

Three Rivers Careers User Guide

WWW.THREERIVERSCAREERS.COM

Powered by Headlight Data
WWW.HEADLIGHTDATA.COM

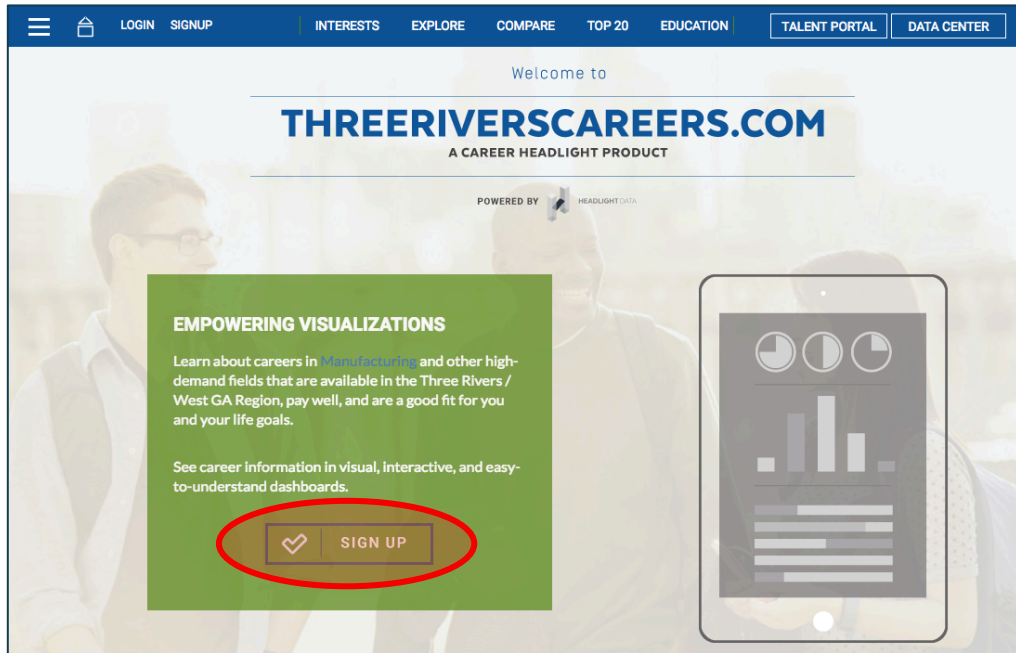
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Setup New Account

1. Sign up

To setup a new account, click the “*Sign Up*” button on the homepage.



2. Enter your information

Enter the information requested on the next screen and pictured below. Use an email address you have access to (you'll receive an email to verify your account) and use a password that you will remember.

Create a User Account

[Returning User Login](#)

First Name


Last Name

E-Mail Address

Password

Verify Password

☐ Agree to [Terms](#)

