



KEYS
TO
SUCCESS



COUNSELOR MANUAL

2020-2021

KTSUTAH.ORG

MOTIVATE | CONNECT | REWARD



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KEYS TO SUCCESS GOOGLE DRIVE:

<https://tinyurl.com/KeyContactManual>

DOWNLOAD THE KEYS TO SUCCESS APP



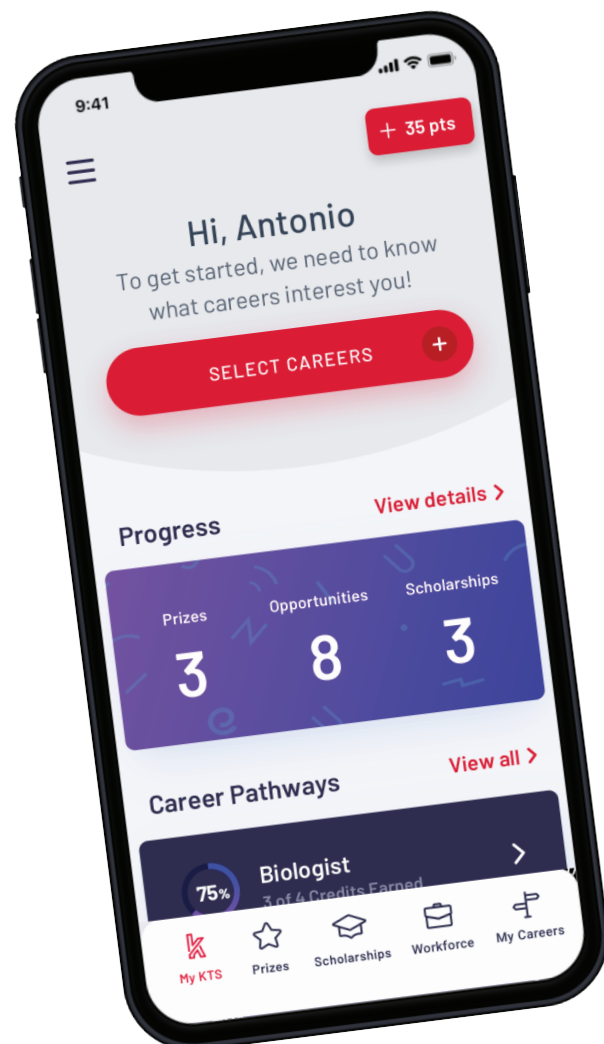
KEYS TO SUCCESS SOCIAL MEDIA



@KTSUTAH



KEYS TO SUCCESS UTAH



KEYS TO SUCCESS AT A GLANCE

MOTIVATE | CONNECT | REWARD

PURPOSE: the purpose of the Keys to Success App is to motivate students to unlock their future and connect with scholarships, internships, and opportunities. As students are matched with opportunities. As students are matched with opportunities within their identified career interests, they gain points for awesome rewards - all in the palm of their hands.

2019-2020 IMPACT

43K

STUDENT DOWNLOADS IN THE
2019-2020 SCHOOL YEAR

\$134M

SCHOLARSHIPS/TUITION
WAIVERS AVAILABLE

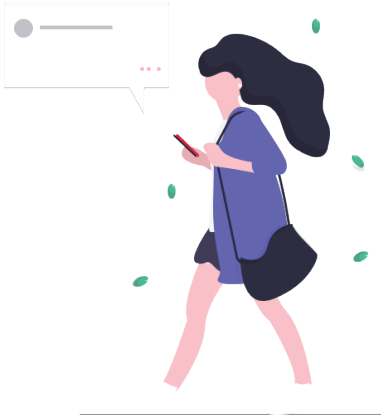
TOP 5 CAREER INTERESTS:

1. Health Science
2. Arts & Communication
3. STEM
4. Business
5. Agriculture

CAREER OPPORTUNITY EXAMPLES:

1. Medical Innovations Pathways
(345 Applicants)
2. Video Game Design Internship
(214 Applicants)
3. Utah Aerospace Pathway Internship
(250 Applicants)

