

# Centralina Career Headlight User Guide

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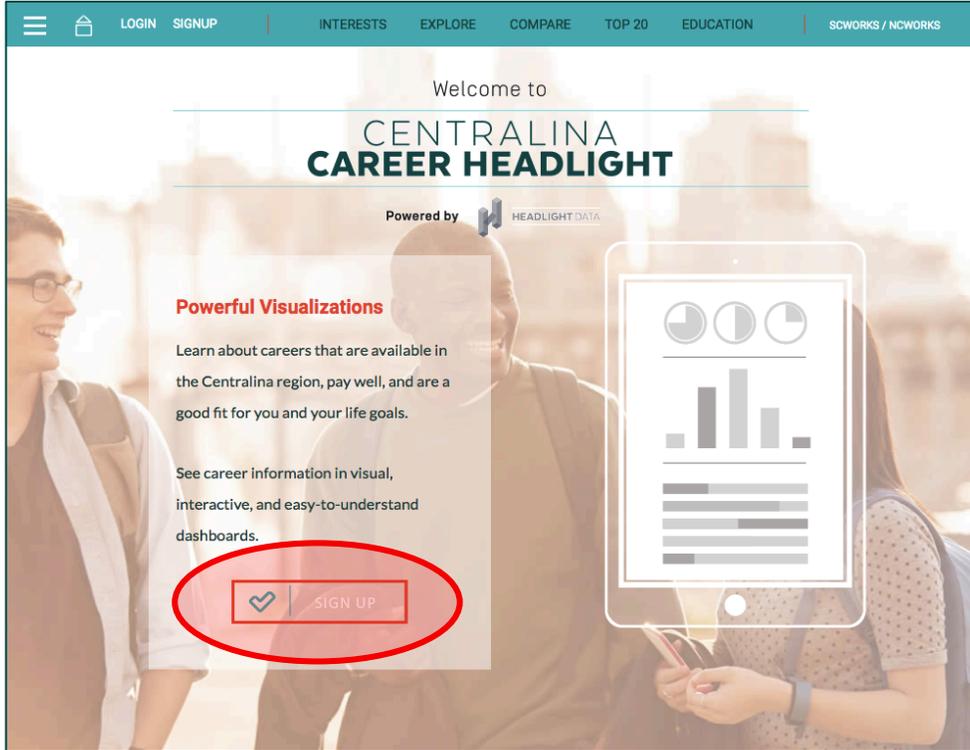
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# Setup New Account

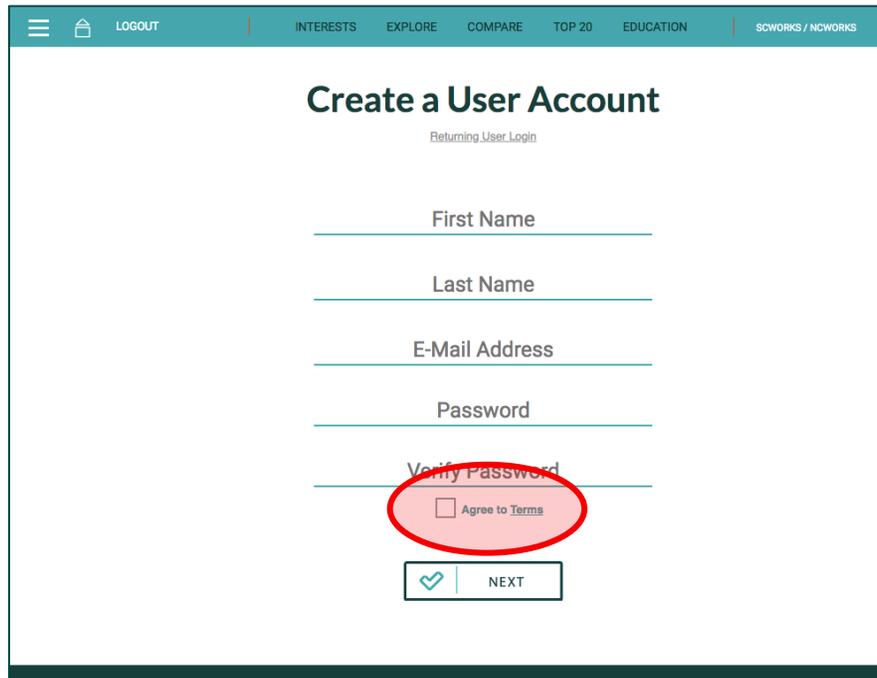
## 1. Sign up

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.