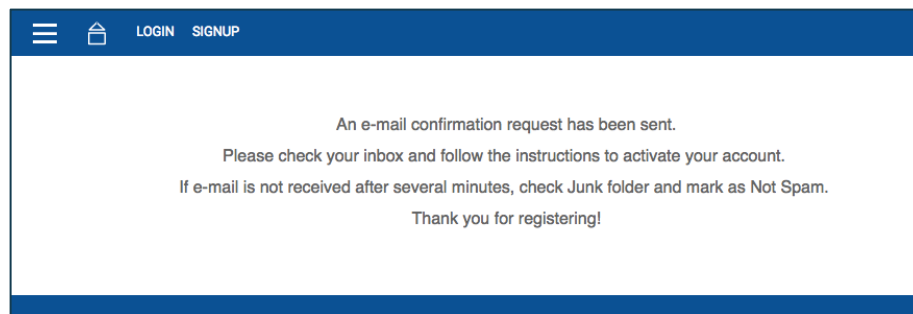


NEXT

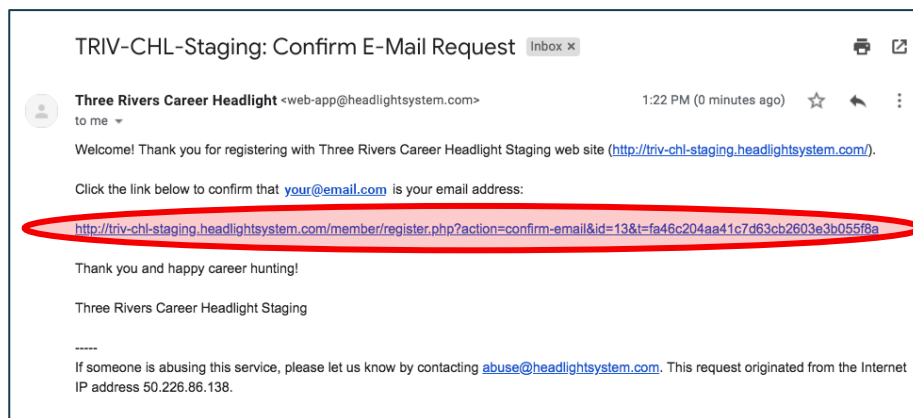
Make sure to check the “*Agree to Terms*” box before you click “*Next*”.

3. Verify your email and login

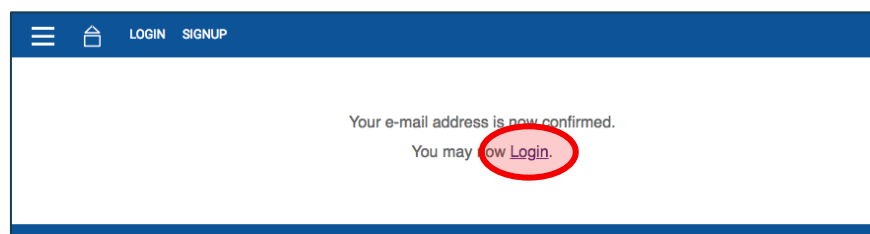
The next page will alert you that you've been sent a verification email to activate your account, like the picture below. You will need to open the email you entered during signup before continuing.



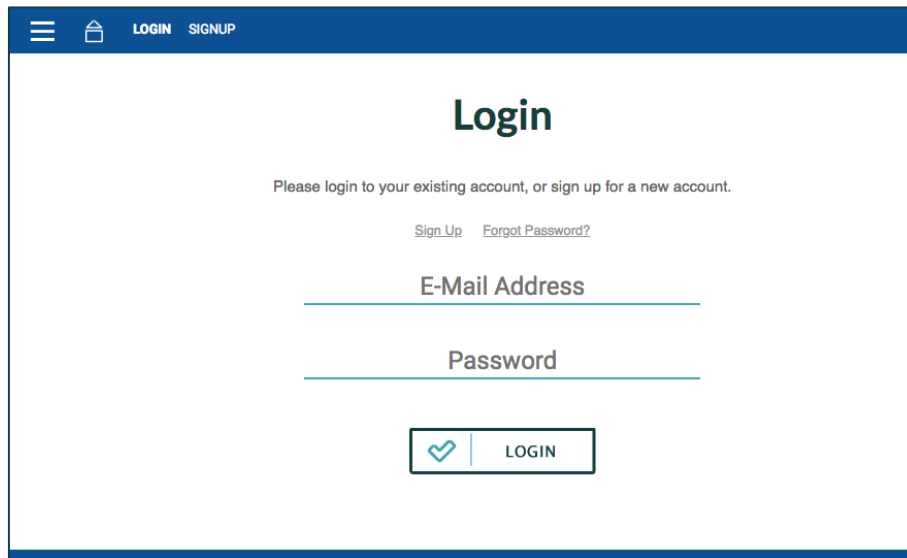
Click the third link to verify your email address.



If you see the message below, you have successfully verified your email. Click "Login" to continue.



You can now use the email and password you created during signup to login. If you ever forget your password, you can click “*Forgot Password?*” to reset it.

