

# Rural Capital Careers User Guide

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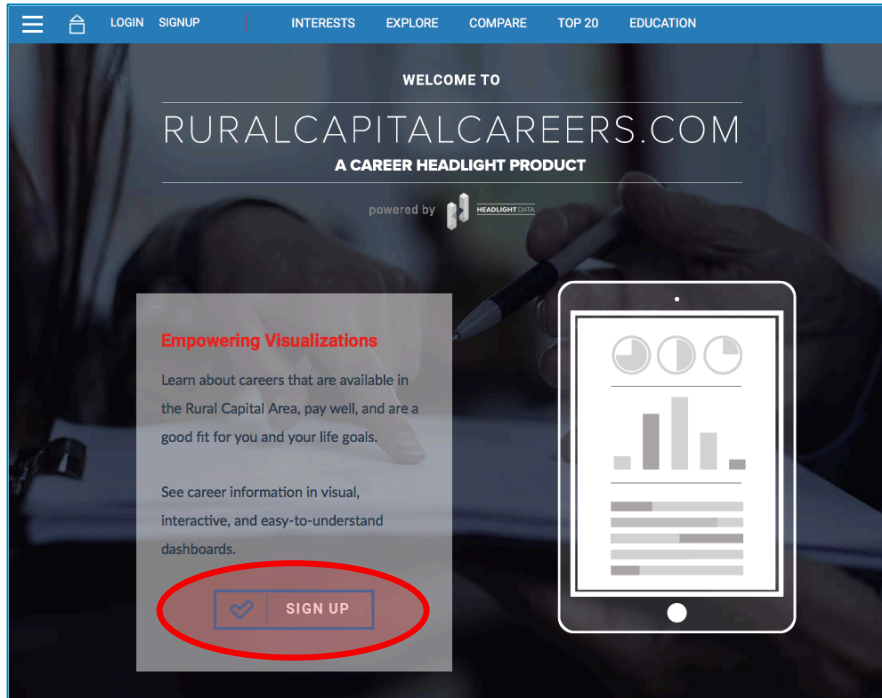
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# Setup New Account

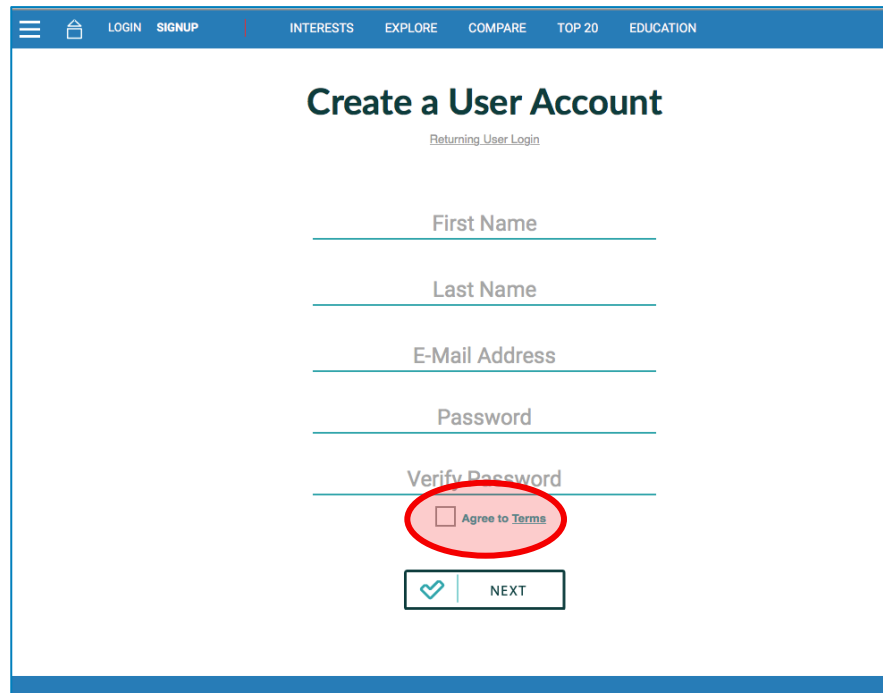
## 1. Sign up

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.

