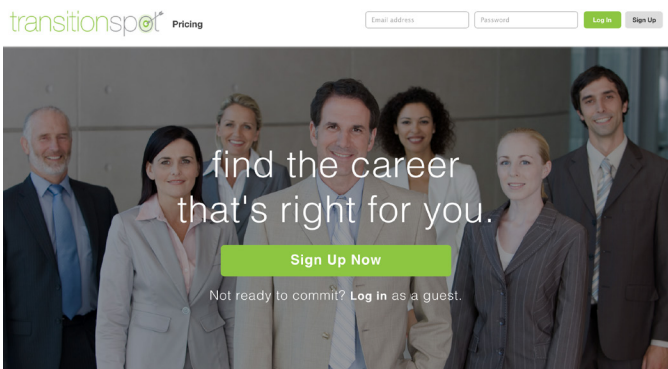


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QUICK-START GUIDE

FOR STUDENTS



Step One

Navigate to **www.transitionspot.com** in your web browser.

Click on the large green button that says “Sign Up Now” in the middle of the photo, or on the gray “Sign Up” button in the upper right hand corner.

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Create your account

First name: Jane, Last name: Doe

Email address: jane_doe@, Re-type email:

Password: , Re-type password:

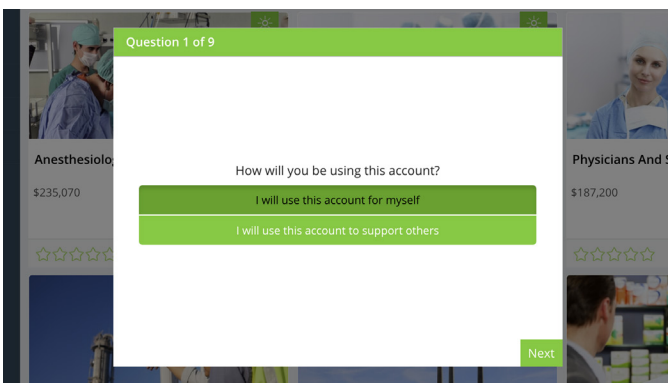
Sign Up

Step Two

Complete the account creation form.

Write the email address you typed in here:

Write the password you chose here:

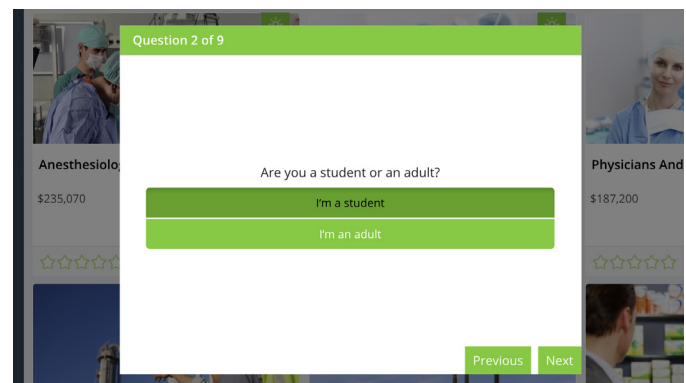


Step Three

Once you are logged in, you will be asked how you will use the account.

You will select: “I will use this account for myself.”

Then click “Next” in the bottom right.



Step Four

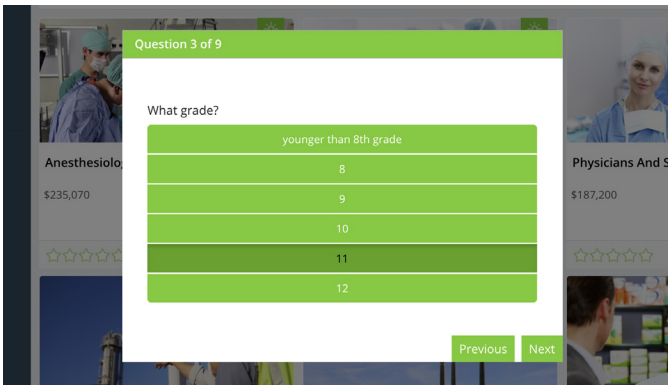
Next, you will be asked if you are a student or an adult. If you are in high school, please select “Student” even if you are already 18 years old.