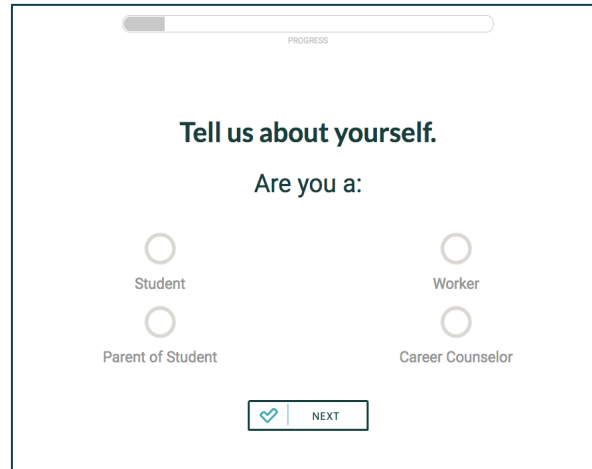


The screenshot shows a web application's login page. At the top, a dark blue header bar contains a hamburger menu icon, a house icon, and the text 'LOGIN' and 'SIGNUP'. The main content area is white. It features a large 'Login' heading, followed by a prompt: 'Please login to your existing account, or sign up for a new account.' Below this are two links: 'Sign Up' and 'Forgot Password?'. There are two input fields: 'E-Mail Address' and 'Password', each with a light blue underline. At the bottom, there is a button with a checkmark icon and the text 'LOGIN'.

This username will also work for <https://www.threeriversworks.com/> where you can learn more about jobs, education, and things to do in different areas in your community.

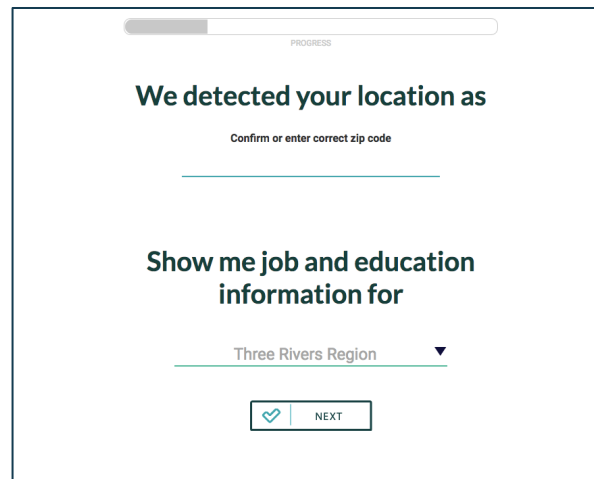
4. Fill out the user profile

To help customize the suggestions in your account, we will ask you a few questions.



A screenshot of a web form titled "Tell us about yourself." At the top, there is a progress bar labeled "PROGRESS" with a small grey segment filled. Below the title, the text "Are you a:" is centered. There are four radio button options arranged in a 2x2 grid: "Student", "Worker", "Parent of Student", and "Career Counselor". At the bottom center, there is a button with a green checkmark icon and the text "NEXT".

Choose your current title.



A screenshot of a web form. At the top, there is a progress bar labeled "PROGRESS" with a small grey segment filled. Below the progress bar, the text "We detected your location as" is centered. Underneath, there is a text input field with the placeholder text "Confirm or enter correct zip code". Below this field, the text "Show me job and education information for" is centered. Underneath, there is a dropdown menu showing "Three Rivers Region" with a downward arrow. At the bottom center, there is a button with a green checkmark icon and the text "NEXT".

Add your zip code and choose in which area you want to search for jobs or education. You can choose **a single county** or choose the **Three Rivers Region** to select the entire area.

PROGRESS

Please enter your age

NEXT

Enter your age.

PROGRESS

What is your current highest level of education?

High School Diploma

Certificate of Less Than 1 Year

Certificate of 1-2 Years

Associate's

Bachelor's

Master's or higher

NEXT

Select the highest level of education that you have already received.

PROGRESS

What is the highest level you expect to attain?

High School Diploma

Certificate of Less Than 1 Year

Certificate of 1-2 Years

Associate's

Bachelor's

Master's or higher

NEXT

Select the highest level of education you want to have in the future.

PROGRESS

Tell us about your interests

Filter: ☒ Check all ☐ Uncheck all

- ☒ Agriculture
- ☐ Architecture
- ☐ Back Office
- ☐ Business
- ☐ Communications

☒ NEXT

Select as many interests as you like. They do not have to be what you want to study or what you want your job to involve. You can select “Check all” to select all interests or “Uncheck all” to unselect all interests.