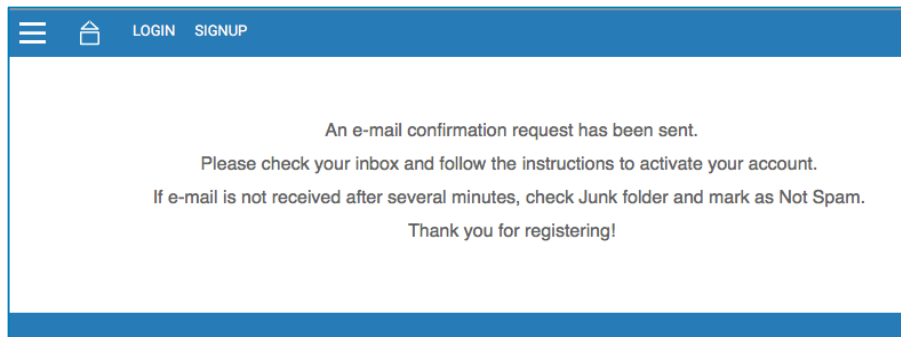


The screenshot shows a web page titled "Create a User Account" with a navigation bar at the top containing "LOGIN", "SIGNUP", "INTERESTS", "EXPLORE", "COMPARE", "TOP 20", and "EDUCATION". Below the title is a link for "Returning User Login". The form consists of five text input fields: "First Name", "Last Name", "E-Mail Address", "Password", and "Verify Password". Below these fields is a checkbox labeled "Agree to Terms", which is circled in red. At the bottom of the form is a button with a heart icon and the text "NEXT".

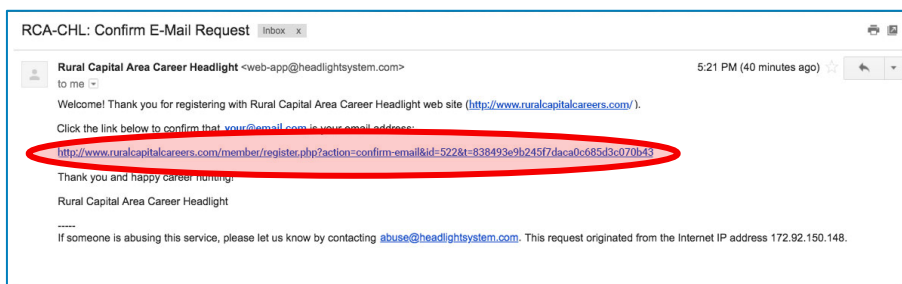
Make sure to check the "Agree to Terms" box before you click "Next".

### 3. Verify your email and login

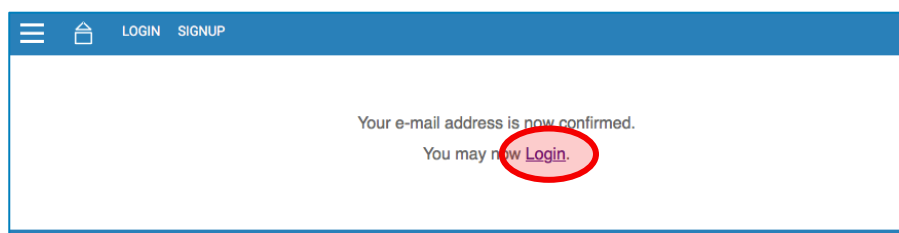
The next page will alert you that you've been sent a verification email to activate your account, like the picture below. You will need to open the email you entered during signup before continuing.



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 image shows a login page with a blue header bar containing a menu icon, a home icon, and the text 'LOGIN SIGNUP'. The main content area has a white background with the title 'Login' in bold. Below the title is the instruction 'Please login to your existing account, or sign up for a new account.' followed by two links: 'Sign Up' and 'Forgot Password?'. There are two input fields: 'E-Mail Address' and 'Password', each with a horizontal line below the text. At the bottom is a button with a checkmark icon and the text 'LOGIN'.

## 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**

Rural Capital Area ▼

NEXT

Add your zip code and choose in which area you want to search for jobs or education. You can choose a single county, the Austin, TX Metro area, Rural Capital Area, or choose RCA + Travis County to select the entire area.

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.

INTERESTS EXPLORE COMPARE TOP 20 EDUCATION

Geographic Focus: Rural Capital Area  
Career Interest: Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...  
Education Level: Certificate

### Tell us what your ideal job would look like

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

NEXT

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.

READING, WRITING

A completed interests quiz might look like the one below.

INTERESTS EXPLORE COMPARE TOP 20 EDUCATION

Geographic Focus: Rural Capital Area  
Career Interest: Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...  
Education Level: Certificate

## Tell us what your ideal job would look like



READING, WRITING	PROBLEM SOLVING
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JOB STABILITY	MAKE FREQUENT DECISIONS
FREQUENT COMPUTER USE	FREQUENT SITTING
COMFORTABLE WITH LOUD NOISES	OPERATING LARGE EQUIPMENT
STRUCTURED WORK	REGULAR WORK SCHEDULES

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 the careers paths that are best suited for you.