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QUICK-START GUIDE

FOR STUDENTS



Question 3 of 9

What grade?

younger than 8th grade
8
9
10
11
12

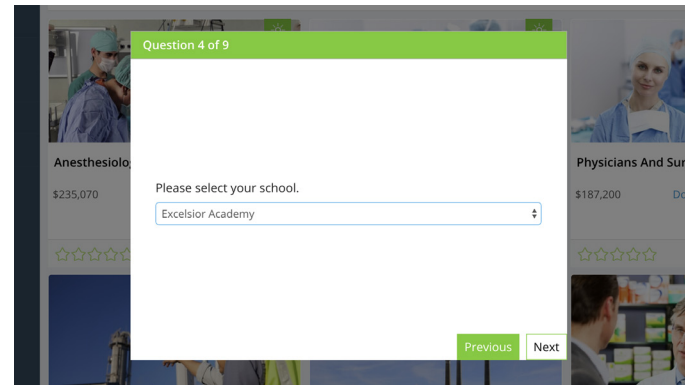
Previous Next

Step Five

Next you will be asked what grade you are in.

If you are completing during the summer, please select the grade you are going into in the fall.

This will help us provide you with better information.



Question 4 of 9

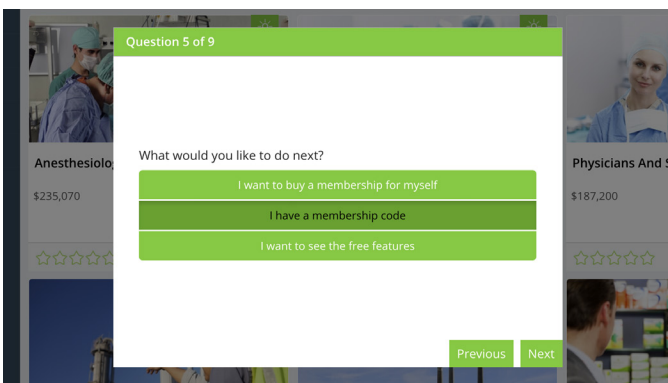
Please select your school.

Excelsior Academy

Previous Next

Step Six

Next, select the name of the school or agency that is providing you with the TransitionSpot membership.



Question 5 of 9

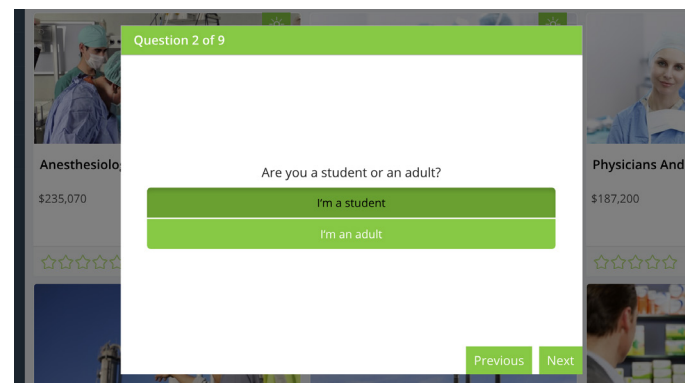
What would you like to do next?

I want to buy a membership for myself
I have a membership code
I want to see the free features

Previous Next

Step Seven

Now you will be asked what you would like to do next. You will select "I have a membership code" and click next in the bottom right hand corner.



Question 2 of 9

Are you a student or an adult?

I'm a student
I'm an adult

Previous Next

Step Eight

On this screen, you will enter the membership code provided by your school, agency, or organization.

Your code is:

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QUICK-START GUIDE

FOR STUDENTS

Question 1 of 13

I like science

☐ I don't like it at all

☒ It's not my most favorite thing

☐ I don't feel strongly either way

☐ I like it a lot

☐ I love it

I'm willing to consider jobs that

☒ Require little or no science skills

☒ Require some science skills

☐ Use science skills regularly

☐ Use science skills often

☐ Use science skills on a daily basis

☐ Any of the above

How important is this factor in your job choice?