PROGRESS

What job goals can Career Headlight help you with?

☐ General Learning of Careers that Exist

☐ Finding a Career that fits my Personality

☐ Finding High Wage Careers

☐ Changing to a New Career

☐ Learn what Education I need for a Career

☒ NEXT

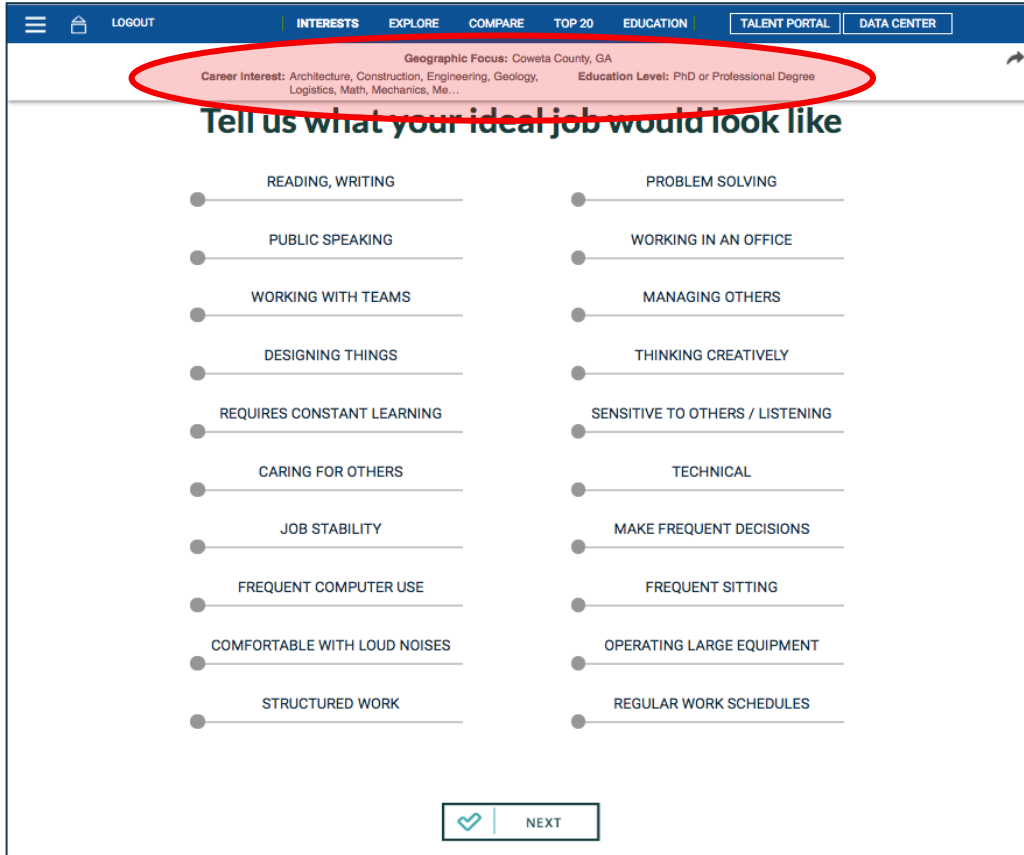
Select as many career and education goals as you like. You can select all of them or one, but you must make one selection.

Take the Interests Quiz

When you complete the user profile, you will be directed to an interests quiz to help match you to jobs that fit your interests, education level, and location.

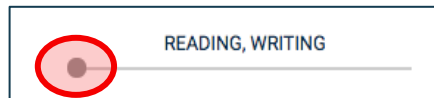
1. Filling out and adjusting the quiz

Use the settings box highlighted below to change your location, career interests, or intended education level.



