
PATHWAYU

USER MANUAL

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Creating An Account

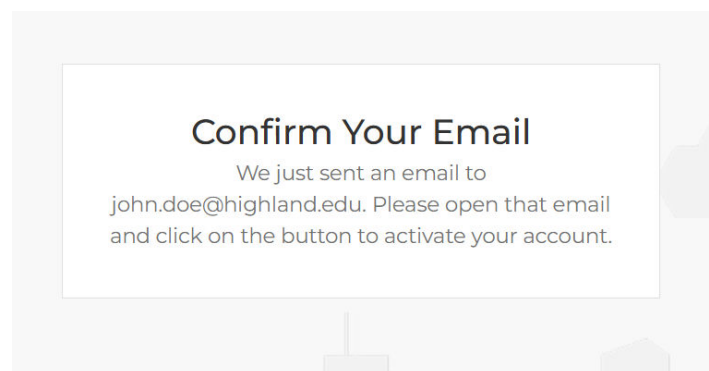
1. Use [this link](https://highland-il.pathwayu.com/signup) to be directed to the sign-up page for Highland's PathwayU platform.
(note: <https://highland-il.pathwayu.com/signup>)
2. Fill out your personal information as shown below.
 - a. First and Last Name
 - b. School Email (note: this email address does not have to be affiliated with Highland Community College)
 - c. ZIP Code
 - d. Set Your Password
3. Once all information is filled in, press the "FIND YOUR CALLING" button at the bottom of the screen.

The screenshot shows a sign-up form titled "Find your calling with PathwayU" with the subtitle "Enter your information below to create your account." The form contains the following fields and sections:

- FIRST NAME**: Input field with "John".
- LAST NAME**: Input field with "Doe".
- SCHOOL EMAIL**: Input field with "john.doe@highland.edu". Below it, a note says "Don't have a school email? Use your personal one."
- CONFIRM EMAIL**: Input field with "john.doe@highland.edu". Below it, a note says "Retype your email address".
- ZIP CODE**: Input field with "61032".
- PASSWORD**: Input field with masked characters "*****" and a "SHOW" link.
- CONFIRM PASSWORD**: Input field with masked characters "*****" and a "SHOW" link. Below it, a note says "Retype your password".
- PASSWORD REQUIREMENTS**: A list of four requirements, each with a checked checkbox:
 - Must be at least 8 characters
 - An uppercase letter
 - A lowercase letter
 - A number or special character
- FIND YOUR CALLING**: A blue button at the bottom.

Two large blue arrows are overlaid on the form: one points from the right towards the email fields, and the other points from the right towards the password fields and the "FIND YOUR CALLING" button.

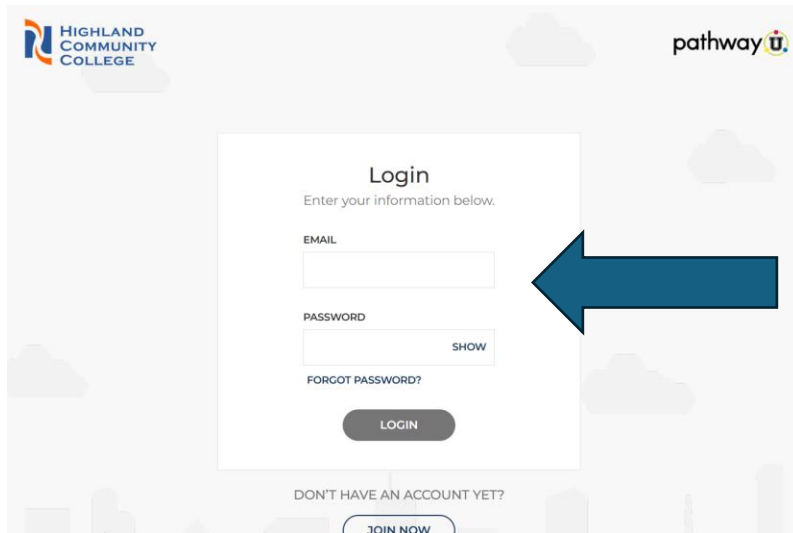
4. From here, you should receive a notification to confirm your email as shown below.
 - a. A confirmation email will be sent to the entered email address.



