Advanced*, *JA Economics®*, etc.) or have never logged in to *JA Here to Career*, they will need to click “Register” in the navigation bar on the left side of the screen. They will be prompted to enter their first name, last name, email, date of birth, and location. **IMPORTANT: Select Northern Indiana in the dropdown as the location.**
Note: If students register using their school email, please confirm that “ja.org” is on the approved email list for your school so they can access their registration email.
2. Once students click “Register”, they will receive the following message: “We have created an account for you with JA. You should receive an email with steps to complete your registration. Once you have completed these steps, you may return here and login.”
3. Students will click on the “Complete Registration” link in the email to create their password and confirm registration.
4. Once registration is confirmed, they will receive a “Welcome to the JA System Access Dashboard” message. Click on *JA Here to Career*.



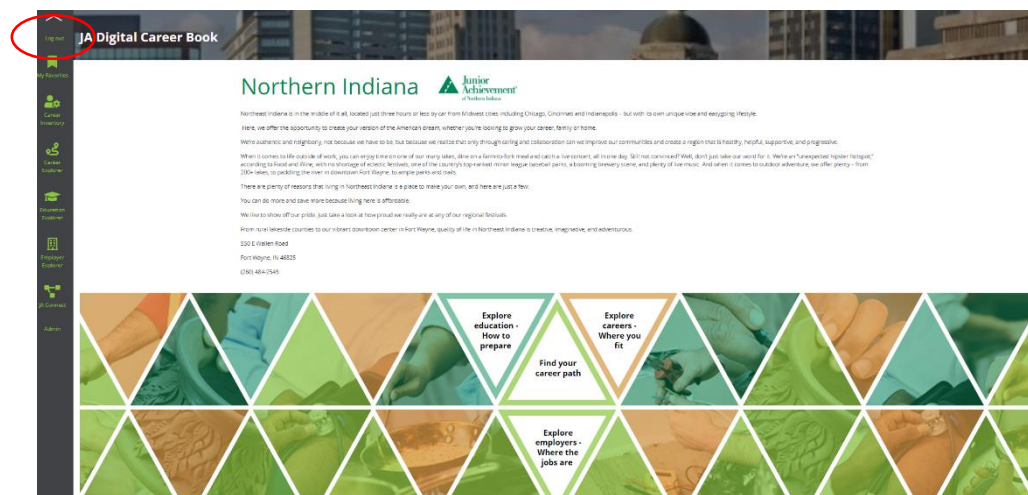
- Students will be directed to the Northern Indiana homepage where they will log in with their username and password (see below Log In instructions for returning users).

LOG IN (returning users):

- If students already have an account or have been enrolled in a Blended JA program (i.e. *JA Finance Park Advanced*, *JA Economics*, etc.), select “Log in” on left navigation bar.
- On the Login screen, select the Educators/Students/Volunteers button.



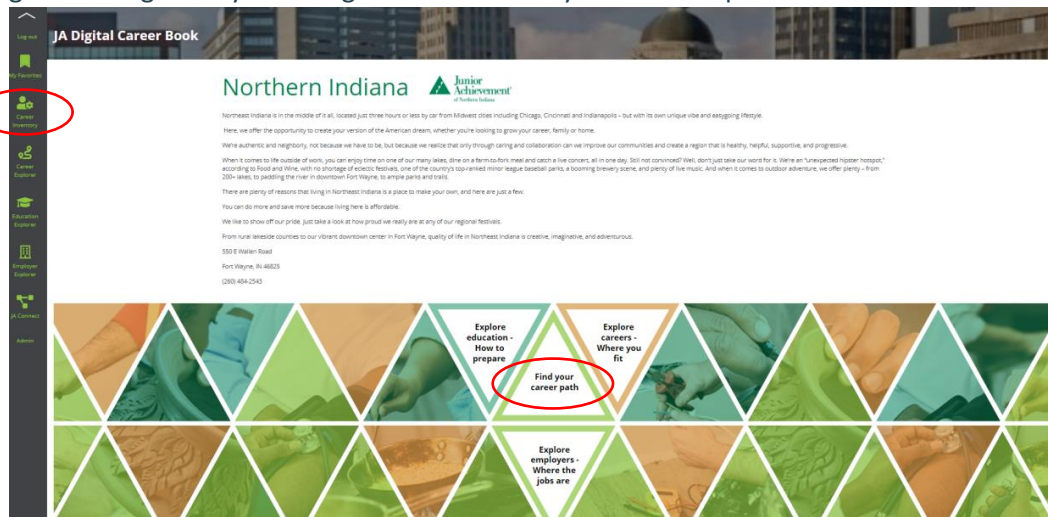
- Students will log in with their username and password. (You will know students are successfully logged in if you see “Log Out” at the top of the navigation bar.)