The screenshot shows a web interface for an interests quiz. At the top, there is a navigation bar with links: LOGOUT, INTERESTS, EXPLORE, COMPARE, TOP 20, EDUCATION, TALENT PORTAL, and DATA CENTER. Below the navigation bar, a settings box is highlighted with a red oval. This box contains the following information: Geographic Focus: Coweta County, GA; Career Interest: Architecture, Construction, Engineering, Geology, Logistics, Math, Mechanics, Me...; and Education Level: PhD or Professional Degree. Below the settings box, the main heading reads "Tell us what your ideal job would look like". The quiz consists of two columns of sliders, each with 10 items. The left column includes: READING, WRITING; PUBLIC SPEAKING; WORKING WITH TEAMS; DESIGNING THINGS; REQUIRES CONSTANT LEARNING; CARING FOR OTHERS; JOB STABILITY; FREQUENT COMPUTER USE; COMFORTABLE WITH LOUD NOISES; and STRUCTURED WORK. The right column includes: PROBLEM SOLVING; WORKING IN AN OFFICE; MANAGING OTHERS; THINKING CREATIVELY; SENSITIVE TO OTHERS / LISTENING; TECHNICAL; MAKE FREQUENT DECISIONS; FREQUENT SITTING; OPERATING LARGE EQUIPMENT; and REGULAR WORK SCHEDULES. At the bottom of the quiz, there is a green checkmark icon and a "NEXT" button.

Use the circle as a slider that moves left to right. Leaving it to the left signifies you have no interest or ability in that area. Moving it to the right means you do have interest or ability in that area.



A close-up of a slider control for the "READING, WRITING" category. It features a horizontal line with a red circle at the left end and a grey circle at the right end. The grey circle is positioned near the left end, indicating a low level of interest or ability.

A completed interests quiz might look like the one below.

The screenshot shows a web application interface for an interests quiz. At the top, there is a navigation bar with links: LOGOUT, INTERESTS, EXPLORE, COMPARE, TOP 20, EDUCATION, TALENT PORTAL, and DATA CENTER. Below the navigation bar, the user's profile information is displayed: Geographic Focus: Coweta County, GA; Career Interest: Architecture, Construction, Engineering, Geology, Logistics, Math, Mechanics, Me...; and Education Level: PhD or Professional Degree. The main heading is "Tell us what your ideal job would look like". The quiz consists of 20 items arranged in two columns, each with a horizontal slider and a colored dot indicating the selected value. The items are: READING, WRITING; PUBLIC SPEAKING; WORKING WITH TEAMS; DESIGNING THINGS; REQUIRES CONSTANT LEARNING; CARING FOR OTHERS; JOB STABILITY; FREQUENT COMPUTER USE; COMFORTABLE WITH LOUD NOISES; STRUCTURED WORK; PROBLEM SOLVING; WORKING IN AN OFFICE; MANAGING OTHERS; THINKING CREATIVELY; SENSITIVE TO OTHERS / LISTENING; TECHNICAL; MAKE FREQUENT DECISIONS; FREQUENT SITTING; OPERATING LARGE EQUIPMENT; and REGULAR WORK SCHEDULES. At the bottom, there is a red oval containing a green checkmark icon and the text "NEXT".

Item	Selected Value (Approximate)
READING, WRITING	50%
PUBLIC SPEAKING	20%
WORKING WITH TEAMS	80%
DESIGNING THINGS	50%
REQUIRES CONSTANT LEARNING	70%
CARING FOR OTHERS	20%
JOB STABILITY	50%
FREQUENT COMPUTER USE	60%
COMFORTABLE WITH LOUD NOISES	40%
STRUCTURED WORK	60%
PROBLEM SOLVING	90%
WORKING IN AN OFFICE	60%
MANAGING OTHERS	90%
THINKING CREATIVELY	50%
SENSITIVE TO OTHERS / LISTENING	40%
TECHNICAL	90%
MAKE FREQUENT DECISIONS	50%
FREQUENT SITTING	20%
OPERATING LARGE EQUIPMENT	30%
REGULAR WORK SCHEDULES	90%

When you are satisfied with your answers, click "Next" to move on.

2. Your top careers

Based on your quiz, interests, location, and education level, our Career Headlight tool will determine the careers paths that are best suited for you.

