The Metered CareerScope System:
Transferring Administrations to the Web account

Start Here

Management System

Indicate the number of administrations to transfer to the Website account and Generate a **Transfer code.**

Put the Transfer Code into the website

CareerScope.net website
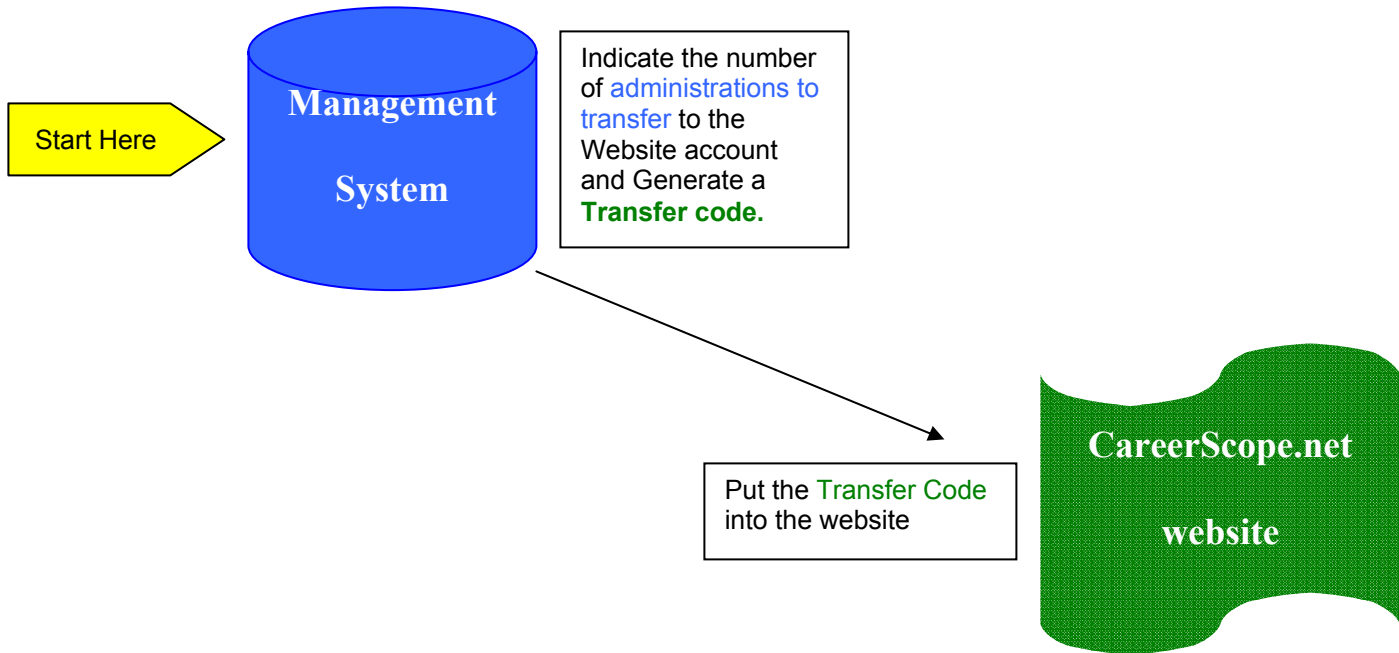
Transferring Administrations from Local account to Website account

Starting at your CareerScope Management system:

- **CLICK** on the Management system icon and **Enter** your password (_____)
- **CLICK** on Account Operations (in the Menu Bar)
- **CLICK** on Transfer administrations from Local account to Website account
- A window will open up. On the left you will see the current local account balance. There is a slide in between 2 blue arrow buttons. Click the blue button on the right until the number of administrations that you want to transfer back to the website appears in the field at the right of the window.
- **CLICK** the Generate button at the bottom left of the window.
- A transfer code will appear in the **GREEN Transfer Code** field.
- **COPY** this **Transfer Code** (highlight the number with your mouse and press CTRL-C).
- **CLICK** the DONE button.
- When the next window opens, read the window and **CLICK** the OK button.
- Minimize your CareerScope Management System.

Now go to the internet:

- **CLICK** open your internet browser.
  GO TO the www.careerscope.net website.
  (If you have a pop-up blocker on your computer, you will need to type www.careerscope.net/Login.html to access the website.)
- **TYPE** your Customer ID # __ __ __ __ __ __.
- **TYPE** your Login __ __ __ __ __ __ __ .
  - o   (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 to website" (it is the option on the Right).

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 **Transfer Code** you copied from the window in the Management system. (If you copied the code using CTRL-C, you can paste it here using CTRL-V).
- **CLICK** Transfer.

At the STEP 2 screen on careerscope.net
- Verify the information is correct.
- You can then **PRINT** the screen for your records (recommended), then click **LOG OUT**.