☐ A little

☐ Somewhat

☐ Very

Next

Recent Answer Career Matches

Loading career: 100%

Accountants

\$63,550 Bachelor's degree

Accountants And Auditors

\$63,550 Bachelor's degree

Actuaries

Acute Care Nurses

Step Nine

After you enter your code, you will be taken straight to the career matching quiz. Each question has 3 parts. In the first you may only choose one option, in the second, you may check all that apply. Finally, you will be asked to rate the importance of that attribute. Click next in the bottom left of the screen.

Refine Your Results

Child, Family, And School Social Workers

\$44,200

Painters, Construction And Maintenance

\$35,190 Less than high school

Secondary School Teachers, Except Special And Career/Technical Education

\$55,050 Bachelor's degree

Structural Iron And Steel Workers

Lawyers

Combined Food Preparation And Serving

Step Ten

After completing your quiz, you will be taken to the research center. You may use the stars to rate careers you are interested in. You will see a match percentage on each career. The green flag on careers indicates jobs that have a bright outlook (new and emerging, high growth, etc.).

Refine Your Results

Show all jobs only bright outlook

Match percentage high to low

SALARY EDUCATION CAREER CLUSTER SKILLS & ACTIVITIES

less than high school

High School

postsecondary non-degree award

some college, no degree

associate's degree (2 years)

bachelor's degree (4 years)

master's degree (6 years)

doctoral degree (7+ years)

Clear Submit

Child, Family, And School Social Workers

\$44,200

Painters, Construction And Maintenance

\$35,190 Less than high school

Secondary School Teachers, Except Special And Career/Technical Education

\$55,050 Bachelor's degree

Step Eleven

If you click "Filters" at the top of the screen, a drop down will appear. You can filter jobs by their salary, education, career cluster, and skills/activities. Be sure to use the toggle switch in the upper left corner to view all careers or to show only careers with a bright outlook.

SALARY EDUCATION CAREER CLUSTER SKILLS & ACTIVITIES

Requires Yes No Either

working indoors

working outdoors

working with computers

working with machines

working with people

working with children

working with animals

physical activity

prolonged sitting

physical/sensory requirements

Selecting elements below will remove jobs which require those skills from your list

Oral Comprehension

Written Comprehension

Oral Expression

Written Expression

Fluency of Ideas

Originality

Problem Sensitivity

Deductive Reasoning

Inductive Reasoning

Information Ordering

Category Flexibility

Mathematical Reasoning

Number Facility

Memory

Speed of Closure

Flexibility of Closure

Perceptual Speed

Spatial Orientation

Visualization

Selective Attention

Time Sharing

Arm-Hand Steadiness

Manual Dexterity

Finger Dexterity

Control Precision

Multilimb Coordination

Response Orientation

Rate Control

Reaction Time

Wrist-Finger Speed

Speed of Limb Movement

Static Strength

Explosive Strength

Dynamic Strength

Trunk Strength

Stamina

Extent Flexibility

Dynamic Flexibility

Gross Body Coordination

Gross Body Equilibrium

Near Vision

Far Vision

Visual Color Discrimination

Night Vision

Peripheral Vision

Depth Perception

Glare Sensitivity

Hearing Sensitivity

Step Twelve

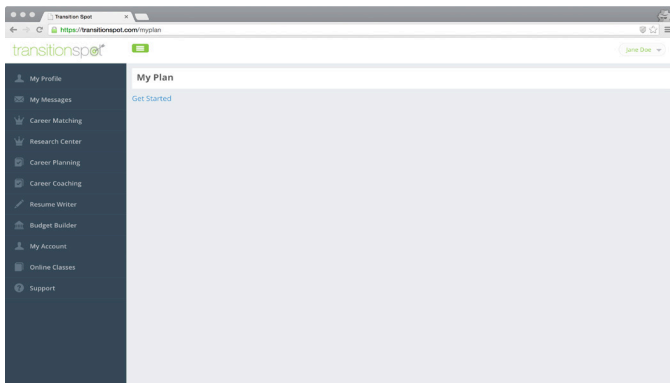
For students needing more specific filtering options, click "See More" next to physical/sensory requirements.