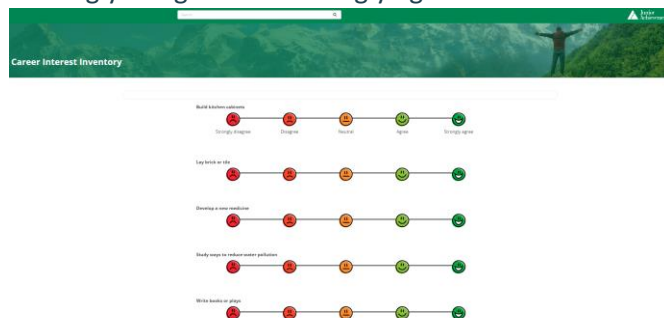
Students are ready to explore *JA Here to Career!*

CAREER INTEREST INVENTORY

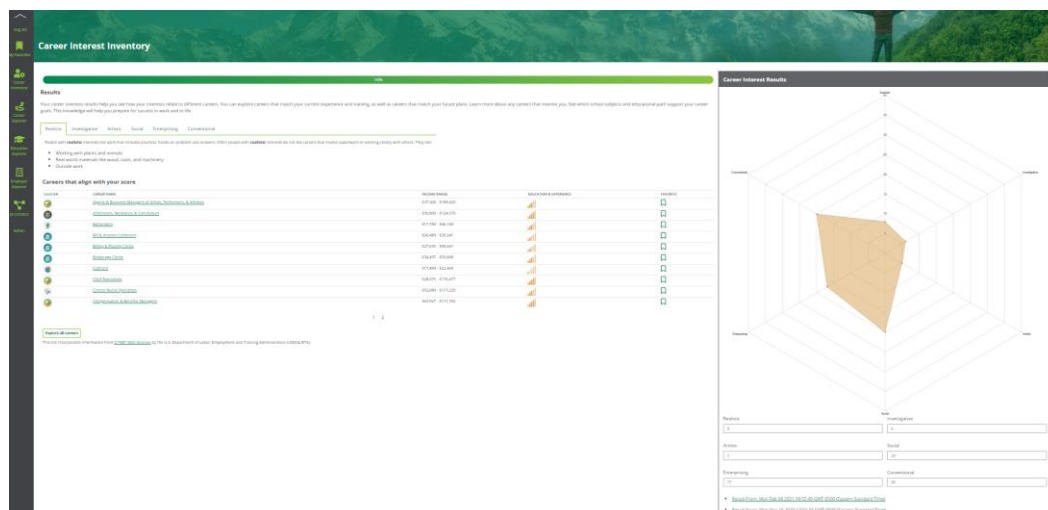
1. Encourage students to complete the Career Interest Inventory by clicking the “Find your career path” center green triangle or by selecting “Career Inventory” on the left panel.



2. The assessment is comprised of six screens of ten questions. For each question, students click on an image from “Strongly disagree” to “Strongly agree”.