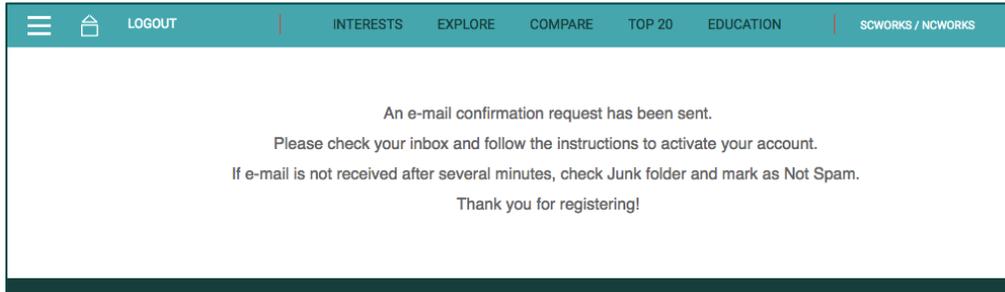


The screenshot shows a web form titled "Create a User Account" with a teal header. The header contains a menu icon, a home icon, and the text "LOGOUT". To the right of the header are navigation links: "INTERESTS", "EXPLORE", "COMPARE", "TOP 20", "EDUCATION", and "SCWORKS / NCWORKS". The form itself has a white background and contains the following elements from top to bottom: a link for "Returning User Login", input fields for "First Name", "Last Name", "E-Mail Address", "Password", and "Verify Password", a checkbox labeled "Agree to Terms" (which is circled in red), and a "NEXT" button with a checkmark icon.

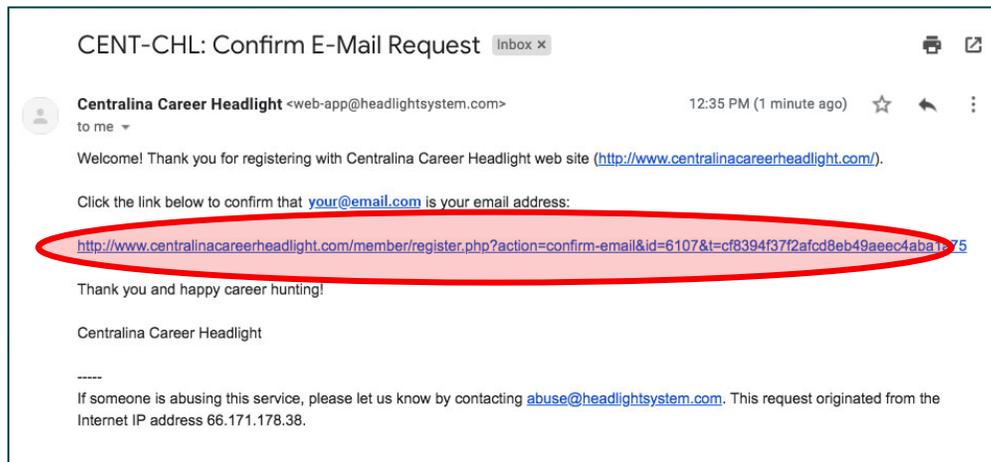
Make sure to check the "Agree to Terms" box before you click "Next".

### 3. Verify your email and login

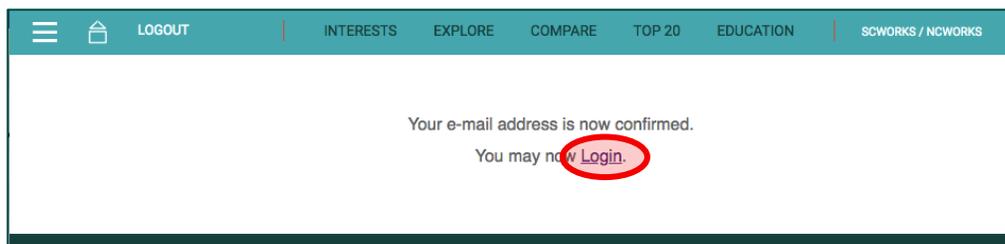
The next page will alert you that you've been sent a verification email to activate your account, like the picture below.