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QUICK-START GUIDE

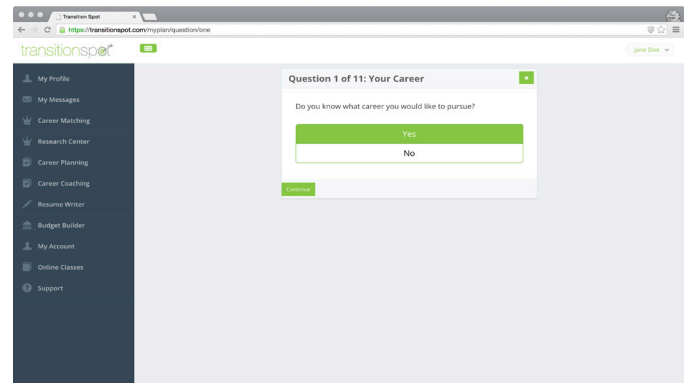
FOR STUDENTS



Step Thirteen

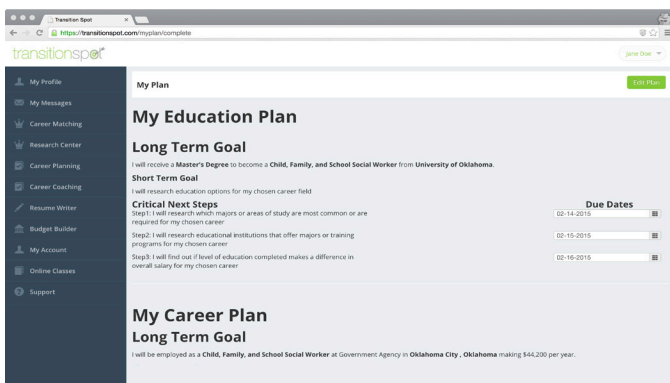
After spending some time in the research center, you will complete your career plan. Choose “Career Planning” from the menu on the left.

Click “Get Started.”



Step Fourteen

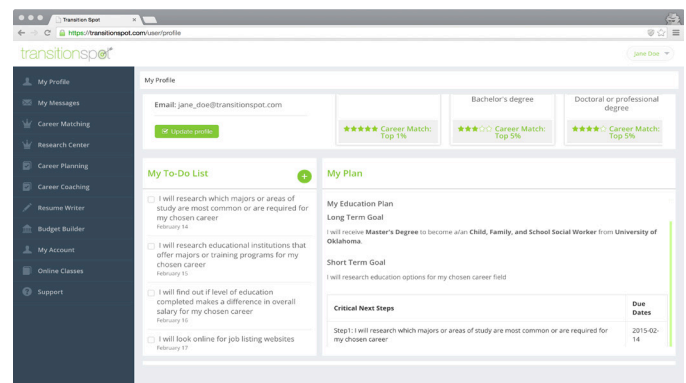
You will be walked through a series of 11 questions. They will be multiple choice and fill in the blank.



Step Fifteen

When you complete your career plan, you will have a page that looks like the one above.

You can always come back to this page. It can be edited at any time using the green + button in the top right corner.



Step Sixteen

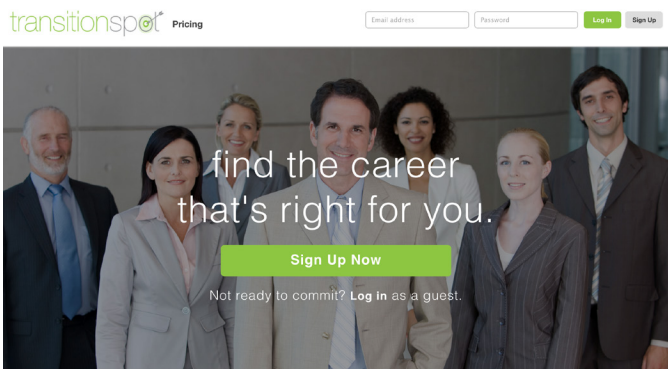
When you're ready, you can click on “My Profile” in the navigation bar. This page will show careers you have favorited, your career plan, and your to-do list. You can use the green + to add new to-do list items. If you mark a task as complete you will be asked what you learned or how you completed it.

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QUICK-START GUIDE

FOR FAMILY MEMBERS & FRIENDS



Step One

Navigate to **www.transitionspot.com** in your web browser.

Click on the large green button that says “Sign Up Now” in the middle of the photo, or on the gray “Sign Up” button in the upper right hand corner.