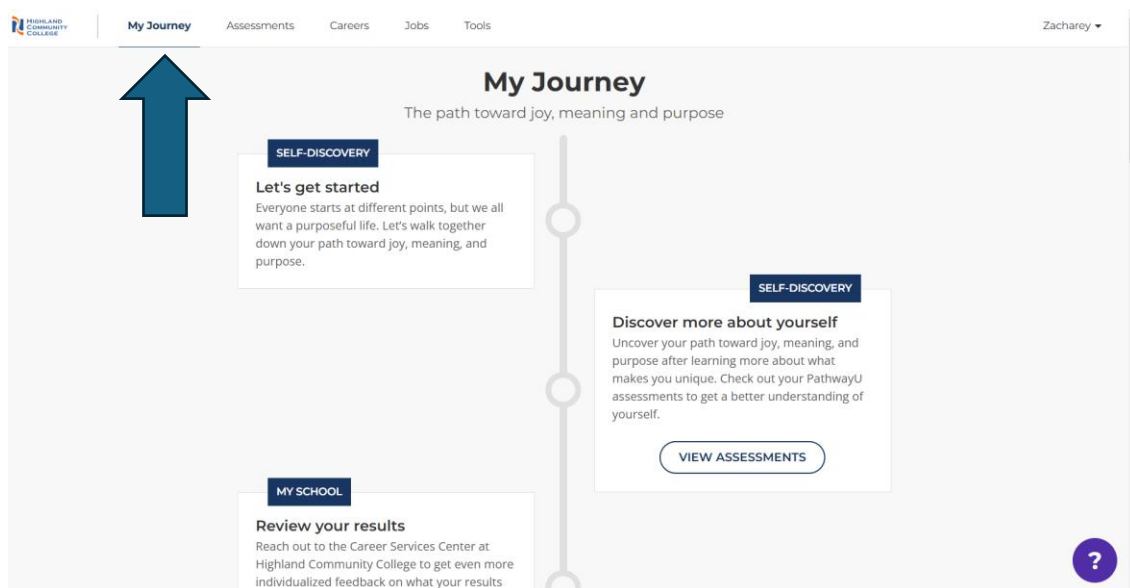
5. Use [this link](https://highland-il.pathwayu.com/login) to log-in to PathwayU going forward.
(note: <https://highland-il.pathwayu.com/login>)

Logging In

1. Use [this link](https://highland-il.pathwayu.com/login) to log-in to Highland's PathwayU platform.
(note: <https://highland-il.pathwayu.com/login>)
2. Enter the email address and password you used when creating the account.



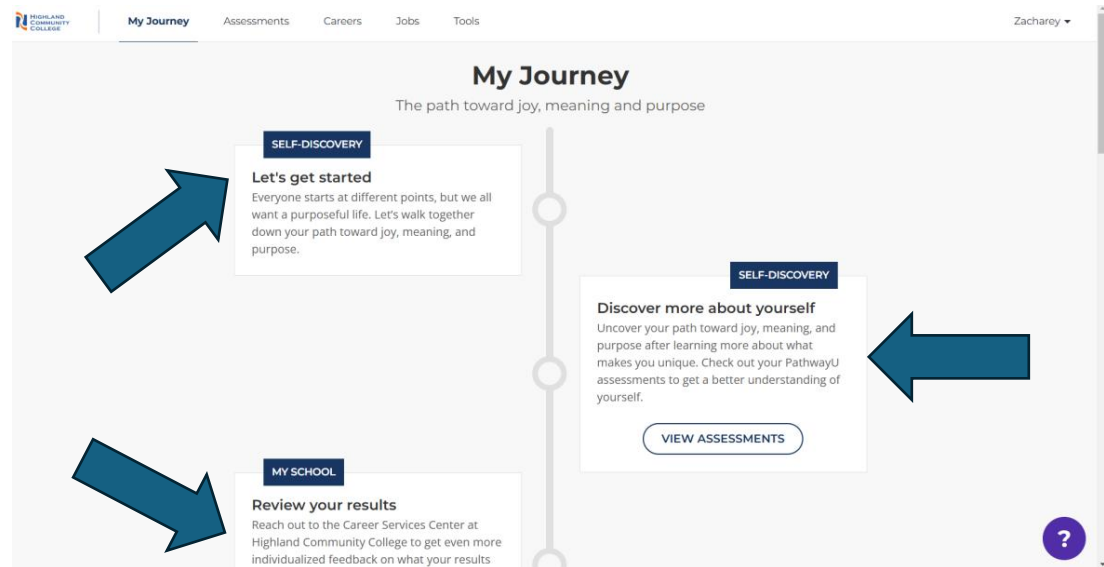
3. After successfully logging in, you will be directed to the main screen of the platform; called “My Journey” as shown in the image below.