INTERESTS	EXPLORE	COMPARE	TOP 20	EDUCATION
<b>Geographic Focus:</b> Rural Capital Area				
<b>Career Interest:</b> Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...		<b>Education Level:</b> Certificate		
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="#">Audio and Video Equipment Technicians</a>			<b>86%</b>
☆	<a href="#">Photographers</a>			<b>85%</b>
☆	<a href="#">Surveying and Mapping Technicians</a>			<b>85%</b>
☆	<a href="#">Real Estate Brokers</a>			<b>84%</b>
☆	<a href="#">Electrical and Electronics Repairers, Commercial and...</a>			<b>83%</b>
<b>SHOW MORE</b> 				

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.

INTERESTS	EXPLORE	COMPARE	TOP 20	EDUCATION
<b>Geographic Focus:</b> Rural Capital Area				
<b>Career Interest:</b> Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...		<b>Education Level:</b> Certificate		

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

☆	<a href="#">Electrical and Electronic Engineering Technicians</a>			<b>87%</b>
☆	<a href="#">Environmental Science and Protection Technicians, In...</a>			<b>86%</b>

# Explore Careers

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



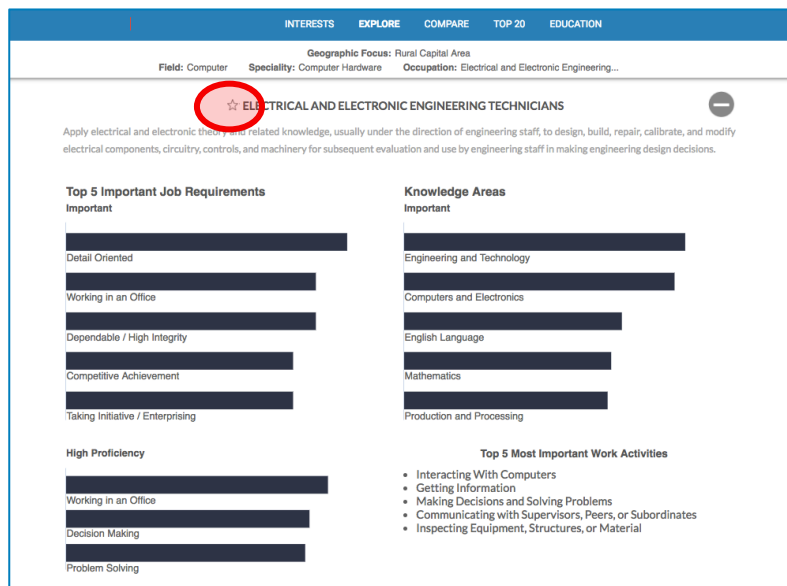
Will this career grow faster than other careers in the local area?

Does this career pay well considering the education it requires?

Watch videos related to this career or similar specialties.

