

## QUICK ANSWERS

**What do I do if I lose my username or password?** Contact the person at your site in charge of this program. It is usually a Guidance Counselor or Guidance Secretary. If you do not know the person to contact, e-mail [epitech@ebascohost.com](mailto:epitech@ebascohost.com)

**How do I learn how 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.

## GUIDANCE OFFICE

Gloucester City Jr./Sr. High School

1300 Market Street

Gloucester City, NJ 08030

Phone: 856-456-7000

Fax: 856-456-2348

**Joseph DiPatri – Guidance Director – Ext. 1545**

**Roxanne Reinhart – Guidance Secretary–Ext. 1519**

### GUIDANCE COUNSELORS

**Joye Adair – Ext. 1518**

**Sean Gorman – Ext. 1517**

**Kathleen McDonnell – Ext. 1516**

## COIN CAREER COMMUNITY



# COIN CAREER COMMUNITY

Gloucester City Jr/Sr High School has purchased the Coin Career Community, We'd like to take this opportunity and offer instructions for using the program.

The Coin Career Community is an online career guidance and curriculum program. It is available online twenty-four hours a day, seven days a week. The program's two main objectives are:

1. To help students and parents explore Colleges, Universities and Careers for information and parameters for entrance.
2. To provide teachers, parents, and students with clear connections between skills being learned in the classroom and real-world applications of those skills.
3. To build a community of support, in the form of teachers, counselors, administrators, and parents. The community will work together to provide students with reliable resources and planning assistance that will insure their success in the work place.

COIN gives parents the ability to use the system along with students. It is our hope that you will log on to view your child's progress, and the needs and interests he or she has discovered. We hope that you will work with your child and the staff at his/her school to provide the parental support needed to make our community the most effective resource for career guidance and exploration.

## HOW TO LOG IN TO THE COMMUNITY

### STUDENTS

1. Go to **community.coin3.coin**
2. Enter the following information

USERNAME: your student's school ID number

PASSWORD: your student's school ID number

3. SITEID: your school's SITE ID: **NJ13487**

### PARENTS

1. Go to **community.coin3.coin**
2. Enter the following information

USERNAME: your student's school ID number plus the letter p

PASSWORD: your student's school ID number plus the letter p

3. SITEID: your school's SITE ID: **NJ13487**

4. Click the check box for "parent user"

## HOW TO USE THE COMMUNITY

Within the program, there are four separate centers.

To navigate between the sections of the program, use the colored tabs at the top of the screen. Once you click open the appropriate center, use the expanded menu down the left side of the screen to make your selection.

To go back to the homepage at any time, click on the COIN logo in the top left of the screen.

Each COIN center serves a unique purpose, with the following functions:

### EXPLORATION CENTER – Gold Tab

- 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

- Look for instructions and suggestions on how to obtain financial aid

### PLANNING CENTER – Green Tab

- 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
- Print a career portfolio

### RESOURCE CENTER – Light Blue Tab

- 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 – Red Tab

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