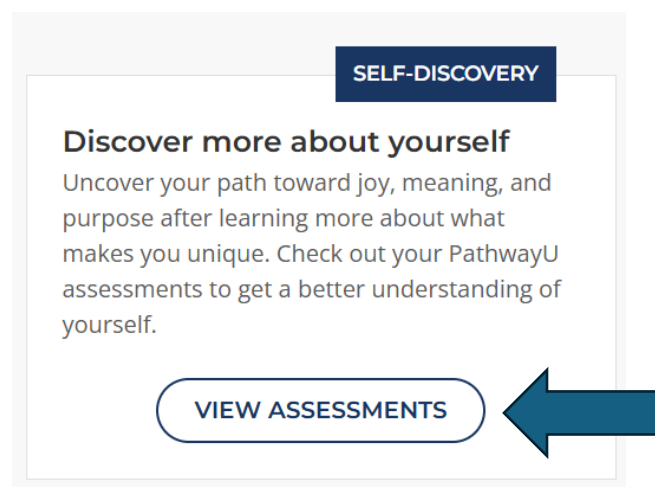
Student View

My Journey

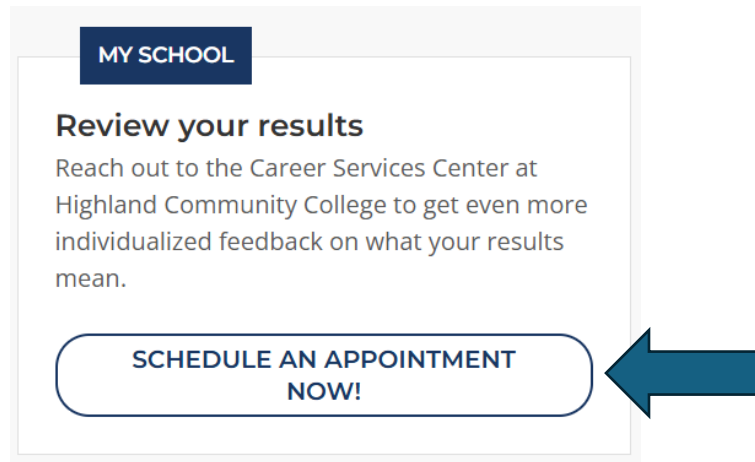
1. The “My Journey” page is used to help users track their progress within the platform allowing for reminder messages along the way.
 - a. View image below to see the first three message cards for users to follow during their path through the platform.