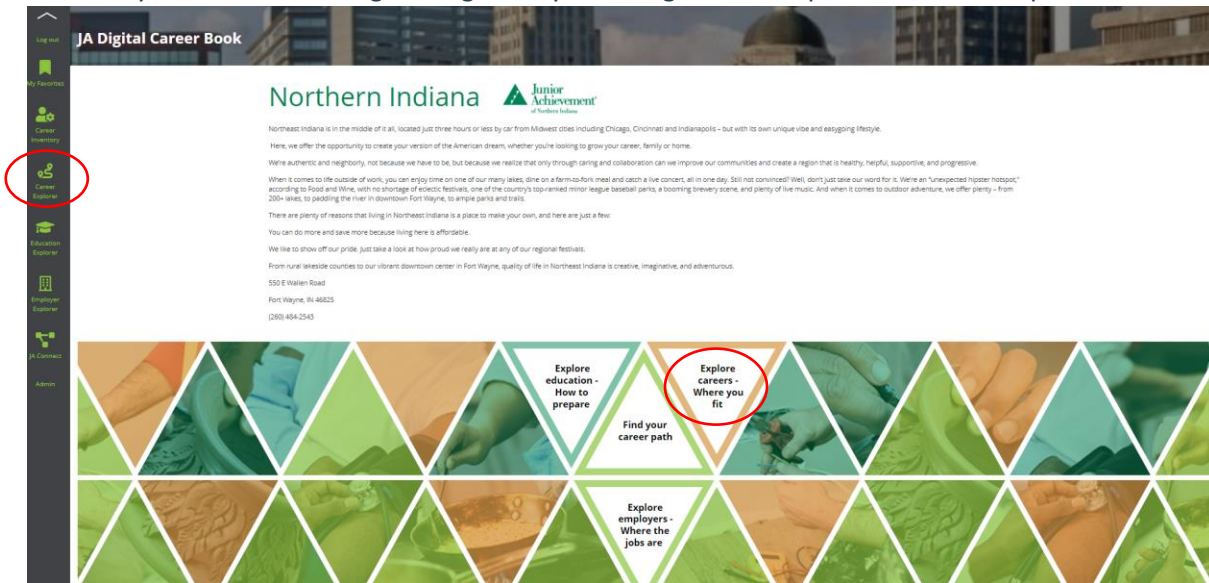
3. The results help students see how their interests relate to different careers. They can explore careers that match their current experience and training, careers that match their future plans, and school subjects and educational paths that support their career goals.



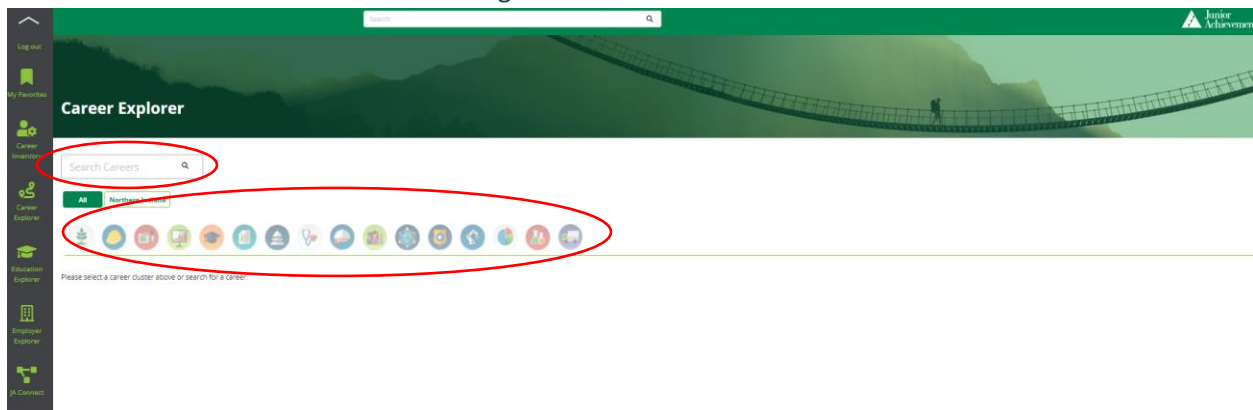
Note: If students do not log in before they take the Career Interest Inventory, they will be prompted to log in to save it.

CAREER EXPLORER

1. Encourage students to investigate hundreds of careers in the 16 Career Clusters by clicking the “Explore careers – Where you fit” center orange triangle or by selecting “Career Explorer” on the left panel.



2. Students can search for a specific career by typing the career in the search bar or clicking on one of the 16 Career Cluster icons. Students can investigate hundreds of careers in the 16 Career Clusters.