The screenshot shows the Career Headlight tool interface. At the top, there is a navigation bar with a menu icon, a home icon, and a 'LOGOUT' button. Below the navigation bar, there are tabs for 'INTERESTS', 'EXPLORE', 'COMPARE', 'TOP 20', and 'EDUCATION'. The main content area displays the user's profile information: 'Geographic Focus: Coweta County, GA', 'Career Interest: Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...', and 'Education Level: Bachelor's'. Below this, a message states: 'Based on your skills and likes, the following careers could be explored. Favorite occupations that interest you, or click an occupation to Explore it.' A list of five careers is shown, each with a star icon, the career name, and a percentage: 'Sales Managers' (85%), 'Occupational Health and Safety Specialists' (85%), 'Industrial Production Managers' (84%), 'Purchasing Managers' (84%), and 'Civil Engineers' (83%). At the bottom of the list, there is a red oval button labeled 'SHOW MORE' with a plus sign icon.

Career	Percentage
☆ Sales Managers	85%
☆ Occupational Health and Safety Specialists	85%
☆ Industrial Production Managers	84%
☆ Purchasing Managers	84%
☆ Civil Engineers	83%

You can click “*Show More*” to see a further list of careers that match your profile and interests.

If you would like to see other lists, you can change your location, career interests, or education level in the settings box at the top of the screen (pictured below). You will need to hit the “Refresh” button above your Top Careers list for your changes to generate a new list.

The screenshot shows the settings section of the Career Headlight tool. At the top, there is a navigation bar with a menu icon, a home icon, and a 'LOGOUT' button. Below the navigation bar, there are tabs for 'INTERESTS', 'EXPLORE', 'COMPARE', 'TOP 20', and 'EDUCATION'. The main content area displays the user's profile information: 'Geographic Focus: Coweta County, GA', 'Career Interest: Architecture, Construction, Engineering, Geology, Logistics, Math, Mechanics, Me...', and 'Education Level: PhD or Professional Degree'. A 'Refresh' button is located to the right of the profile information.

Once you find a career in your list that seems interesting to you, click it to explore more.

This is a close-up screenshot of the career list from the previous image. It shows two entries: 'Occupational Health and Safety Specialists' with a percentage of 85%, and 'Industrial Production Managers' with a percentage of 84%. The entry for 'Industrial Production Managers' is highlighted with a red oval, indicating it is the career being explored further.

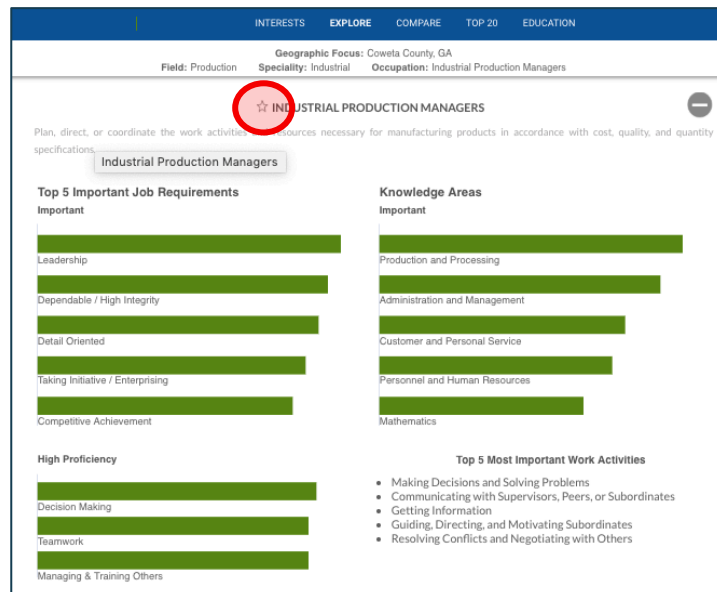
☆ Occupational Health and Safety Specialists	85%
☆ Industrial Production Managers	84%

Explore Careers

Learn more about this career in your particular area by exploring the different graphs.