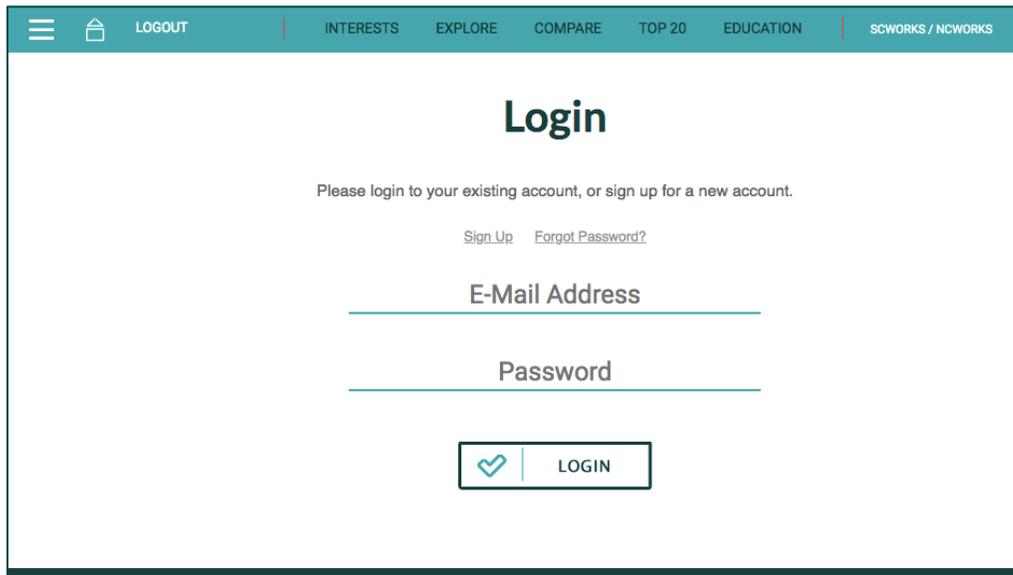
Once you have opened the email, click the third link to verify your email address.



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 login page with a teal header bar. On the left of the header are a hamburger menu icon and a house icon. The header contains the text: LOGOUT | INTERESTS EXPLORE COMPARE TOP 20 EDUCATION | SCWORKS / NCWORKS. The main content area is white and features the title "Login" in a large, bold, black font. Below the title is the instruction "Please login to your existing account, or sign up for a new account." Underneath this are two links: "Sign Up" and "Forgot Password?". The form consists of two input fields: "E-Mail Address" and "Password", each with a horizontal line below the text. At the bottom of the form is a "LOGIN" button with a teal checkmark icon on the left.

## 4. Fill out the user profile

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

PROGRESS

**Tell us about yourself.**

Are you a:

Student

Worker

Parent of Student

Career Counselor

NEXT

Choose your current title.

PROGRESS

**We detected your location as**

Confirm or enter correct zip code

Type your zip code

**Show me job and education information for**

Greater Charlotte Region ▼

NEXT

Add your zip code and choose which area you want to search for jobs or education. You can choose a single county, Catawba Region, Centralina Region, Charlotte USA Region, or the Greater Charlotte Region.

PROGRESS

## Please enter your age

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 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 tabs: INTERESTS, EXPLORE, COMPARE, TOP 20, and EDUCATION. Below this is a settings box highlighted with a red oval, containing the following information: Geographic Focus: Greater Charlotte Region; Career Interest: Architecture, Computer, Construction, Engineering, Logistics, Mechanics, Plant O...; and Education Level: Bachelor's. The main section is titled 'Tell us what your ideal job would look like' and contains 20 sliders for various skills and preferences. At the bottom right, there is a 'NEXT' button with a checkmark icon.

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 skill 'READING, WRITING'. The slider consists of a horizontal line with a small circle (the knob) at the left end. A red circle highlights the knob, indicating its position on the scale.

A completed interests quiz might look like the one below.

**INTERESTS** EXPLORE COMPARE TOP 20 EDUCATION

Geographic Focus: Greater Charlotte Region  
Career Interest: Architecture, Computer, Construction, Engineering, Logistics, Mechanics, Plant O...  
Education Level: Bachelor's

## Tell us what your ideal job would look like

Attribute	Preference Level (1-5)
READING, WRITING	1
PUBLIC SPEAKING	2
WORKING WITH TEAMS	4
DESIGNING THINGS	1
REQUIRES CONSTANT LEARNING	3
CARING FOR OTHERS	2
JOB STABILITY	5
FREQUENT COMPUTER USE	3
COMFORTABLE WITH LOUD NOISES	2
STRUCTURED WORK	1
PROBLEM SOLVING	5
WORKING IN AN OFFICE	2
MANAGING OTHERS	4
THINKING CREATIVELY	4
SENSITIVE TO OTHERS / LISTENING	2
TECHNICAL	5
MAKE FREQUENT DECISIONS	1
FREQUENT SITTING	2
OPERATING LARGE EQUIPMENT	1
REGULAR WORK SCHEDULES	2

NEXT

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 what careers paths are best suited for you.