- Each Career Cluster has a list of associated careers. Select a career to investigate.

The screenshot shows the Career Explorer interface. On the left is a sidebar with navigation links: Log out, My Favorites, Career Inventory, Career Explorer, Education Explorer, Employer Explorer, JA Connect, and Admin. The main content area is titled 'Career Explorer' and features a search bar and a row of career cluster icons. The 'Architecture & Construction' cluster icon is circled in red. Below this, a table lists careers within the cluster. The 'Construction Managers' career is circled in red.

CAREER NAME	INCOME RANGE	EDUCATION & EXPERIENCE
Concrete Masonry and Concrete Finishers	\$30,659 - \$48,800	
Concrete Masonry and Concrete Finishers	\$20,590 - \$49,200	
Civil Engineering Technicians	\$37,581 - \$48,286	
Civil Engineers	\$52,828 - \$94,678	
Construction Carpenters	\$30,170 - \$84,690	
Construction Laborers	\$24,951 - \$42,229	
Construction Managers	\$54,218 - \$94,252	
Control & Valve Insulators & Repairers	\$31,530 - \$84,630	
Cost Estimators	\$36,109 - \$71,917	
Crane and Tower Operators	\$33,070 - \$66,488	

- When a career is selected, a window will open with additional information related to that career, such as work expectations, job responsibilities, skills needed to complete the job, career videos, education and training resources, salary, local employers, and similar careers. Students can “favorite” any careers for future reference.

The screenshot shows the detailed page for 'Construction Managers'. The header includes the title and alternative names: 'ALSO CALLED: CONCRETE FOREMAN, CONSTRUCTION AREA MANAGER, CONSTRUCTION MANAGER, CONSTRUCTION SUPERINTENDENT'. The page is divided into several sections: 'What they do', 'Work Expectations', 'On the job, you would', 'Quick Info', and 'Related careers'. The 'Interested in this Career?' section has a 'Yes' button circled in red. The 'Quick Info' section displays salary data for Local and National areas, education requirements, and a list of related careers.

What they do
Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.

Work Expectations

- Manage construction activities.
- Develop operating strategies, plans, or procedures.
- Prepare financial documents, reports, or budgets.
- Communicate organizational information to customers or other stakeholders.

On the job, you would

- Plan, schedule, or coordinate construction project activities to meet deadlines.
- Prepare and submit budget estimates, progress reports, or cost tracking reports.
- Interpret and explain plans and contract terms to representatives of the owner or developer, including administrative staff, workers, or clients.

Quick Info

Salary

Local	National
\$30,256	\$57,275
\$91,532	

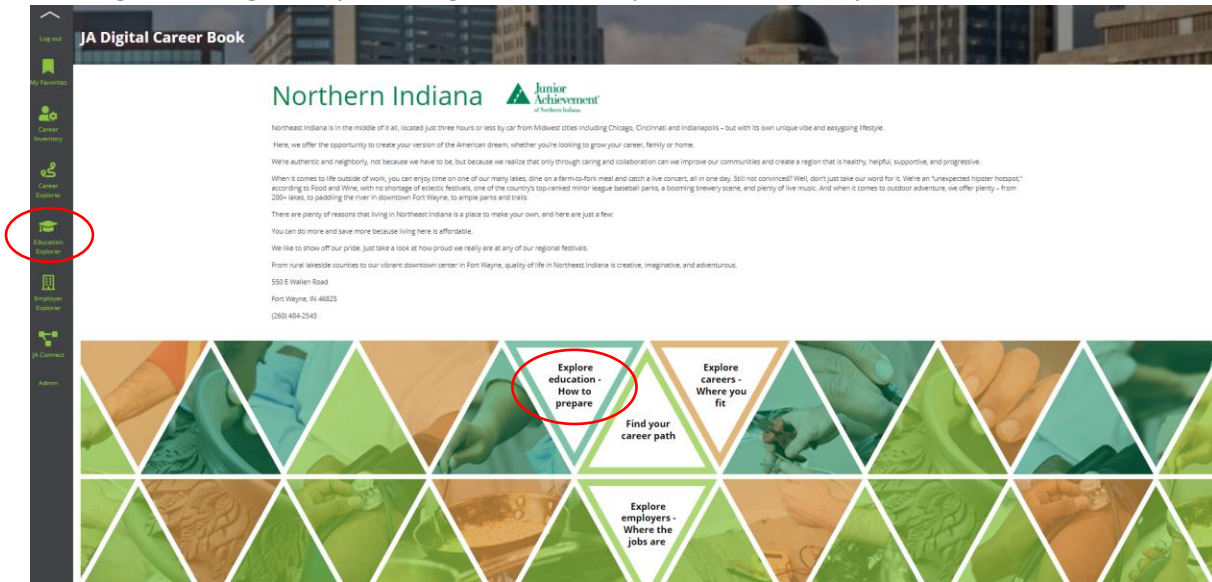
Education or Training Needed
bachelor's degree usually needed