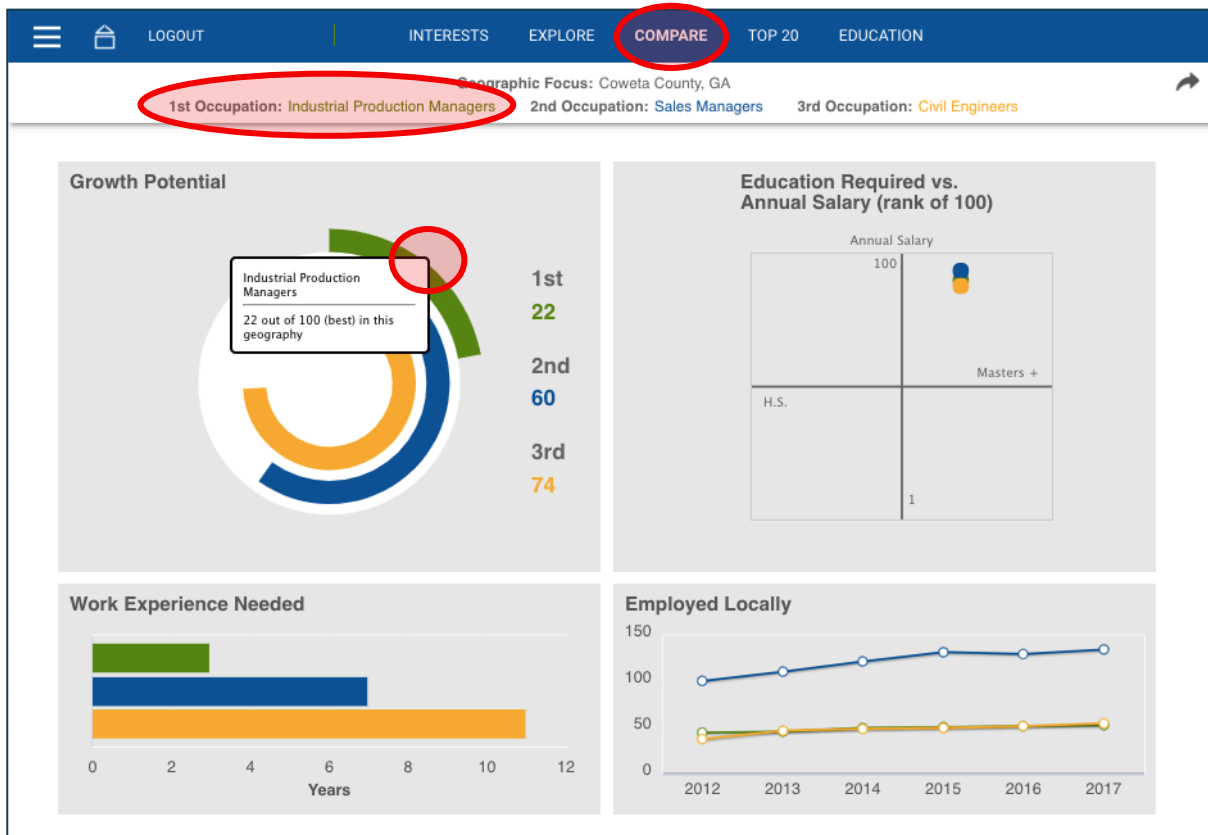


If you like this career, and think you may be interested in learning more about it or pursuing it in the future, click the **star** to bookmark it. Click the **“+”** (see picture above) to learn about the most important job requirements, top activities done on the job, and more.



Compare Careers

Once you have starred your top three favorite careers, you can begin comparing career data by clicking “*Compare*” in the menu bar. You may star more than three careers, but you must star at least three to begin comparing.



Each color in the graph corresponds to the color of the occupation in your settings bar at the top of the page. You can also click into the settings bar to change one of your favorite occupations and compare different careers. Hover over each career's data in a graph to get more information.

Learn about Top Careers

Click “Top 20” in the menu bar to see the top 20 jobs in your area. Jobs listed will take your profile into account, displayed in the settings bar underneath the menu bar.

