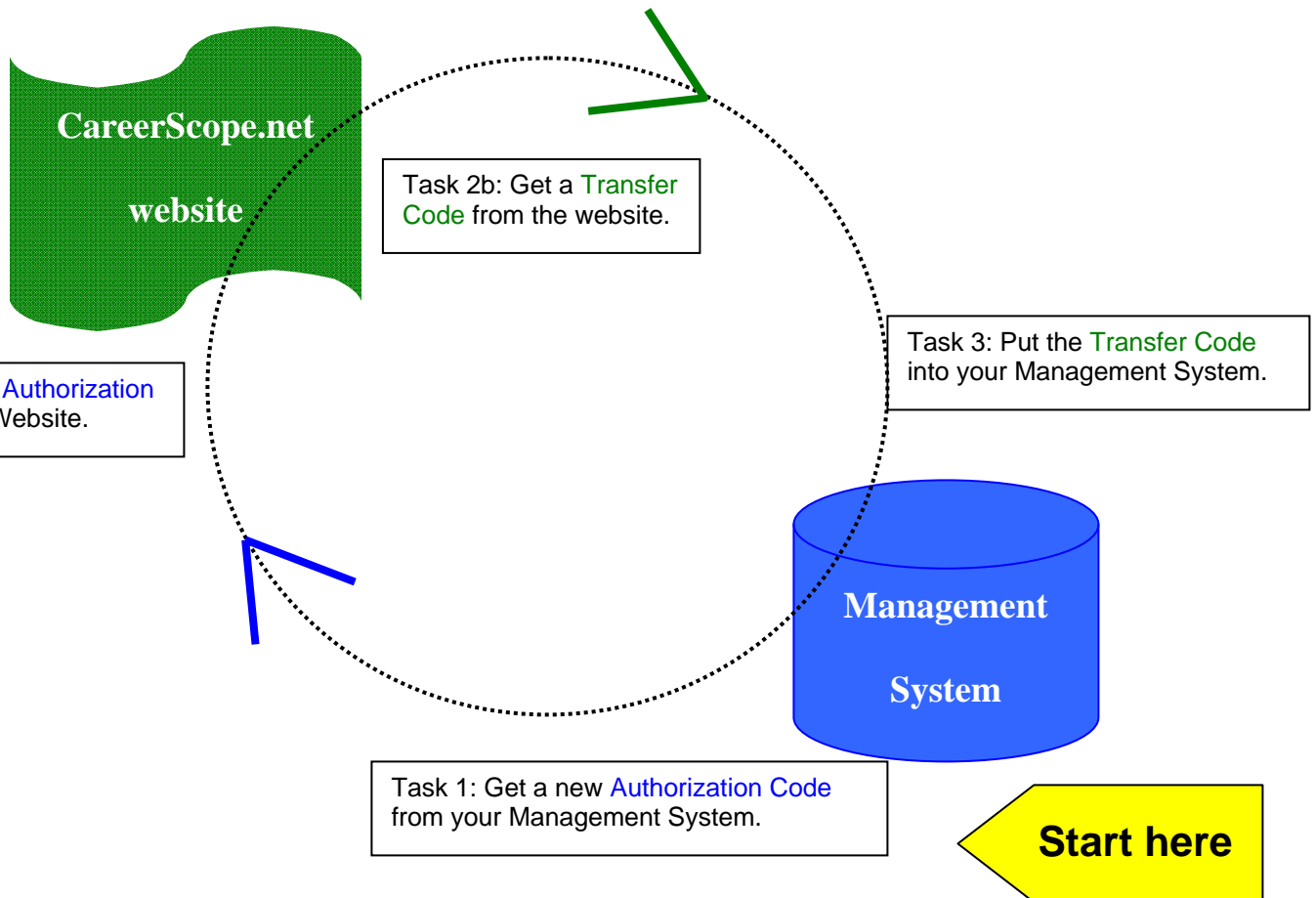


The Metered CareerScope System: Transferring Administrations to your local account



REMINDERS:

1. Once you have used the Authorization code and transfer code associated with it, they CANNOT be used again. Each code can be used ONCE. You must use a new set of codes each time you transfer administrations.
2. Remember that the web account for administrations is like a bank account. Once you remove administrations from the account, VRI is no longer responsible for them. **BE CAREFUL** with your administrations. Don't transfer too many at once. If you will not be testing for an extended period of time, transfer them back to the website for safe-keeping.

Transferring Administrations from Website account to Local account

Task 1 - Start at your CareerScope Management system to get an Authorization Code:

- **CLICK** on the Management system icon and **Enter** your password (_____)
- **CLICK** on Account Operations (in the Menu Bar)
- **CLICK** on Transfer administrations from Website account to Local account
- A window will open up – you will see a blue field labeled “**Authorization Code**”. It has a number in it. **COPY** this number. All letters must be CAPITALS and any “0” shaped digit is the number “0” (zero). (You can also **HIGHLIGHT** the number using your mouse, and then press down the CTRL and C buttons at the same time. This will copy the highlighted number.)
- Minimize your CareerScope Management System.

Tasks 2a & b - Now go to the internet to enter the Authorization code and get a Transfer code:

- **CLICK** open your internet browser.
- **GO TO** the www.careerscope.net website.
- **TYPE** your Customer ID # _____.
- **TYPE** your Login _____.
 - (These two codes are on the card that came with your software.)
- **CLICK** Enter.

At the Administrative Service Center,

- **CLICK** the Continue button at the bottom center of the screen.

At the CareerScope website metering screen,

- **CLICK** the button that reads “Transfer from website” (it is the option on the Left).

At the STEP 1 screen on careerscope.net

- **ENTER** (or verify) the site name (typically the agency’s name)
- **ENTER** your user name (this is typically YOUR name)
- In the next 2 fields, **ENTER** the **Authorization Code** you copied from the window in the Management system. (If you used CTRL-C to copy the authorization code from Management, you can paste it by putting your cursor into the field and pressing CTRL-V. This will paste the number into the field.)
- In the **Administrations to Transfer** field, **ENTER** the number of administrations you want to transfer. (Below the “Site” name is the number of Available Administrations you have in your web account.)
- **CLICK** Continue.

At the STEP 2 screen on careerscope.net

- Verify the information is correct. If everything is as you want it, **CLICK** Generate.

At the STEP 3 screen on careerscope.net

- You will see a **GREEN Transfer code** at the bottom. **COPY** this code. (you can either print the screen, write it down carefully, or use CTRL-C to copy the code).
- You can then **PRINT** the screen for your records (recommended), then click **LOG OUT**.

Task 3 - Go back to your Management system to enter the Transfer code:

- In the window where the **Authorization Code** was, **ENTER** the **Transfer code** into the field labeled **Input transfer code**. (If you copied the code using Ctrl-C you
- **CLICK** the **blue** triangle next to the field.
- You should see your **Ending Management Account Balance** increase by the number that you transferred.
- **CLICK** Done.