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Email address Password Log In Sign Up

Create your account

First name Last name
Jane Doe

Email address Re-type email
jane_doe@ Re-type email

Password Re-type password
 Password Re-type password

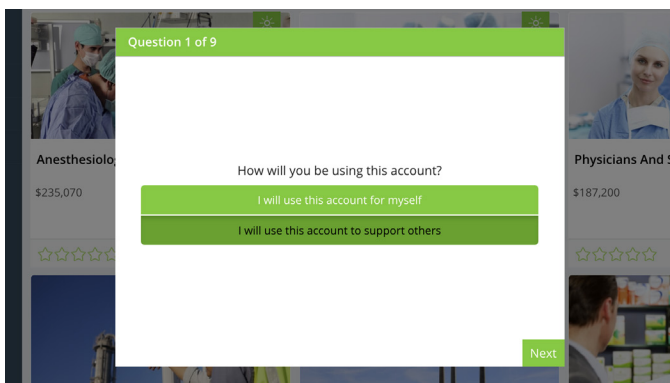
Sign Up

Step Two

Complete the account creation form.

Write the email address you typed in here:

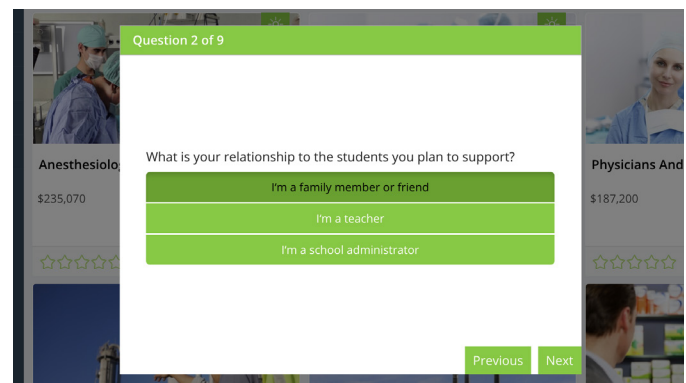
Write the password you chose here:



Step Three

Once you are logged in, you will be asked how you will use the account.

You will select: “I will use this account to support others.” Then click “Next” in the bottom right.



Step Four

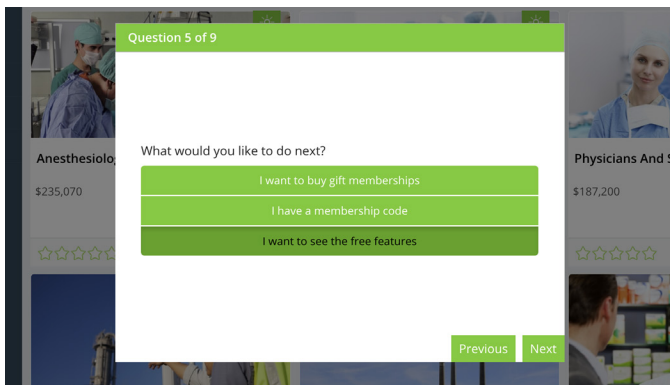
Next, you will be asked what your relationship is to the student/s you plan to support. You will choose “I’m a family member or friend.”

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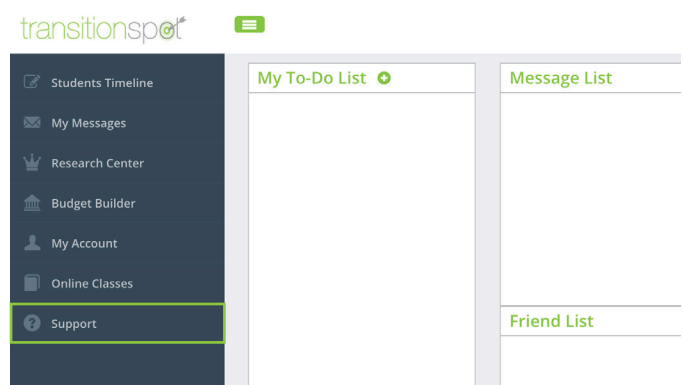
QUICK-START GUIDE