HOW IT WORKS



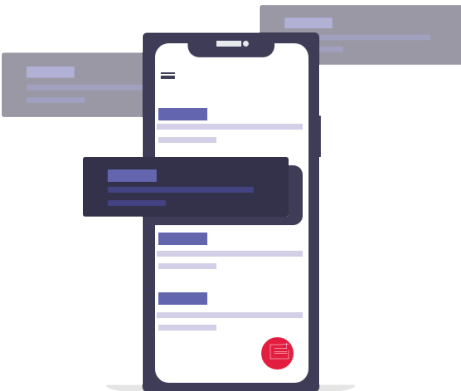
SIGN UP

7TH - 12TH grade students start their journey when they create a new account on the Keys to Success website or app



PICK INTERESTS

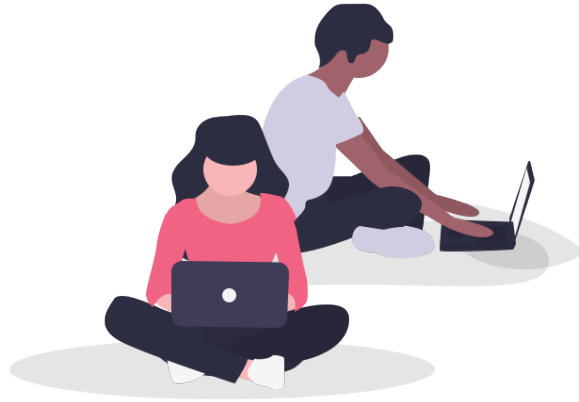
Students select the top 5 careers that interest them with the assistance of Sokanu Career Exploration tool



CAREER + HIGHER ED EXPLORATION

Students gain points by exploring internships, applying for scholarship, consistently logging into the app, and more

KEYS TO SUCCESS STUDENT FEATURES



HELP STUDENTS UNLOCK THEIR FUTURE!
DESKTOP VERSION AVAILABLE: [KTSUTAH.ORG](https://ktsutah.org)

STUDENT FEATURES:

- CareerExplorer by Sokanu
- CTE Pathways Dashboard
- Scholarship Database
- Internship/Opportunities Database
- Financial Aid Resources
- Undocumented Student Resources
- Personalized Notifications
- Earn Points for Prizes
- Higher Education Resources
- Students can favorite opportunities to visit later