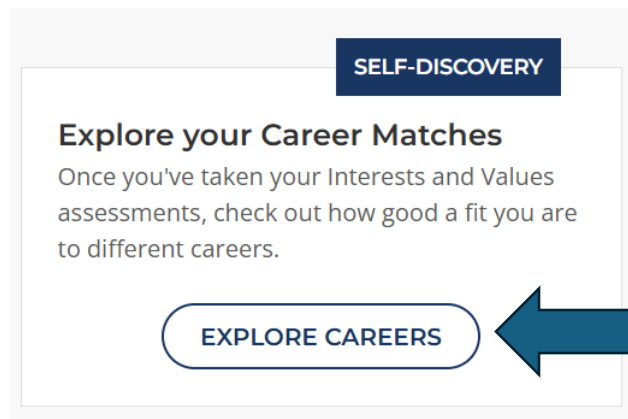
2. Click on the links within cards to interact with the platform.
 - a. For example, under the “Discover More About Yourself” card, there is a “View Assessments” button. If you click on this, you will be directed to the assessments tab; where you can begin the process of taking the assessments or where you can view results from assessments taken.



- b. Under the “Review Your Results” card, there is a “Schedule An Appointment Now!” button. If you click on this, you will be directed to Highland’s Career Services website where you can view department staff to connect with!

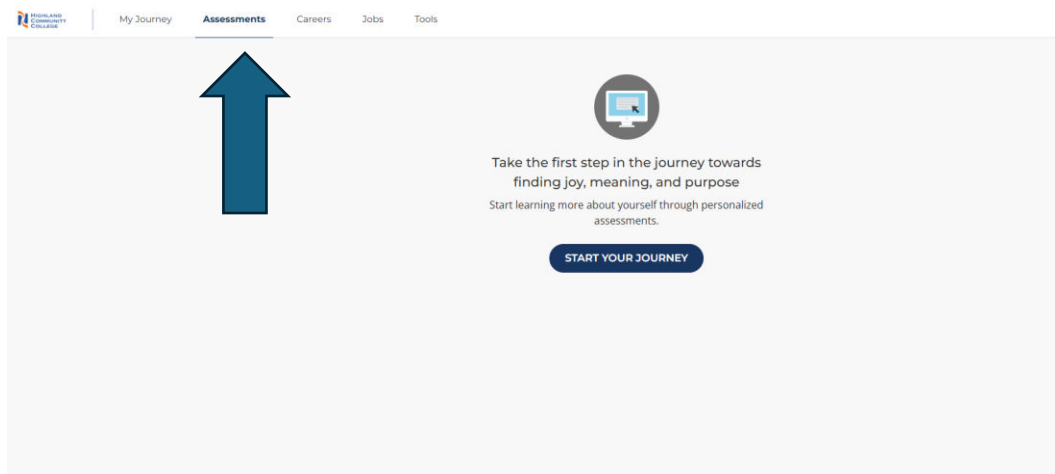


- c. Under the “Explore Your Career Matches” card, there is an “Explore Careers” button. If you click on this, you will be directed to the Careers tab; where you will see top career matches based on results of the assessments.