Related careers

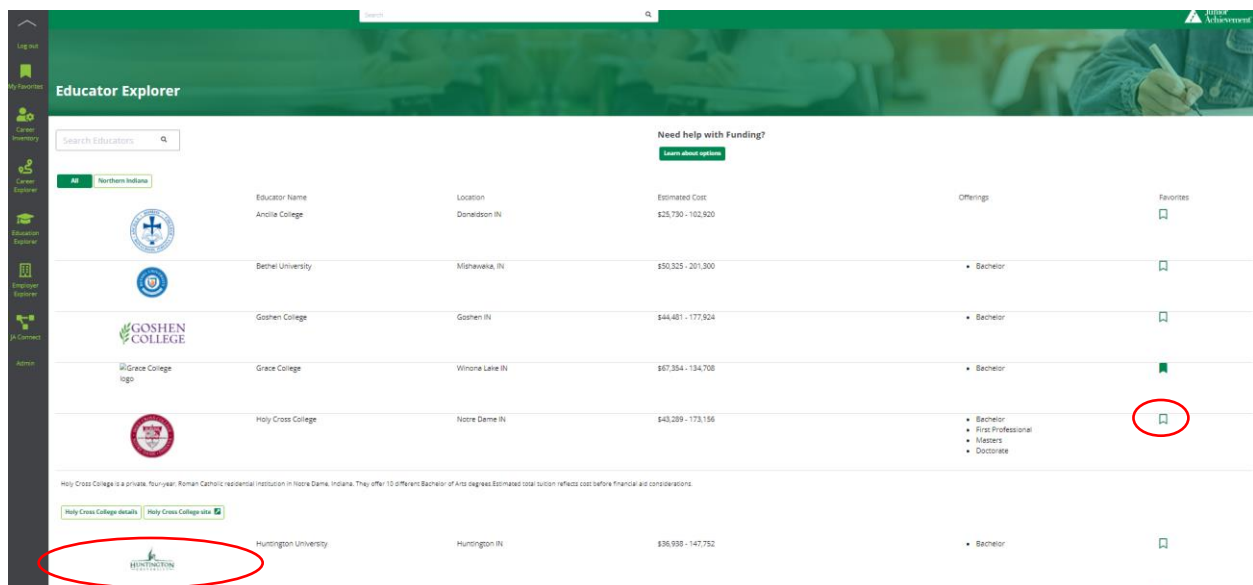
- Civil Engineering Technologists & Technicians
- Civil Engineers
- Construction & Building Inspectors
- First-Line Supervisors of Construction Trades & Extraction Workers

EDUCATION EXPLORER

1. Encourage students to investigate education opportunities by clicking the “Explore education – How to prepare” center green triangle or by selecting “Education Explorer” on the left panel.



2. When students click on an education/training logo, different college and training programs, related costs, websites, and information including the types of degrees offered and funding options are detailed. Students can select the green flag to the right and “favorite” the college/training program for future reference.



Holy Cross College

Holy Cross College is a private, four-year, Roman Catholic residential institution in Notre Dame, Indiana. They offer 10 different Bachelor of Arts degrees.

Estimated total tuition reflects cost before financial aid considerations.