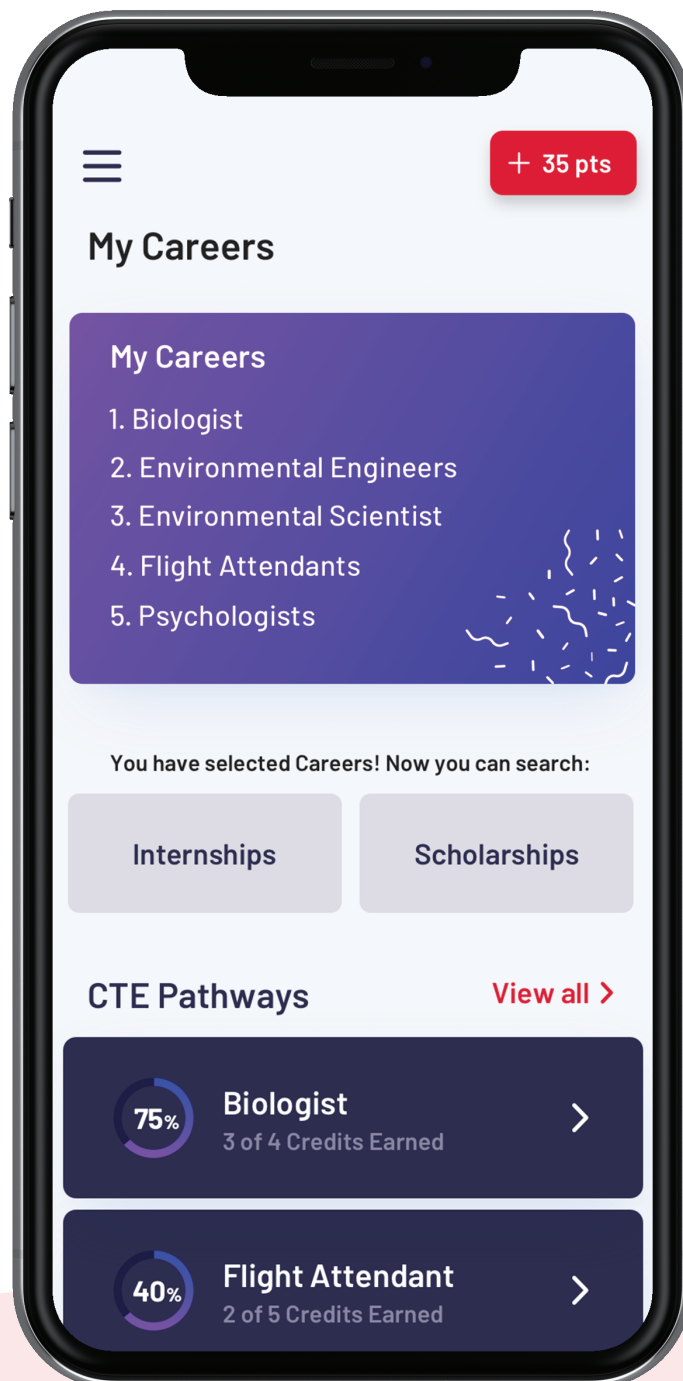
COUNSELOR RESOURCES



- Access to Student Interests/notifications
- Ability to Update CTE Pathways
- Resource Page to USHE + USBE Tools
- Exportable CCR Data
- Reporting Dashboard
- Grade by Grade Scope and Sequence
- Ability to Send out Announcements
- Ability to Upload Scholarships/Opportunities