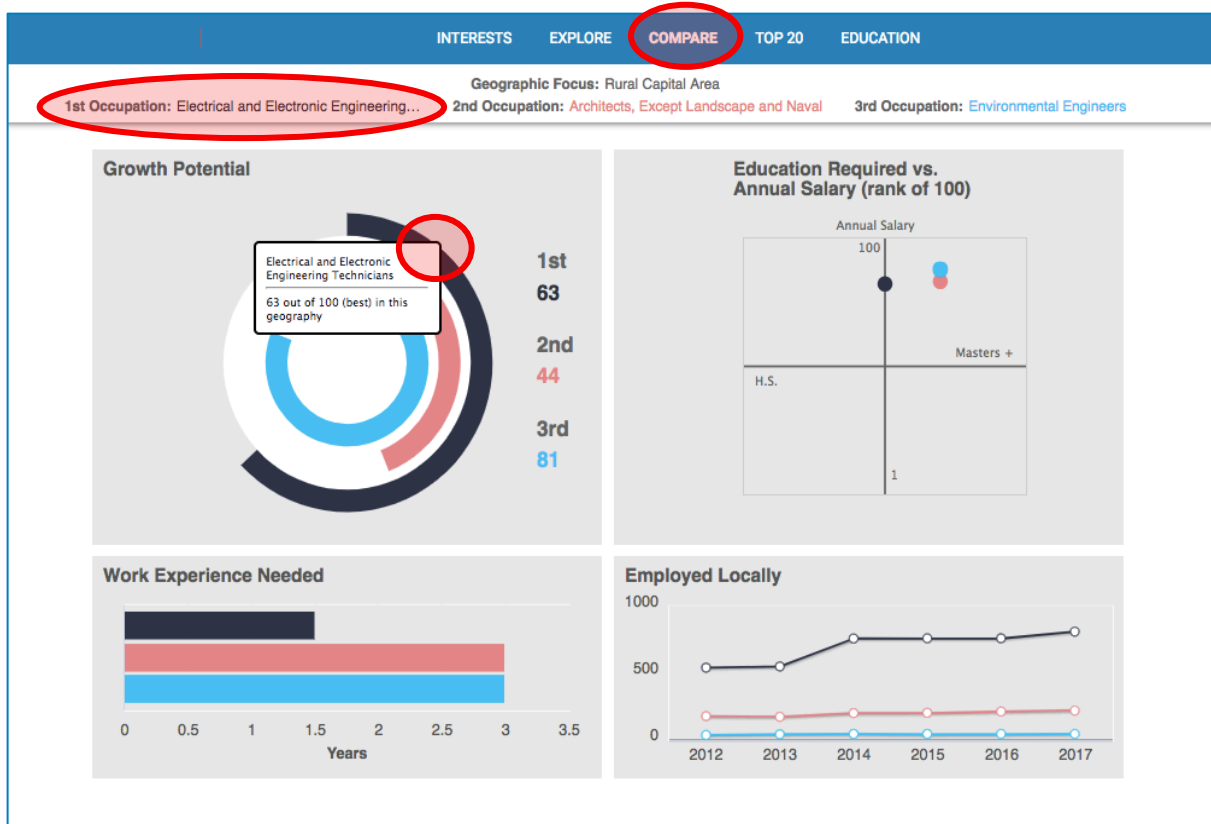
How many people have this job in my area?

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.

INTERESTS EXPLORE COMPARE **TOP 20** EDUCATION

Geographic Focus: Rural Capital Area  
Career Interest: Agriculture, Architecture, Back Office, Business, Communications, Computer, Cons...  
Education Level: Associate'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

Job Title	Total % Growth, 2017-2027
☆ Aerospace Engineering and Operati...	53%
☆ Occupational Therapy Assistants	50%
☆ Cardiovascular Technologists and Te...	49%
☆ Magnetic Resonance Imaging Techn...	47%
☆ Physical Therapist Assistants	46%
☆ Dental Hygienists	44%
☆ Medical and Clinical Laboratory Tec...	42%

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.

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

# 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 for finding education programs. At the top, a blue navigation bar contains the words "INTERESTS", "EXPLORE", "COMPARE", "TOP 20", and "EDUCATION". The "EDUCATION" tab is circled in red. Below the navigation bar, there are two fields: "Geographic Focus: RCA + Travis Co." and "Occupation: Electrical and Electronic Engineering...". A blue link says "Bookmark programs that interest you, or click a program to visit school page." Below this is a scrollable list of programs under the heading "AUSTIN COMMUNITY COLLEGE DISTRICT". The list includes: "INTERDISCIPLINARY SPECIALIZATION [Associate's]", "INTEGRATED CIRCUIT LAYOUT & DESIGN SPECIALIZATION [Certificate]", "Engineering [Associate's]", "ENGINEERING TECHNOLOGY SPECIALIZATION [Certificate]", "ENGINEERING TECHNOLOGY SPECIALIZATION [Associate's]", "ELECTRONICS TECHNICIAN SPECIALIZATION [Certificate]", "ELECTRONICS TECHNICIAN SPECIALIZATION [Associate's]", and "ELECTRONIC GRAPHICS SPECIALIZATION [Associate's]". At the bottom of the list is a map of Texas with a red pin in the Austin area. Callout boxes with red arrows point to various elements: "Click a program name to learn more about it." points to the first program; "Don't forget to star your favorite programs!" points to the star icon next to the first program; "Change your location or occupations to see different education programs." points to the "Geographic Focus" and "Occupation" fields; "You can scroll to see different schools in your area and the programs they offer." points to the scroll bar on the right of the program list; and "The map shows you the locations of the schools listed above." points to the map.

Click a program name to learn more about it.

Change your location or occupations to see different education programs.

Don't forget to star your favorite programs!

