

## **COIN Career Community Student Information Sheet**

Steubenville High School has recently purchased one of our Internet products, the Coin Career Community. This product is an online career guidance and curriculum program that is available to administrators, teachers, counselors, students, and parents.

### **HOW TO LOG IN TO THE COMMUNITY**

1. Go to **community.coin3.com**
2. Enter the following information as provided to you by your teacher or counselor:

USERNAME: 1<sup>st</sup> initial of 1<sup>st</sup> name & last name (ex. John Smith, username: jsmith)  
 PASSWORD: SHS  
 SITE ID: OH15182

### **WHAT CAN I FIND IN THE COMMUNITY?**

Within the program, there are five separate centers for students. Each center serves a unique purpose, featuring the following functions:

#### **EXPLORATION CENTER**

- Take assessments that connect your interests and skills to career clusters and occupations
- Search for information on occupations based on various criteria
- Research two-year and four-year colleges based on various criteria
- Watch occupation videos
- Look for instructions and suggestion on how to obtain financial aid

#### **PLANNING CENTER**

- Record results from COIN assessments and other standardized tests
- Complete checklists related to career and college planning tasks
- Establish goals and set action plans for achieving them
- Create a resume
- Keep track of job and college contacts
- Write journal entries that record important highlights and describe skills you have acquired
- Print a career portfolio

#### **RESOURCE CENTER**

- Search for links and articles related to important school and career topics
- Complete short activities that introduce you to work and life skills
- Look for information specific to the state in which you live
- Read about up-and-coming or out-of-the-ordinary jobs

#### **ACTIVITY CENTER**

- Take weekly quizzes for SAT, ACT, GED, and/or State Proficiency exams
- Complete daily history quiz

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### **COMMUNICATION CENTER**

- Send/receive important messages to/from teachers, counselors, and school administrators

### **HOW DO I USE THE COMMUNITY?**

To navigate between the various centers in the program, use the colored tabs at the top of the screen. Once you have clicked on the appropriate center, use the expanded menu down the left side of the screen to make your selections. To get back to the homepage, you can click on the COIN logo in the top left-hand corner at any time. This will take you to the "control panel" of the COIN Career Community.

### **QUICK ANSWERS**

**What do I do if I lose my username or password?** Contact Mr. Gillison, Guidance Counselor, Steubenville High School, (740) 282-7334

**How do I learn to use all of the features in the program?** Click on the gray tab at the top of the screen that says HELP. You will find instructions on how to use different parts of the program here. Also, use the on-screen prompts and HELP buttons as a guide.