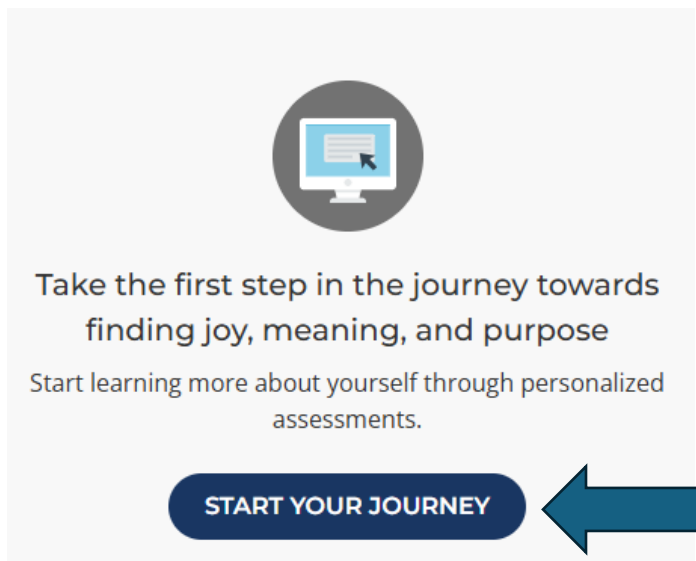


Assessments

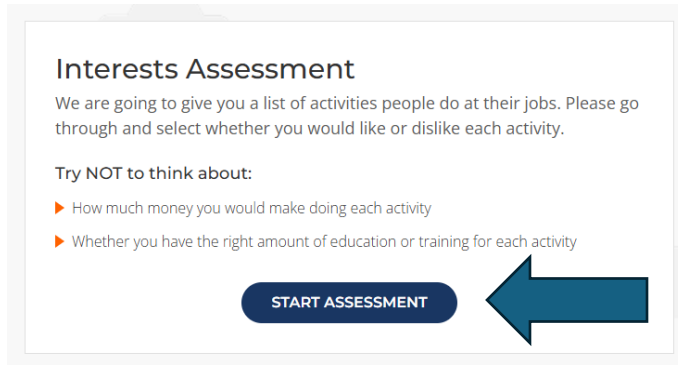
1. The “Assessments” tab is where users will be able to access the four different assessments available for completion. This tab is also where assessment results will show once assessments have been completed.



2. See image shown below to see the starting page of completing the assessments. Click the “Start Your Journey” button below to begin the first the assessment. *(note: not all four assessments need to be completed at the same time; users will be able to save progress throughout at any time).*

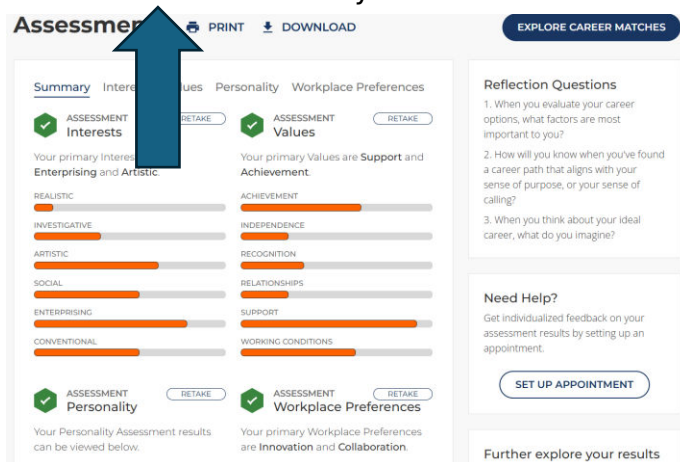


3. Each assessment will have a “Start Assessment” screen as shown below.



4. Upon completion of the four assessments, users will be able to view a summary of their results as well as individual results for each of the four assessments.
5. Under the “Summary” tab, users will see results for each of the four assessments based on interests, values, personality, and workplace preferences.

Screenshot of a computer screen showing the user where to click on the first tab available to view a summary of users' results.

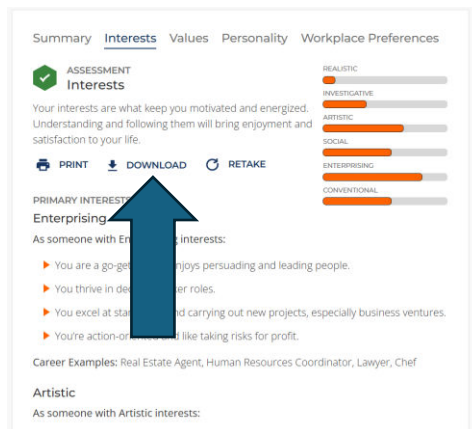


6. To retake a specific assessment, click the “Retake” button next to the summarized results of the respective assessment, as shown below.