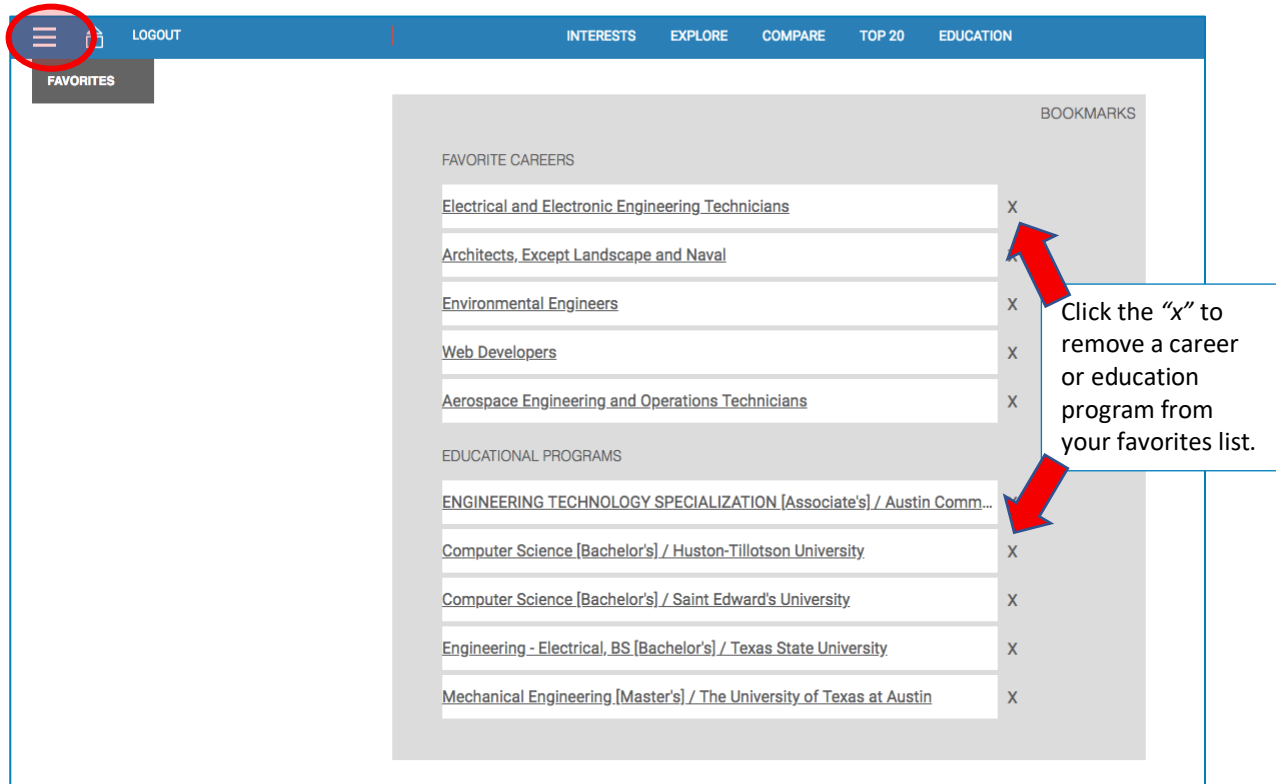
You can scroll to see different schools in your area and the programs they offer.

The map shows you the locations of the schools listed above.



## 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.



The screenshot shows a navigation bar with a 'FAVORITES' menu icon circled in red. The main content area is titled 'BOOKMARKS' and is divided into two sections: 'FAVORITE CAREERS' and 'EDUCATIONAL PROGRAMS'. Each item in these sections has an 'X' icon to its right, which can be clicked to remove the item from the list.

FAVORITE CAREERS	
<a href="#">Electrical and Electronic Engineering Technicians</a>	X
<a href="#">Architects, Except Landscape and Naval</a>	
<a href="#">Environmental Engineers</a>	X
<a href="#">Web Developers</a>	X
<a href="#">Aerospace Engineering and Operations Technicians</a>	X

EDUCATIONAL PROGRAMS	
<a href="#">ENGINEERING TECHNOLOGY SPECIALIZATION [Associate's] / Austin Comm...</a>	
<a href="#">Computer Science [Bachelor's] / Huston-Tillotson University</a>	X
<a href="#">Computer Science [Bachelor's] / Saint Edward's University</a>	X
<a href="#">Engineering - Electrical, BS [Bachelor's] / Texas State University</a>	X
<a href="#">Mechanical Engineering [Master's] / The University of Texas at Austin</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!



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Visualize / Discover / Decide

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