FOR FAMILY MEMBERS & FRIENDS



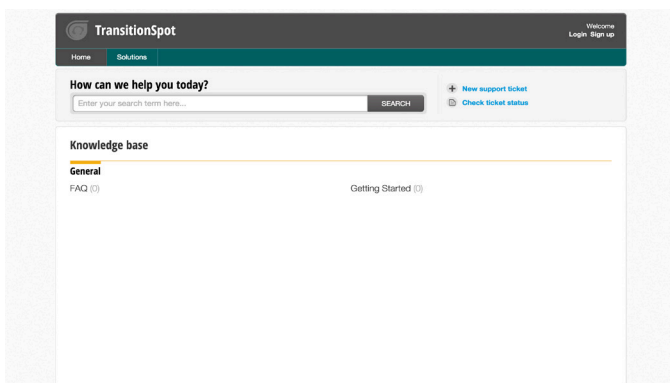
Step Four

Finally, you will select that you want to see the free features of the website.



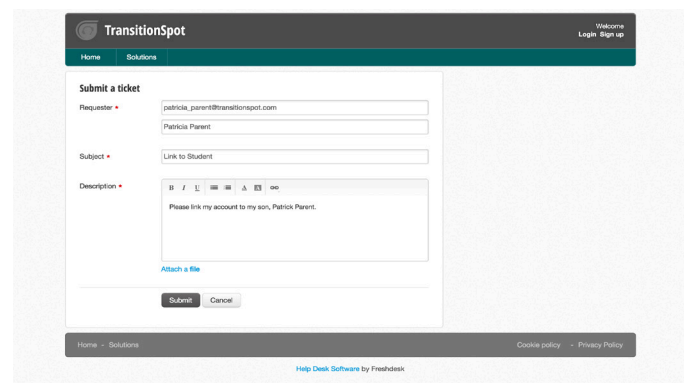
Step Five

Once logged in, the first thing you'll want to do is access the user Support at the bottom of the navigation bar.



Step Six

Once you get arrive at the Support portal, click “New Support Ticket” to the right of “How can we help you today?”



Step Seven

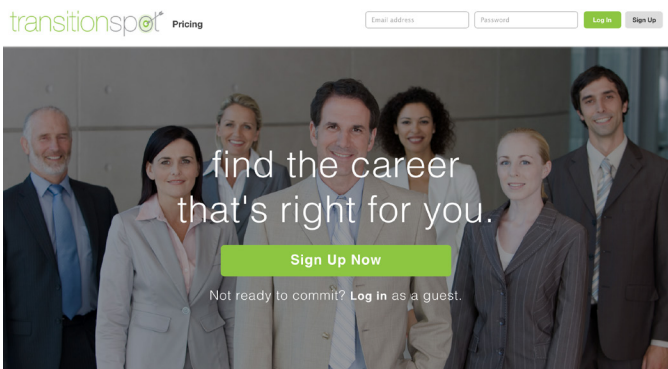
Enter your email address, name, and a subject line regarding linking accounts. Let us know the name of your student/s, and we will confirm your identity with the school or agency and link the accounts together so you can view your student's information.

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QUICK-START GUIDE

FOR TEACHERS



Step One

Navigate to **www.transitionspot.com** in your web browser.

Click on the large green button that says “Sign Up Now” in the middle of the photo, or on the gray “Sign Up” button in the upper right hand corner.

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Email address Password Log In Sign Up

Create your account

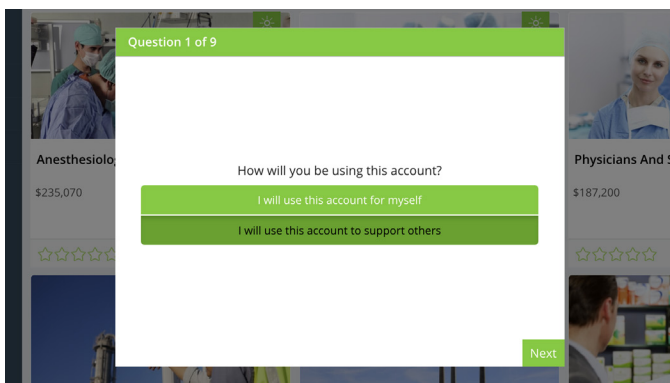
First name	Last name
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
Email address	Re-type email
<input type="text" value="jane_doe@"/>	<input type="text"/>
Password	Re-type password
<input type="password"/>	<input type="password"/>