Summary Interests Values Per

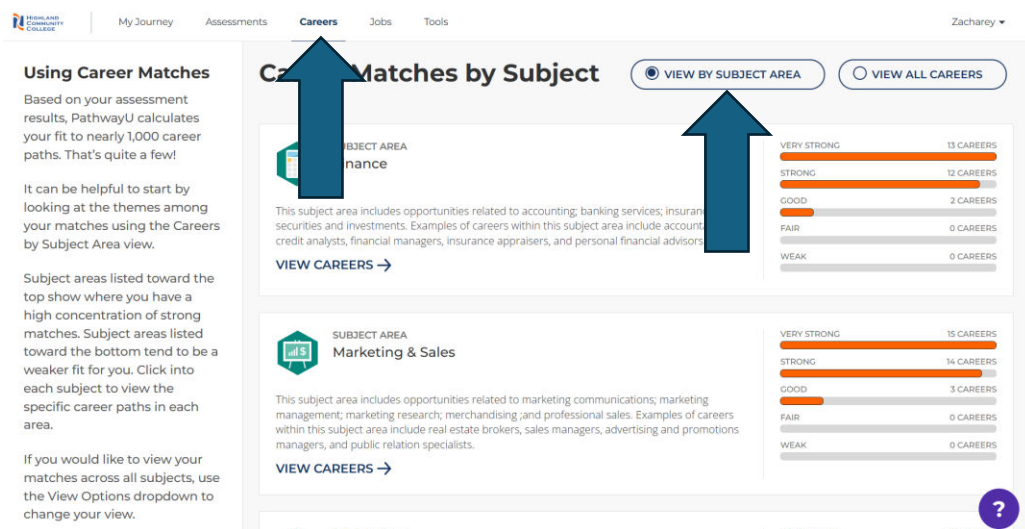


7. Click through each of the individual assessment tabs to view specific results. *(note: on this screen, you will be able to print, download or retake this assessment).*

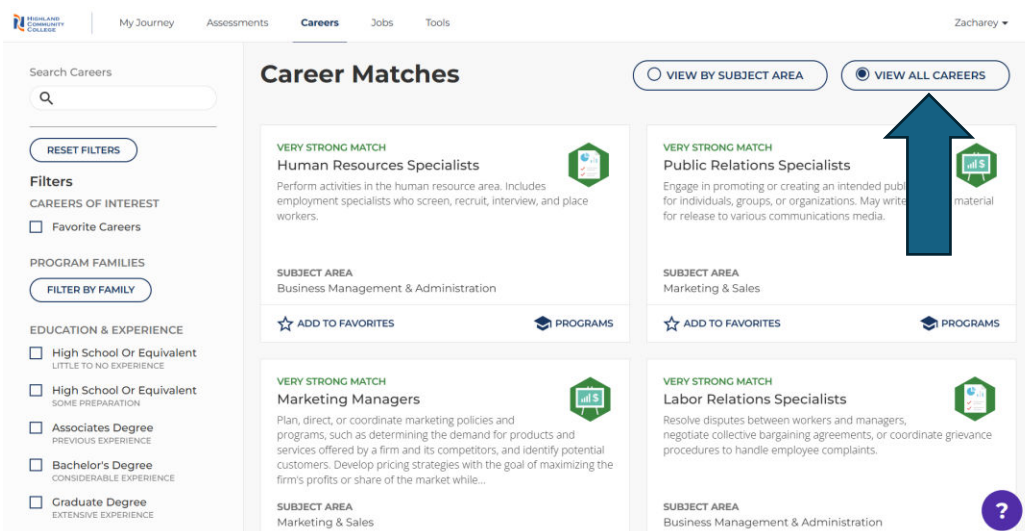


Careers

1. The “Careers” tab is where users will be able to review top career matches based on the user’s assessment results. On this screen, users can switch their view by “Subject Area” or by “All Careers,” as shown below.
 - a. Viewing by subject area only can be helpful for users to start looking at the themes among their matches.

