

About the Career Transitions Account Administration Tool

The *Career Transitions Administration Interface* allows you to create and post messages, information, links, etc. for people using your instance of Career Transitions. For example, you can post a message about a resume writing class at your location, a job fair in your community, draw attention to career-related materials in your institution, promote government programs & services, etc.

What You Can Do

You can post messages to any or all sections in *Career Transitions*:

- Home Page
- Discover My Interests
- Explore Careers
- Prepare Resume
- Improve My Prospects
- Find Jobs
- Unemployed? Get Help Now

Messages can be posted to the Main Bucket (center part of page) or to the Sidebar (right side of page). You can edit, delete, and create new entries at any time.

How to Customize Career Transitions

1. Select the "Account Administration" link located at the footer of the *Career Transitions* homepage.
2. Enter your administrative username and password into the specified fields. Note: the administration login information comes with your "Welcome Letter" when you first subscribe to *Career Transitions*, and is the same login used for customer administration for any of your Gale products. If you have any issues logging in, please contact Gale Technical Support at 1-800-877-4253 (Option 4).

A screenshot of a login form with two input fields: 'USERNAME' and 'PASSWORD'. Below the fields are two buttons: 'Login' (blue) and 'Clear' (grey).
3. After you log in, you can access a "What Can I Do Here" link on any subsequent pages in the *Career Transitions Administration Interface*. This will supply you with information and tips on how to customize your version of *Career Transitions*.
4. Click the "Create New Content" button. This is a blue button located near the top right corner of this page. Note: After you add new content entries you will begin seeing them as links on this page.

A blue rectangular button with the text 'Create New Content' in white.
5. After clicking on the "Create New Content" button you will be prompted to give your entry a name. Enter a name for your content in the specified field.

6. Add your own text, lists and links using the fields provided. You can select the text you want to turn into a link, then click the link button (it looks like a short chain) and add the URL you want it to open. You can also add pictures and video using the buttons provided. **WARNING:** If you put pictures and video on the sidebar, it can cause formatting problems for popup windows. Please keep any sidebar pictures and video smaller than 250 pixels wide.

Entry Name

B *I* U | [List Icons] | Format | Font family | Font size | [Link Icon] | [Image Icon] | [Video Icon] | HTML | [Undo]

What Section?

--Pick Section--

Where on the Page?

In the Main well

In the Sidebar

Post This

Cancel Entry

Path:

7. After you add your text, pictures, and/or video you will need to pick a section of *Career Transitions* where this information will appear, and where you would like the information to appear in that section. Your section choices include: "Home Page", "Discover My Interests", "Explore Careers", "Prepare Resume", "Improve My Prospects", "Find Jobs", "Unemployed? Get Help Now". In each one of these sections you can select where the information should appear on the page, your choices are the Main Well or the Side Bar.

8. After selecting "What Section" and "Where on the Page" your information should appear, click on the "Post This" button to push your entry to a "live status". Log into *Career Transitions* as a user to preview your entry.

9. At anytime if you would like to edit or remove an entry, log back into the administration panel and use the "Edit" or "Remove" icons as seen below.

What Section?

--Pick Section--

Where on the Page?

In the Main well

In the Sidebar

Post This

Cancel Entry

Career Transitions

Account Administration

Administration Panel

Create New Content

[What Can I Do Here?](#)

Entry Name	Product Section	Page Location	Edit / Remove
Interviewing Skills Class	Home Page	sidebar	
TERC Icon	Improve My Chances	sidebar	

Examples

Homepage Customization – Side Bar

Welcome Sara Tarpley! [Sign Out](#)

Home [Unemployed? Get Help Now](#)

1. Discover My Interests 2. Explore Careers 3. Prepare Resume 4. Improve My Chances 5. Find Jobs

Remember! Sign out when you're done (upper right) to protect your info.

1 Discover My Interests

2 Explore Careers

3 Prepare Resume

4 Improve My Chances

5 Find Jobs

Welcome to Career Transitions
a guided, step-by-step approach to planning and making your next move.
Discover. Explore. Prepare. Take the Leap.

[Get Started Now](#)

What Can I Do Here?

Interviewing Skills Class
When: December 10, 2009
Where: Main Library, Room 400
Time: 6:00 pm - 7:00 pm
Cost: Free!
This course is designed to help you improve your chances in securing your next job!
Register here: www.cnn.com

Improve My Chances – Side Bar

Welcome Sara Tarpley! [Sign Out](#)

Home [Unemployed? Get Help Now](#)

1. Discover My Interests 2. Explore Careers 3. Prepare Resume 4. Improve My Chances 5. Find Jobs

Improve My Chances

Click links below for quick advice to improve your job prospects.

NETWORKING

- Developing a List of Contacts
- Networking
- Professional Socialization
- Sources For Industry Research
- Uncovering The Hidden Job Market

INTERVIEWING

- Frequently Asked Interview Questions
- Pre-Interview Preparation
- The Interview

APPLYING

- The Job Application
- Following Up After Applying

NEGOTIATING

- Do's And Don'ts In Negotiating
- Purpose Of Negotiation

What Can I Do Here?

Need to Prepare to Take an Exam?

Testing & Education Reference Center