Sign Up

Step Two

Complete the account creation form.
Write the email address you typed in here:

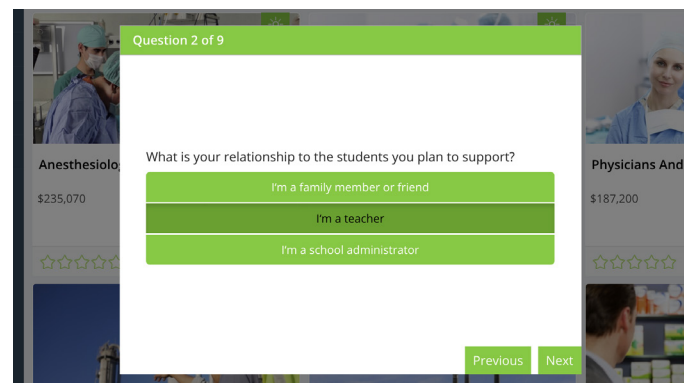
Write the password you chose here:



Step Three

Once you are logged in, you will be asked how you will use the account.

You will select: “I will use this account to support others.” Then click “Next” in the bottom right.



Step Four

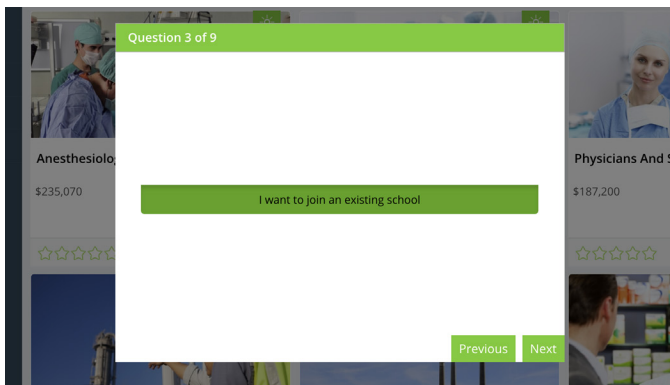
Next, you will be asked what your relationship is to the student/s you plan to support. You will choose “I’m a teacher.”

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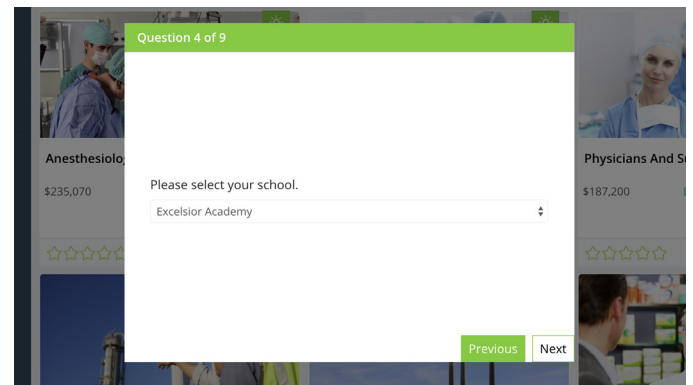
QUICK-START GUIDE

FOR TEACHERS



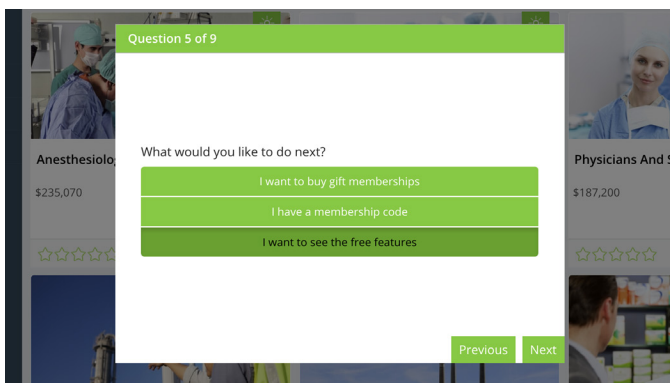
Step Five

Next you will select that you want to join an existing school.