Degrees Offered:

- Associate
- Bachelor
- Master
- Doctorate
- First Professional

Costs: Admissions

Private Or Public:	Private
Average Cost Of Program Year Attendance:	
Annual Tuition	
In-State Tuition And Fees	\$35,700
Out-Of-State Tuition And Fees	\$35,700
Room & Board (Estimated)	\$8,400**
*Cost By Degree Type:	
Associate	\$35,700
Bachelor's	\$73,100
Trade Degree:	\$42,289
Master's Degree:	\$8,400**
Doctorate Degree:	\$8,400**
First Professional Degree:	\$8,400**

Estimated total tuition reflects cost before financial aid considerations.

**This is an estimated value.

**Awarding data from institution.

[New Price Calculator](#) [Learn About Funding Options](#)

EMPLOYER EXPLORER

- Students can investigate local employers by clicking the “Explore employers – Where the jobs are” center green triangle or by selecting “Employer Explorer” on the left panel.

JA Digital Career Book

Northern Indiana

Northeast Indiana is in the middle of it all, located just three hours or less by car from Midwest cities including Chicago, Cincinnati and Indianapolis – but with its own unique vibe and easygoing lifestyle. Here, we offer the opportunity to create your version of the American dream, whether you're looking to grow your career, family or home.

We're authentic and neighborly, not because we have to be, but because we realize that only through caring and collaboration can we improve our communities and create a region that is healthy, helpful, supportive, and progressive.

When it comes to life outside of work, you can enjoy time on one of our many lakes, dine on a farm-to-fork meal and catch a live concert, all in one day. Still not convinced? Well, don't just take our word for it. We're an "unexpected hipster hotspot" according to Food and Wine, with no shortage of eclectic festivals, one of the country's top-ranked minor league baseball parks, a booming brewery scene, and plenty of live music. And when it comes to outdoor adventure, we offer plenty – from 200+ lakes, to paddling the river in downtown Fort Wayne, to empty parks and trails.

There are plenty of reasons that living in Northeast Indiana is a place to make your own, and here are just a few:

You can do more and save more because living here is affordable.

We like to show off our pride, just take a look at how proud we really are at any of our regional festivals.

From rural lakeside counties to our vibrant downtown center in Fort Wayne, quality of life in Northeast Indiana is creative, imaginative, and adventurous.

