

## Registration & Login Instructions

Please follow the instructions below to begin using your *Administrative Database Management System*. For questions, contact customer support at 877.999.6227 or [support@kuder.com](mailto:support@kuder.com).

### Registration

- ⇒ Go to [www.kuderjourney.com](http://www.kuderjourney.com) and select **New users register here**.
- ⇒ Select **Administrator, counselor, or other authorized person** and click **Continue**.
- ⇒ Create a unique user name and password. Write down your user name and password in the space below.

|                  |                          |
|------------------|--------------------------|
| <b>User Name</b> | <input type="text"/>     |
| <b>Password</b>  | <input type="password"/> |

- ⇒ Enter the organization access code and password supplied to you in your implementation e-mail.

|                    |                          |
|--------------------|--------------------------|
| <b>Access Code</b> | <input type="text"/>     |
| <b>Password</b>    | <input type="password"/> |

- ⇒ Click **Register** to complete the process.

### Logging In

To re-enter your account, go to [www.kuderjourney.com](http://www.kuderjourney.com), select **Log In**, and enter your user name and password.

### Database Home Page

Your administrative database home page provides profile information, system alerts, and a quick resource library as well as access to the system's tools and resources via the top navigation menu.

- ⇒ **Reports:** Get assessment reports, review usage reports, and access education plan reports if applicable.
- ⇒ **Tools & Resources:** Utilize resource files, post messages and announcements, manage curriculum, and read *Kuder User News*.
- ⇒ **Administration:** Update account information, find a user, and manage security and user access.