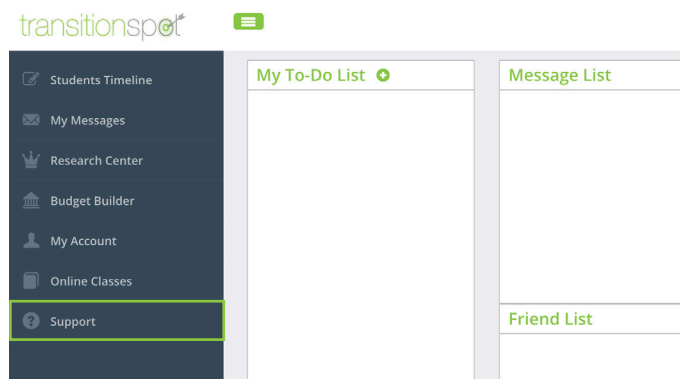
Step Six

In the next panel you will be able to select the school you want to join.



Step Seven

Finally, you will select that you want to see the free features.



Step Five

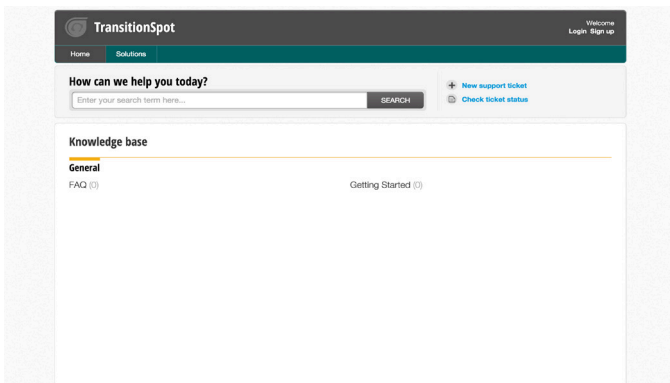
If your program administrator has not already provided TransitionSpot with a list of users that should be linked with your account, you may use the Support portal in the navigation bar to request linking.

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QUICK-START GUIDE

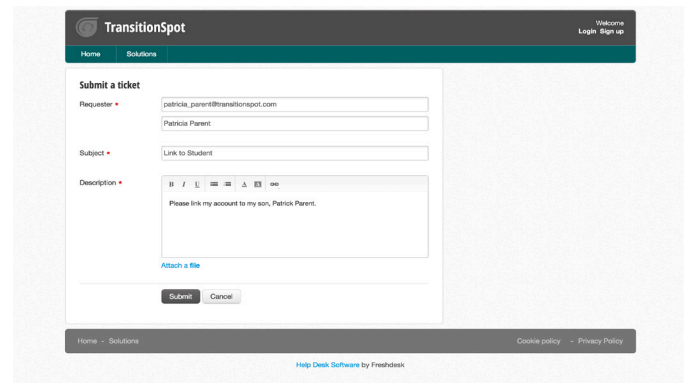
FOR TEACHERS



The screenshot shows the TransitionSpot support portal. At the top, there's a navigation bar with 'Home' and 'Solutions' links. Below this, a search bar is labeled 'How can we help you today?' with a 'SEARCH' button. To the right of the search bar are links for 'New support ticket' and 'Check ticket status'. Below the search bar, there's a 'Knowledge base' section with a 'General' category. Under 'General', there are links for 'FAQ (?)' and 'Getting Started (?)'.

Step Six

Once you get arrive at the Support portal, click “New Support Ticket” to the right of “How can we help you today?”



The screenshot shows the 'Submit a ticket' form in the TransitionSpot support portal. The form has three main sections: 'Requester', 'Subject', and 'Description'. The 'Requester' section has a text input field with the email 'patricia_parent@transitionspot.com'. The 'Subject' section has a text input field with the subject 'Link to Student'. The 'Description' section has a text area with the text 'Please link my account to my son, Patrick Parent.' Below the text area is a link for 'Attach a file'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page includes links for 'Home', 'Solutions', 'Cookie policy', and 'Privacy Policy', along with a note 'Help Desk Software by Freshdesk'.

Step Seven

Enter your email address, name, and a subject line regarding linking accounts. Let us know the name of your student/s, and we will confirm your identity with the school or agency and link the accounts together so you can view your students' information.

For More Information

Please view the features list for a brief explanation of each of your menu options.