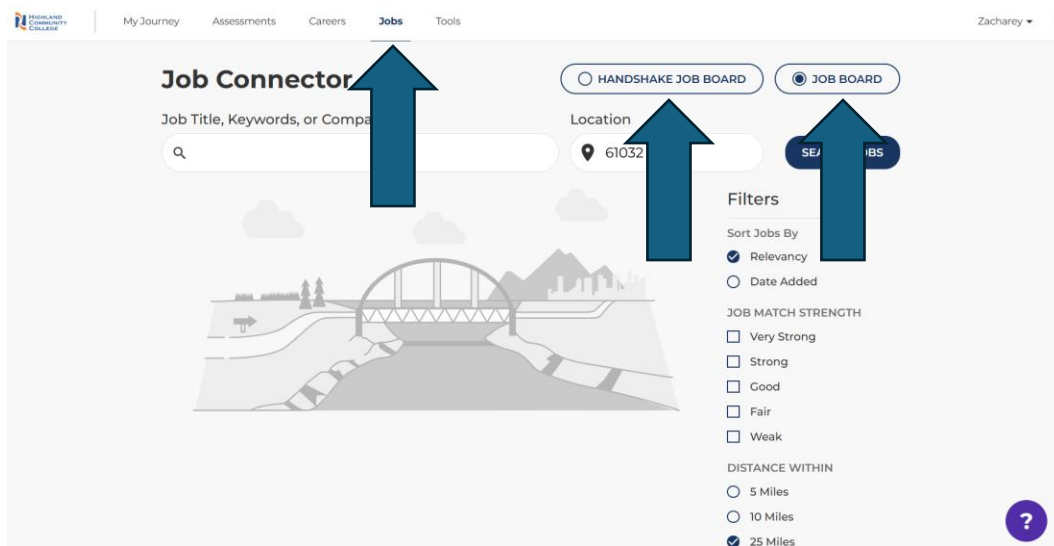


- b. To view more specific matches, switch to “All Careers” and see more personalized career options.



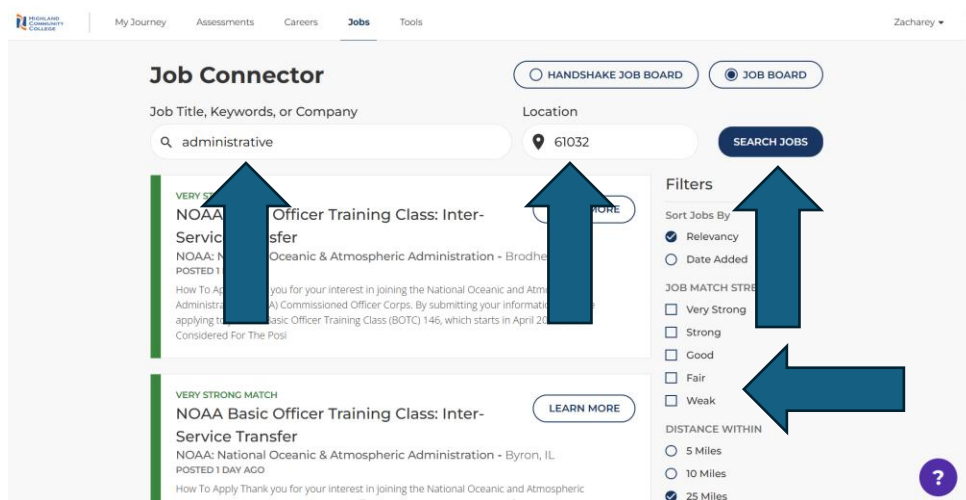
Jobs

1. The “Jobs” tab is where users will be able to search for open job positions currently in the market. PathwayU’s platform has access to two different job boards in which users can search through: the first being their own personalized job board and the second being Highland’s own Handshake job board.