550 E. Wallen Road
Fort Wayne, IN 46825
(260) 494-2543

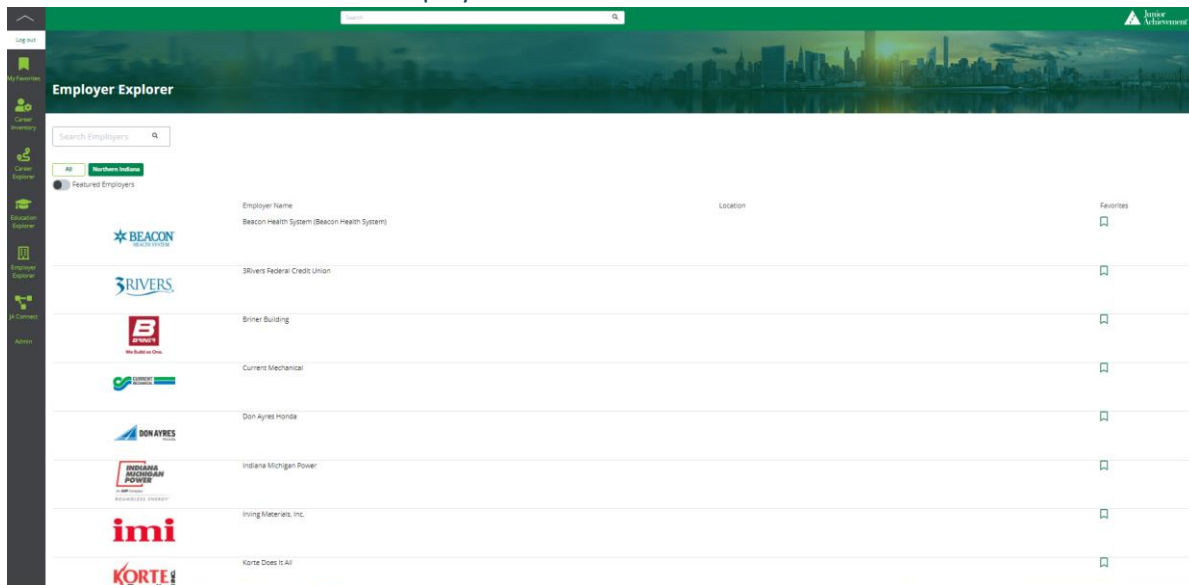
Explore education - How to prepare

Explore careers - Where you fit

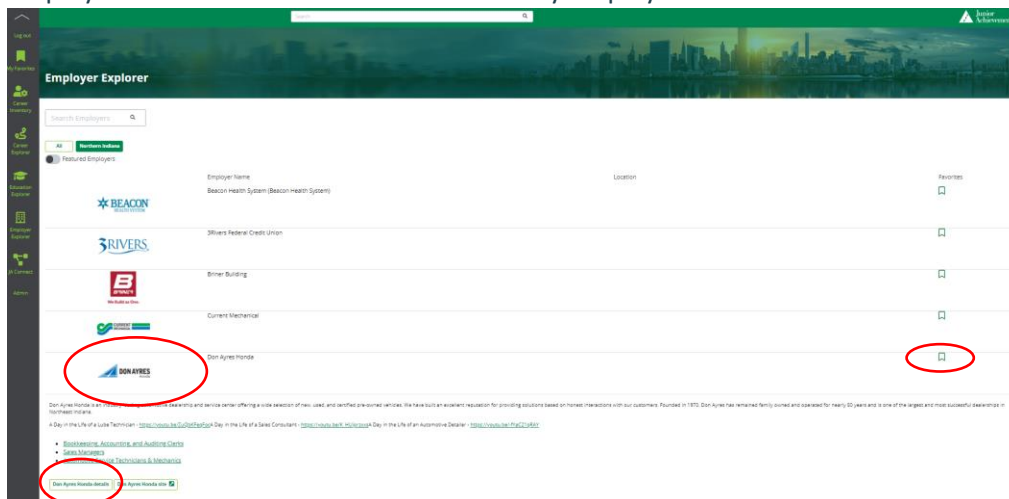
Find your career path

Explore employers - Where the jobs are

- Students will view a list of local employers.

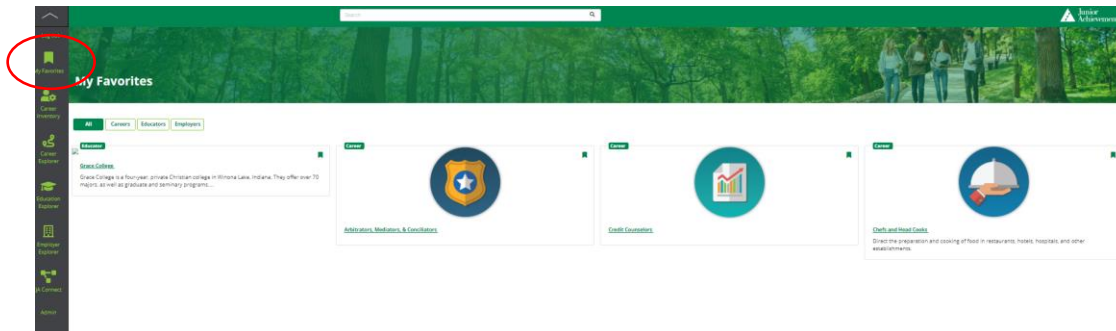


- Students can click on a logo to view more detailed information about the employer. By clicking the “details” button, students can view information such as careers the employer is hiring for, employer videos, and the employer website. Students can “favorite” any employer for future reference.



My Favorites

1. Students can save their Career Interest Inventory and their “favorite” careers, education/training programs, and employers for future reference. Students click on the “My Favorites” icon in the navigation bar on the left side of the screen to view all of their “favorites”.



JA CONNECT

Last on the navigation bar is *JA Connect*. Students are able to access self-guided activities and resources related to work and career readiness, financial literacy, and entrepreneurship through *JA Connect* Learning Pathways. Please ask your JA area administrator for more information on this amazing resource.