**Geographic Focus:** Greater Charlotte Region  
**Career Interest:** Architecture, Computer, Construction, Engineering, Logistics, Mechanics, Plant O...  
**Education Level:** Bachelor's

Based on your skills and likes, the following careers could be explored. Favorite occupations that interest you, or click an occupation to Explore it.

	AFFINITY
☆ <a href="#">Soil and Plant Scientists</a>	83%
☆ <a href="#">Construction Managers</a>	83%
☆ <a href="#">Food Scientists and Technologists</a>	83%
☆ <a href="#">Industrial Production Managers</a>	82%
☆ <a href="#">Marine Engineers and Naval Architects</a>	82%

**SHOW MORE** (+)

You can click “*Show More*” to see a further list of careers that match your profile and interests. You can click the circled **arrow** in the top righthand corner to share your list. You will find this arrow throughout this website to help you share your results.

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.

**INTERESTS** | EXPLORE | COMPARE | TOP 20 | EDUCATION

**Geographic Focus:** Greater Charlotte Region  
**Career Interest:** Architecture, Computer, Construction, Engineering, Logistics, Mechanics, Plant O...  
**Education Level:** Bachelor's

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

☆ <a href="#">Soil and Plant Scientists</a>	83%
☆ <a href="#">Construction Managers</a>	83%

# Explore Careers

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

**Will this career grow faster than other careers in the local area?**

**Does this career pay well considering the education it requires?**

**Watch videos related to this career or similar specialties.**

**How many people have this job in my area?**

The screenshot shows the 'EXPLORE' dashboard for 'Soil and Plant Scientists' in the Greater Charlotte Region. It features several data visualizations: a 'Growth Potential' donut chart showing a score of 93; a 'Top 5 Hiring Industries' bar chart; an 'Education Required vs. Annual Salary' scatter plot; a 'Work Experience Needed' horizontal bar chart; and an 'Employed Locally' line graph showing an upward trend from 2012 to 2017. A red circle highlights a '+' icon in the top right corner of the dashboard.

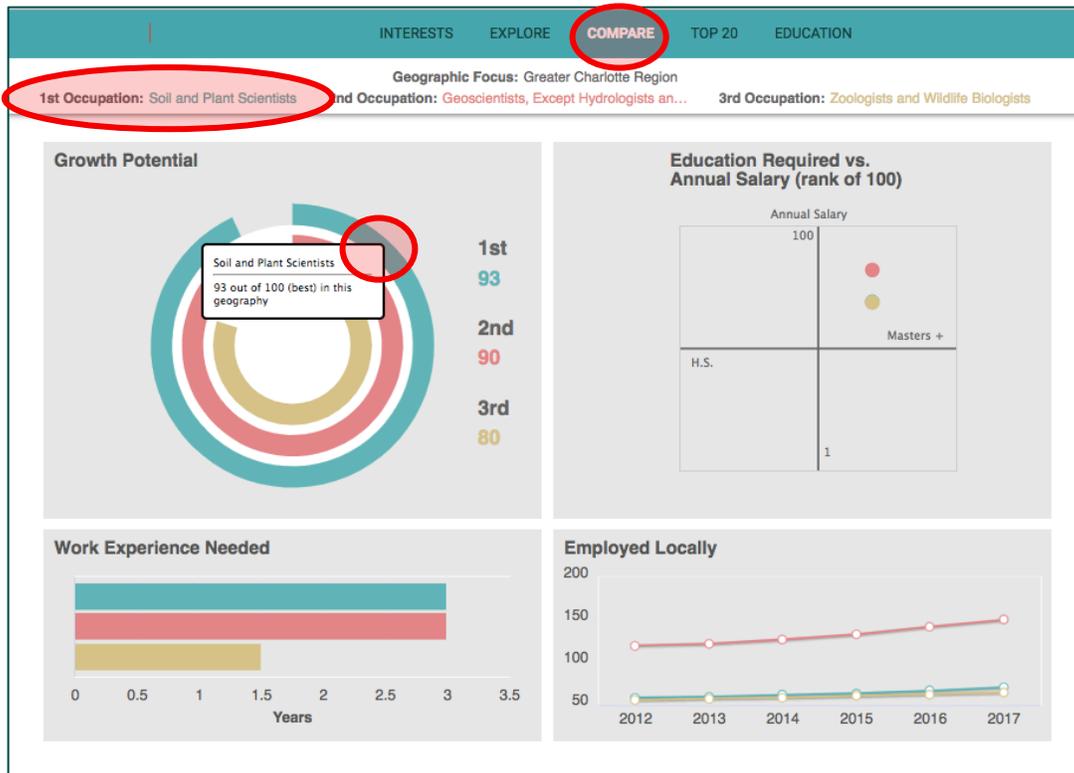
If you like this career, and think you may be interested in learning more about it or pursuing it in the future, click the **star** to bookmark it. Click the **“+”** (see picture above) to learn about the most important job requirements, top activities done on the job, and more.

