

COIN Letter for Parents

Your child's school has purchased the Coin Career Community. We'd like to take this opportunity to explain the product, and offer instructions for using the program. The Coin Career Community is an online career guidance and curriculum program available to administrators, teachers, counselors, students, and parents. It is available online twenty-four hours a day, seven days a week.

The program's two main objectives are:

1. To provide teachers, parents, and students with clear connections between skills being learned in the classroom and real-world applications of those skills.
2. 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 workplace. 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

1. Go to community.coin3.com
2. Enter the following information:
USERNAME: your student's username plus the letter p
PASSWORD: your student's password plus the letter p
3. SITEID: your student's Site ID **TX14881**
4. Click the check box for "parent user."

THE COIN COMMUNITY

Within the program, there are five separate centers for students/parents.

HOW TO USE THE COMMUNITY

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
- Watch occupation videos
- 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
- Write journal entries that record important highlights and describe skills you have acquired
- Print a career portfolio