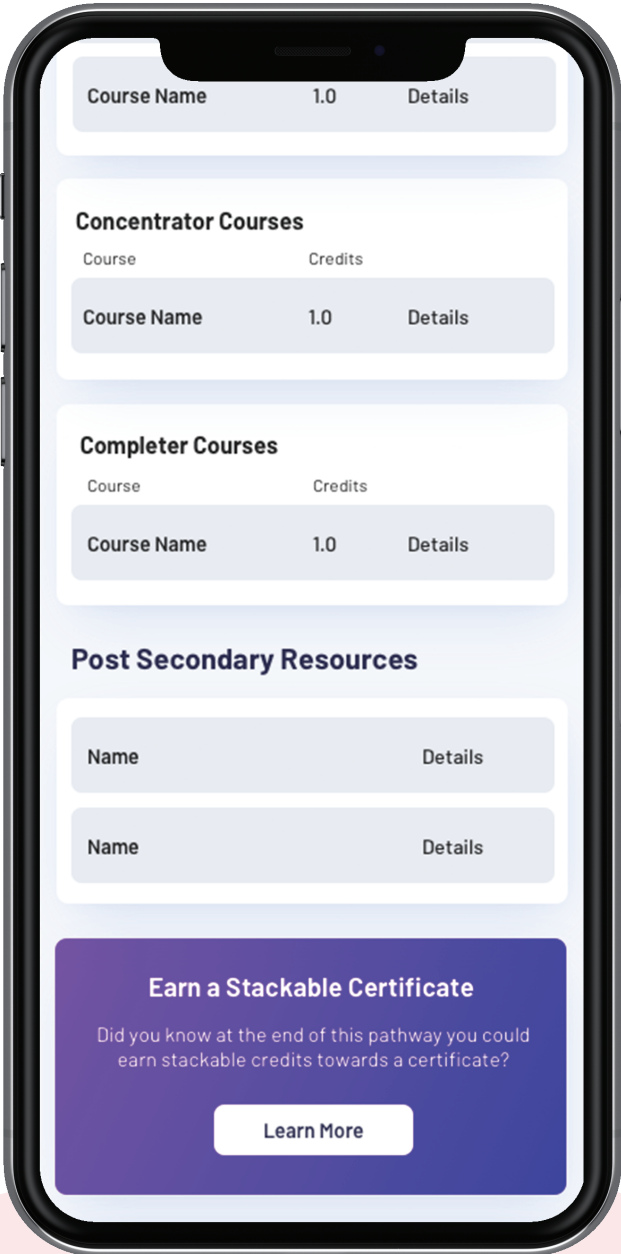
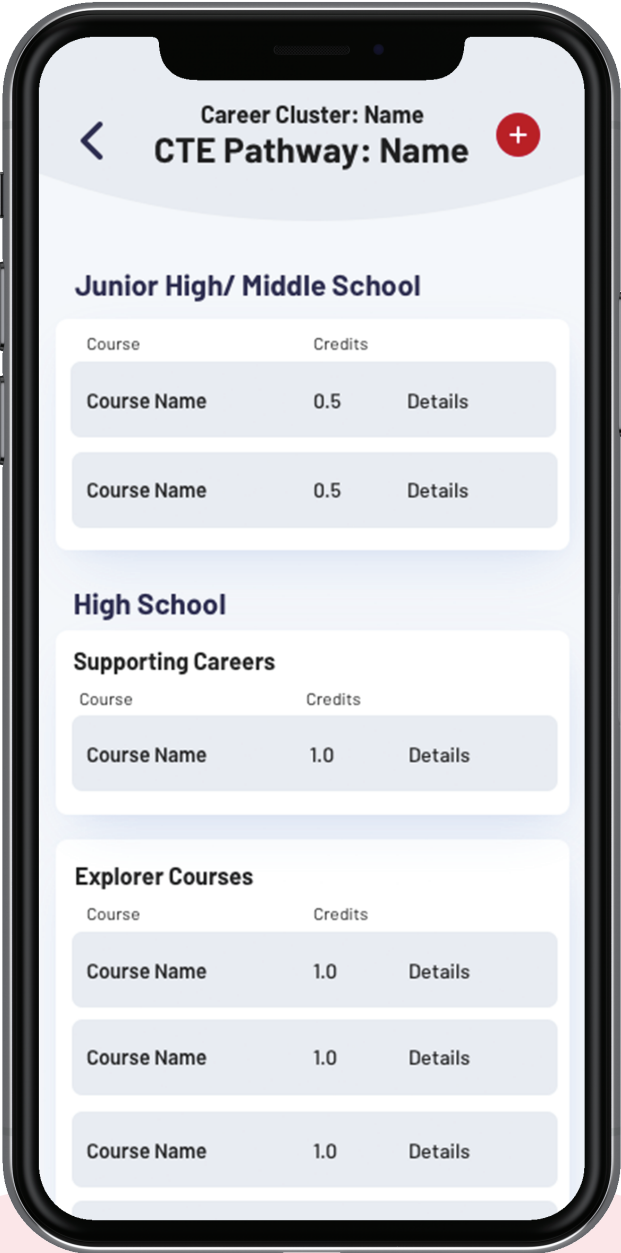
ACCESS TO STUDENT INTERESTS

VIEW STUDENTS' TOP 5 CAREER INTERESTS AND
VIEW THEIR CAREER PATHWAY PLAN



ACCESS TO STUDENT CTE PATHWAYS

VIEW STUDENTS' CTE PATHWAYS PLAN



UPDATE CTE PATHWAYS


As a counselor, you have the ability to customize CTE Pathways to cater to your school

Career Cluster: Education & Training

Career Pathway: K-12: Teaching as a Profession


Total Credits Needed to Complete Pathway: 3

Junior High / Middle School




Course	Link	Credits	
Digital Literacy	https://www.schools.utah.gov/file/40bc953b-9886-461c-903a-31fe00315a0b	0.5	

High School

Supporting Courses: Suggested high school courses that support the Career Pathway (Courses DO NOT count towards the Pathway).

Course	Link	Credits	Concurrent Enrollment Course	
Business Office Specialist	https://www.schools.utah.gov/file/5c0c5084-2e57-4817-8e27-68ea18df950f	0.5	Yes	

Explorer Courses: Choose one or more of the following courses.