The screenshot shows the 'EXPLORE' dashboard for 'Soil and Plant Scientists' with a star icon circled in red. It displays detailed job requirements and knowledge areas:

- Top 5 Important Job Requirements (Important):** Dependable / High Integrity, Working in an Office, Detail Oriented, Taking Initiative / Enterprising, Competitive Achievement.
- High Proficiency:** Decision Making, Writing & Reading, Constant Learning.
- Knowledge Areas (Important):** Biology, English Language, Mathematics, Education and Training, Chemistry.
- Top 5 Most Important Work Activities:** Analyzing Data or Information, Processing Information, Updating and Using Relevant Knowledge, Getting Information, Interacting With Computers.

# 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.

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

Click one 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.

Geographic Focus: Greater Charlotte Region  
Career Interest: Architecture, Computer, Construction, Engineering, Logistics, Mechanics, Plant O...  
Education Level: Bachelor's

Bookmark careers that interest you, or click an occupation to Explore it.

- Highest Job Growth Rate
- Most Job Openings
- Highest Average Salary

	Total % Growth, 2017-2027
☆ <a href="#">Biomedical Engineers</a>	45%
☆ <a href="#">Computer Hardware Engineers</a>	39%
☆ <a href="#">Biological Technicians</a>	37%
☆ <a href="#">Microbiologists</a>	36%
☆ <a href="#">Petroleum Engineers</a>	32%

# Find Education

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

The screenshot shows a web interface with a teal header bar. The header contains a menu with items: LOGOUT, INTERESTS, EXPLORE, COMPARE, TOP 20, EDUCATION (circled in red), and SCWORKS / NCWORKS. Below the header, the page displays 'Geographic Focus: Greater Charlotte Region' and 'Occupation: Soil and Plant Scientists'. A list of programs from 'CENTRAL PIEDMONT COMMUNITY COLLEGE' is shown, including Turfgrass Management Technology and Horticulture Technology. A map below the list shows the Charlotte area with a red pin. Callout boxes with red arrows provide instructions: 'Click a program name to learn more about it.' points to a program name; 'Don't forget to star your favorite programs!' points to star icons; 'Change your location or occupations to see different education programs.' points to the header; 'You can scroll to see different schools in your area and the programs they offer.' points to the scroll bar; and 'The map shows you the locations of the schools listed above.' points to the map.

You can also click the “SCWORKS” or “NCWORKS” to find job listings and employers in your area.



# View Your Bookmarked Careers and Education

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

BOOKMARKS

FAVORITE CAREERS

<a href="#">Soil and Plant Scientists</a>	X
<a href="#">Food Scientists and Technologists</a>	X
<a href="#">Health and Safety Engineers, Except Mining Safety Engineers and Inspectors</a>	X
<a href="#">Geoscientists, Except Hydrologists and Geographers</a>	X
<a href="#">Chemists</a>	X
<a href="#">Zoologists and Wildlife Biologists</a>	X

EDUCATIONAL PROGRAMS

<a href="#">Horticulture Technology Certificate Specialization In Plant Production [Certifi...</a>	X
<a href="#">Aquaponics 101: Introductions to Aquaponics [Certificate of 1-2 Years] / Sta...</a>	X
<a href="#">Renewable-Energy [Bachelor's] / Barber-Scotia College</a>	X
<a href="#">Engineering Physics [Bachelor's] / Lenoir-Rhyne University</a>	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](mailto:feedback@headlightdata.com)

Thank you for using our Headlight Data product!



**HEADLIGHT DATA**  
Visualize / Discover / Decide

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