



Client User's Guide

Introduction

This Quickstart Guide is intended for individuals 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 by your consultant as you work through the system.

Section 1: 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:

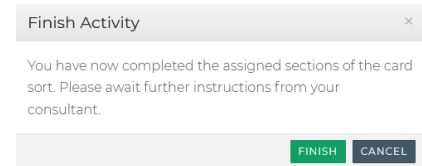
[Click Here!](#)

- 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 our ICCS Terms of Use. You will also be asked to fill out your Profile information before you begin to work with the ICCS Career System. Please make sure that you fill out all required 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 us at info@intelligentcareer.com, and cc your consultant if you wish.

Section 2: Completing the Card Sort

- 1) Please wait for further instructions from your consultant before proceeding with the steps below.
- 2) On your "Dashboard" under "Navigation" click on "ICCS Career System."
- 3) Under "ICCS Exercise," you will see links for the ICCS card sort subsets – Knowing Why, Knowing How and Knowing Whom - that your consultant has cleared for you to complete.
- 4) Click on the link for the card sort subset you wish to complete. Be sure to read the Card Sort Guidelines before you begin sorting. Continue to sort the cards until you have seven ranked cards in the "Yes" pile and none in the "Maybe" pile. Click on "Finish." Follow the guidelines provided as you work through the card sort. Notice that there is a "Save" button at the top of your screen, if you wish to take a break.

- 5) Once you have finished an assigned card sort subset, a pop-up window will appear. Simply click on “Finish” and await further instructions from your consultant.



Section 3: Conversations

Complete the following steps as they are requested by your consultant:

3a: 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 that and read the Initial Guidelines.
- 3) Read the Section 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 can edit it with the pencil sign.
- 4) As with all Conversations pages, your consultant has the same capability to enter notes as you do. These will allow you to exchange questions and thoughts that will deepen the career conversation.

3b: Career Themes

- 1) 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.”
- 2) Read the Initial Guidelines and enter potential Career Themes in response. Notice that all your selected cards and notes are shown in a central window for your reference. The opportunity to enter Career Themes appears below that window.
- 3) Scroll down to the “Themes Page Further Guidelines.” Look back over your narrative inside the window above and enter provisional themes – brief statements about what is important in your career - by clicking on the button at the center of the page. Keep on until your generation of themes captures everything that’s important in your narrative. 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.

3c: Action Steps

- 1) On your dashboard under “Navigation”, click on “ICCS Career System,” scroll down to Conversations and select “Action Steps.”
- 2) Read the Initial Guidelines then proceed to enter your Action Steps in response. Notice that all your Themes are shown on the left for your reference. You can enter as many Action Steps for each theme as you like. For each step, choose the appropriate timeline from the drop-down menu. You can edit both Action Steps and their notes by using the pencil sign.
- 3) When you are done, wait for your consultant for further instruction on how to proceed.
- 4) You can habitually refresh your Action Steps page by updating existing steps, adding new ones, or archiving the steps that you have completed. Used in this way, your Action Steps page will become a long-term career companion.