The screenshot shows a web interface for finding top careers. At the top is a blue navigation bar with links: LOGOUT, INTERESTS, EXPLORE, COMPARE, TOP 20 (highlighted with a red circle), and EDUCATION. Below the navigation bar, a settings bar displays 'Geographic Focus: Coweta County, GA', 'Career Interest: Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...', and 'Education Level: Bachelor'. A red arrow points from a callout box to the 'Education Level' setting. Below the settings bar, a prompt says 'Bookmark careers that interest you, or click an occupation to Explore it.' Three filter icons are shown: 'Highest Job Growth Rate' (briefcase icon), 'Most Job Openings' (grid icon), and 'Highest Average Salary' (dollar sign icon). A red arrow points from a callout box to these icons. Below the filters is a table titled 'Total % Growth, 2017-2027' listing six careers with their growth percentages and corresponding horizontal bar charts. A red arrow points from a callout box to the star icons in the first column of the table.

Change your location, career interest, and education level in the settings bar to see a different list of jobs.

Click on of the three icons here to see the careers growing the fastest, with the most job openings, and with the highest salaries in your area.

Don't forget to star jobs you're interested in.

Total % Growth, 2017-2027	
★ Sales Engineers	42%
★ Operations Research Analysts	40%
☆ Medical and Health Services Manage...	40%
☆ Medical and Clinical Laboratory Tech...	38%
☆ Dietitians and Nutritionists	37%
★ Computer Network Architects	36%

Find Education

Click “Education” in the menu bar to find suitable education programs for your chosen occupation at schools in your area.

The screenshot displays a web application interface for finding education programs. At the top, a dark blue navigation bar contains a hamburger menu icon, a lock icon, and the text 'LOGOUT'. To the right of these are links for 'INTERESTS', 'EXPLORE', 'COMPARE', 'TOP 20', and 'EDUCATION'. The 'EDUCATION' link is circled in red. Below the navigation bar, the page shows 'Geographic Focus: Three Rivers Region' and 'Occupation: Industrial Production Managers'. A green link says 'Bookmark programs that interest you, or click a program to visit school page.' The main content area features a list of programs from 'SOUTHERN CRESCENT TECHNICAL COLLEGE':

- ☆ Welding and Joining Technician (Diploma)
- ☆ Vertical Shielded Metal Arc Welder Fabricator (Certificate)
- ☆ Programmable Control Technician (Certificate)
- ☆ Photovoltaic Systems Installation and Repair Technician (Certificate)
- ☆ Mill Operator (Certificate)
- ☆ Machine Tool Technology (Diploma)
- ☆ Lathe Operator (Certificate)
- ☆ Industrial Systems Technology (Diploma)

Below the list is a map of the Atlanta, Georgia area with red pins indicating school locations. The interface includes several instructional callouts with red arrows:

- A callout pointing to the 'EDUCATION' menu item: "Change your location or occupations to see different education programs."
- A callout pointing to the program list: "Click a program name to learn more about it."
- A callout pointing to the map: "The map shows you the locations of the schools listed above."
- A callout pointing to the star icon next to a program: "Don't forget to star your favorite programs!"
- A callout pointing to the scroll bar on the right of the program list: "You can scroll to see different schools in your area and the programs they offer."

The browser's address bar at the bottom shows the URL: `sctech.edu/.../industrial-motor-control-technician-t...`

View Your Bookmarked Careers & Education

Click the three lines in the top righthand corner of the page to see your favorites. Here you can see all occupations and education programs you have selected.

BOOKMARKS

FAVORITE CAREERS

Industrial Production Managers	X
Sales Managers	X
Civil Engineers	X
Construction Managers	X
Industrial Engineers	X
Environmental Engineers	X
Mechanical Engineers	X

EDUCATIONAL PROGRAMS

Industrial Machining Technician / West Georgia Technical College	X
Industrial Maintenance Technician / West Georgia Technical College	X
Manufacturing Maintenance Technician / West Georgia Technical College	X
Electrical Systems Technology (Diploma) / Southern Crescent Technical Coll...	X
General Maintenance Mechanic (Certificate) / Southern Crescent Technical ...	X
Industrial Systems Technology (Degree) / Southern Crescent Technical Colle...	X

Click the "x" to remove a career or education program from your favorites list.

Questions or Feedback?

We hope this guide was helpful for you! If you have questions about our website, or feedback in general, please reach out to us at:

feedback@headlightdata.com

Thank you for using our Headlight Data product!



HEADLIGHT DATA

Visualize / Discover / Decide

www.headlightdata.com