

McGuffey High School has available an interactive software called **Coin Career Community**. This product is an online career guidance and curriculum program that is available to administrators, teachers, counselors, students and parents 24 hours a day, 7 days a week. Within the program, there are four separate centers for students. Each center serves a unique purpose, featuring the following functions:

HOW TO LOG IN TO THE COIN CAREER COMMUNITY

1. Go to <http://library.coin3.com>
2. Enter the following information:

SITE ID: LPA15847

LOGIN: 1888733

1. EXPLORATION CENTER:

A center to assess your career interests and explore information pertaining to occupations and colleges.

- **Assessments**
 - **Self-Assessment Survey:** Take a survey to find top 20 occupations matching your interests.
 - **ASVAB, COPS/CAPS, Holland Self-Directed Search:** Input results from any of these tests to find top 20 occupations matching your interests.
- **Occupation Search**
 - **Search for Occupations:** Enter your career preferences related to desired salary range, education level, career cluster, and other criteria to find matching occupations.
 - **Gather Information on Occupations:** Read occupation descriptions with information on job duties, salary, educational requirements, etc.
- **College Search**
 - **Search for Colleges and Universities:** Enter your school preferences relating to geographic location, enrollment, majors, cost, and other criteria to find matching 2 and 4-year institutions.
 - **Gather Information on Colleges:** Read college profiles that contain information on majors, athletics and services available, admissions requirements, cost of attendance, financial aid opportunities, etc. Generate an e-mail to the college requesting information and/or materials.
- **Quick Search**
 - **Identify Military Occupations:** Select a career cluster, service branch, or military rank to find military occupations. Then, read a description about the occupations that include job duties, educational and training requirements, and outlook. Find related civilian jobs.
 - **Look for Jobs Using Skills You are Learning in High School:** Select a high school subject to get a list of occupations requiring skills taught in such courses.
 - **Go Directly to a College or Occupation Profile:** Type in which profile you need and go directly to that location; no need to complete a search first!
- **Video Library**
 - **Watch Career Video Clips:** Choose from over 230 occupational videos in English and 170 in Spanish that show actual on-the-job footage to help you get an idea of job duties.

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2. PLANNING CENTER

The planning center has printable resources and information that will assist you with planning to enter college or the workforce.

- **Resume Builder**
 - **Generate a Resume:** Complete this step-by-step process to generate a resume that you can print now or save to a file for later editing.
 - **Get Tips for Creating Resumes:** Learn how to create a resume that is sure to get an employer's attention.
- **College Planning**
 - **Print a Checklist to Plan Your Future Education:** Follow these step-by-step instructions to learn about important things to do as you prepare to apply to college or other post-secondary educational programs.
 - **Gather Information on the College Experience:** Read articles to connect to Internet links with information on colleges, including financial aid.
- **Career Planning**
 - **Print a Checklist to Plan Your Entry into the Workforce:** Follow these step-by-step instructions to learn about important things to do as you prepare to begin your career.
 - **Gather Information on the Workforce:** Read articles or connect to Internet link with information on careers, including available jobs.

3. RESOURCE CENTER

A center to search for web resources related to colleges, career and other relevant topics in a teenager's life.

- **Cool Jobs**
 - **Get Information on New or Unusual Occupations:** Locate occupational descriptions for careers that are out-of-the-ordinary (or not featured in Exploration Center).
- **Links/Articles**
 - **Search for Relevant Web Resources:** Enter a keyword or search category to find Internet links and articles related to colleges, careers, financial aid, and other topics relevant to high school students.

4. ACTIVITY CENTER

A center to test your knowledge on history, vocabulary, math, English and occupations, while enjoying yourself and racking up COIN points.

- **History/Vocabulary Quiz:**
 - Periodically take a short quiz to test your knowledge of important historical events and vocabulary that appears on the SAT/ACT and proficiency tests.
- **Proficiency Test Practice:**
 - Get actual sample proficiency test questions in English, math, science, and social studies.
- **Job Interview Questions:**
 - Read a question often used in job interviews and try to guess the response that might land you the job.
- **Online Polls:**
 - Submit your vote in an online poll about a random topic and see what students all over the country think about the issue.
- **COIN Points:**
 - As you complete all of the above activities (and even some on the way), you will receive a fixed number of COIN points. You will also receive COIN points at random times for simply using the system. Rack up your points and try to make it onto the COIN points leaderboards at your school, in your state, or throughout the nation!

HELP CENTER

A center that guides you through technical difficulties you are experiencing with the system, finding the content you are looking for and a number of other important issues.