



Peer-Coaching Team Member's Quickstart Guide

Introduction

This Quickstart Guide is intended for peer-coaching team members who anticipate or are already working with a Licensed ICCS Career Exploration System consultant. It provides an overview of what you will experience. Further step-by-step guidelines will be provided as you work through the system.

Accepting an invitation from your Consultant or Coach

- 1) As a first step, your ICCS consultant will send an invitation to your email address. If you don't see the invitation, please check your spam or junk folder. You will see a welcome message asking you to register yourself in the system by clicking on the green button: ACCESS LINK:

[Click Here!](#)

- 2) Once you have accepted the invitation, the system will send you an automatic email with your login credentials. Please check your email for your username and temporary password. Click on the login hyperlink, which will take you to the login site. At your first log in, you will be asked to reset your password for security reasons. Please enter your current password (the one originally sent to your email), then create a new password.
- 3) You will be asked to accept the ICCS Terms of Use. You will also be asked to fill out your Profile information before you begin to work with the ICCS system. Please make sure that you fill out all fields marked by a red exclamation mark. Kindly contact your consultant if you have any concerns about sharing the requested data.
- 4) The ICCS is designed to work across multiple browsers, but if you have any difficulty with your regular browser, we suggest you use Google Chrome.
- 5) If you meet any problems at any time, please contact info@intelligentcareer.com, and cc your consultant if you wish.

Completing the Card Sort

- 1) On your "Dashboard" under "Navigation" click on "ICCS Career System."
- 2) Under "ICCS Exercise", you will see links for each of the ICCS card sort subsets – Knowing Why, Knowing How, and Knowing Whom - your consultant has cleared you to complete. Follow the guidelines provided, one card sort subset at a time, and taking breaks as you wish. Read the "Guidelines" before you begin the ICCS Exercise.
- 3) Once you have finished the assigned card sort subsets, a pop-up window will appear. Simply click on "Finish" and await further instructions from your consultant.

Conversations

After you have completed your card sort, you will be assigned to continue working with one or two peer-coaching partners. Complete the following steps as they are requested:

Interpretations

- 1) On your dashboard under “Navigation”, click on “ICCS Career System.”
- 2) You will see under “Conversations” the option for “Interpretations,” please click on Interpretations.
- 3) Follow the guidelines to provide meanings and examples from your own life and career for each card you have selected, under the Knowing Why, Knowing How, and Knowing Whom headers, as requested by your ICCS consultant. Do this by clicking on the plus sign (+) for each card and click on the “Insert Note” button. Once a note is created you will see a pencil sign that allows you to edit it.
- 4) When your consultant requests it, download the Peer-Coach Questioning Approach document from your “System Documents” on your right under the Navigation panel, and use it as a resource for working with your peer-coach/es.
- 5) If you are working in an asynchronous environment, click on the name of your peer-coach to bring up their work, review their notes and examples, and enter your responses. If you are working with your peer-coach in a synchronous environment, you can use the mic function. This will allow you to take notes for a peer coach in a first-person singular voice (I, me, my) and to save it in their name.
- 6) Your consultant has the capability to enter their notes as well. This will allow you to exchange questions and thoughts that will deepen the career conversation among you.

Career Themes

- 1) Before you proceed to enter any career themes, you are welcome to download the Identifying Career Themes worksheet from your System Documents and to work offline using the instructions provided.
- 2) When you are ready to begin entering your career themes, go to your dashboard under “Navigation,” click on “ICCS Career System,” scroll down to Conversations and select “Themes”.
- 3) Proceed to enter Career Themes in response to the guidelines provided. Notice that all your selected cards and the notes are shown in a central window for your reference. The opportunity to enter themes appears below that window.
- 4) You can edit your themes and add notes in much the same way as you did on the Interpretations page. You can also change the order in which the themes are listed by clicking on the up and down arrows next to each theme. As before, you can also exchange notes with your peer coach/es and your consultant, and, where appropriate, use the mic function.

Action Steps

- 1) On your dashboard under “Navigation”, click on “ICCS Career System,” scroll down to Conversations and select “Action Steps.”
- 2) Proceed to enter your Action Steps in response to the guidelines provided. Notice that all your Themes are shown on the left for your reference. You can enter your Action Steps and possible notes on the right and choose the appropriate timeline from the drop-down menu.
- 3) As before, you can exchange notes with your peer coach/es and your consultant and use the mic function. When you are done, wait for your consultant for further instruction on how to proceed.
- 4) You can habitually refresh your action steps by archiving the steps you have completed. Used in this way, your Action Steps page will become a long-term career companion.