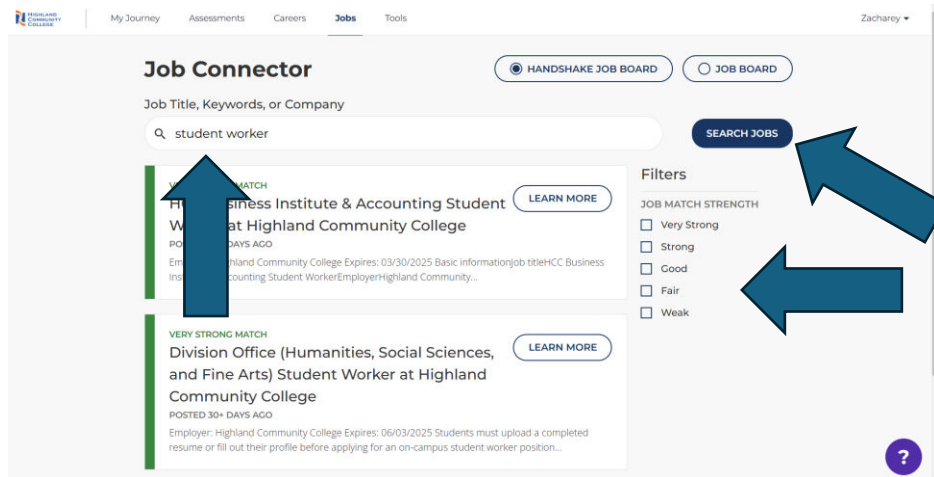
PathwayU Job Board

1. When using the built-in PathwayU Job Board;
 - a. Type in a job title, keyword, or company/business name.
 - b. Enter a location.
 - c. Select any filters.
 - d. Click the “Search Jobs” button to find open listings.



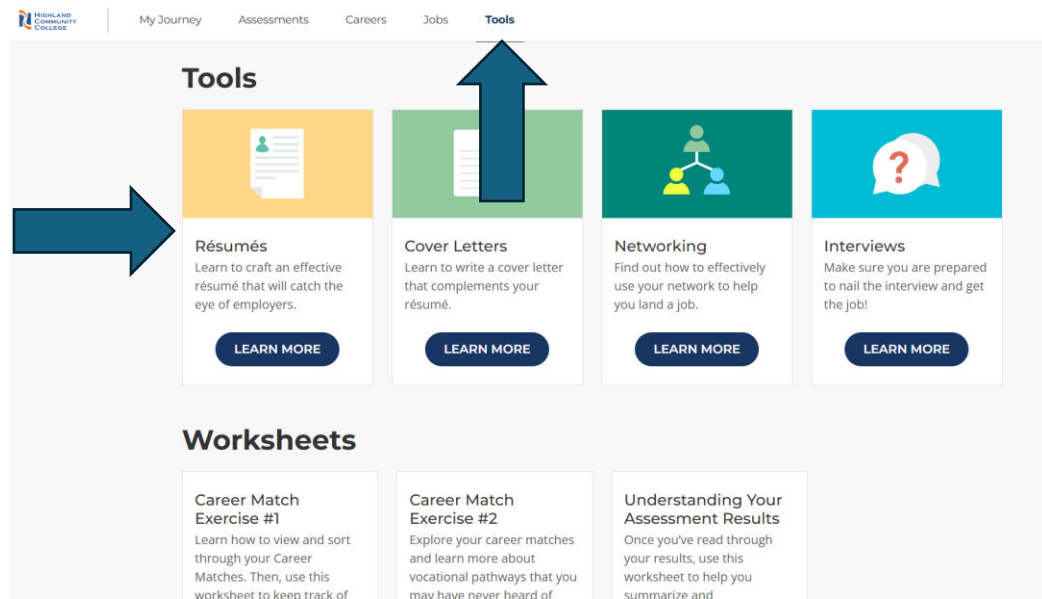
Handshake Job board

1. When using the Handshake Job Board;
 - a. Type in a job title, keyword, or company/business name.
 - b. Select any filters.
 - c. Click the “Search Jobs” button to find open listings.



Tools

1. The “Tools” tab is a great resource for all users to access and review.
 - a. As shown in the image below, there are resources for resume and cover letter writing, networking tips-and-tricks, as well as interview preparation material.



- b. Below those resources are different worksheets and workbooks to complete. These worksheets can be downloaded, printed, or completed online through PathwayU’s fillable forms.