Course	Link	Credits	Concurrent Enrollment Course	Recommended Explorer Course	
Business Communication 1	https://www.schools.utah.gov/file/6ce85279-66e5-428d-bcb2-c2e57f9de6da	0.5	Yes	No	
Teaching as a Profession 1	https://www.schools.utah.gov/file/edd55940-fe82-4d86-bc36-c303a45ca4f7	0.5	No	Yes	
Human Development	https://www.schools.utah.gov/file/439f1cf6-c511-4a73-8b1a-235e2be5a286	0.5	Yes	No	

You also have the ability to add notes to pathways to let students know of any unique or important information.

Note

Save

Talk to your Career and Technical Education Coordinator in Room 303 for more information!

USHE + USBE TOOLS

ALL USHE + USBE tools will be listed on the Keys to Success website under resources!

KEYS
TO
SUCCESS

HOMEABOUTCONTACTSPONSORSRESOURCESFAQ

LOG IN



STUDENT RESOURCES

EXPLORE

APPLYING TO COLLEGE

COLLEGE 101

INTERNSHIPS

SOKANU CAREEREXPLORER ASSESSMENT

REALITY CHECK (COMING SOON)

PREPARE

CONCURRENT ENROLLMENT

KHAN ACADEMY TEST PREP

RESUME BUILDER

PAY

ACT PREP

FAFSA

WAYS TO PAY FOR COLLEGE

STATE SCHOLARSHIP

NEW CENTURY SCHOLARSHIP

REGENTS' SCHOLARSHIP

SUCCESS STIPED (COMING SOON)

T.H BELL EDUCATION SCHOLARSHIP (COMING SOON)

TALENT RETENTION INCENTIVE (COMING SOON)

UTAH PROMISE SCHOLARSHIP (COMING SOON)

VETERANS TUITION GAP (COMING SOON)

WICHE PROFESSIONAL STUDENT EXCHANGE PROGRAM (COMING SOON)

COUNSELOR RESOURCES

All counselor tools are listed on the Keys to Success website under resources!

COUNSELOR RESOURCES

COUNSELOR
PLANNING
(COMING SOON)

CONCURRENT
ENROLLMENT

ELEMENTARY
RESOURCES

EXPLORATORY
MAJOR
PATHWAYS

FAFSA DIY KIT
(COUNSELORS)

GENERAL
EDUCATION
PATHWAY

UTAH COLLEGE
APPLICATION
WEEK

UTAH MAJORS

UTAH
TRANSFER
GUIDE

2020-2021 FAFSA
WALKTHROUGH
VIDEO



EXPORTABLE CCR DATA

YOU HAVE THE ABILITY TO VIEW SCHOOL SPECIFIC DATA:

- Number of registered students
- Number of active users on student application
- Number of total engagement
- Number of new registered users
- List of Registered students
- Number of opportunities
- Number of Career Pathways chosen
- Number of Career Pathways completed
- Number of prizes redeemed

YOU HAVE THE ABILITY TO VIEW STUDENT SPECIFIC DATA:

- Number of career pathways selected
- Number of career pathways completed
- Number of prizes redeemed

* Filter by graduation year

EXPORTABLE CCR DATA

As a counselor you will have access to a school specific reporting dashboard that will include the following information:

- TOP 5 careers ranking of all career interests for my school
- A complete ranking of all career interests for my school
- TOP 5 opportunities engaged with by students at my school
- TOP 5 scholarships engaged with by students at my school



HOW TO UPLOAD SCHOOL SPECIFIC OPPORTUNITIES

You have the power to help you students unlock their future!

1. Click “Resources”



2. Click the corresponding button to upload your scholarship



3. Fill in the required fields

A screenshot of a web form titled 'New Scholarship'. The form has a light blue header with the title and two buttons: 'Save' (red) and 'Cancel' (grey). The form contains several input fields: 'NAME' (text), 'DESCRIPTION' (text area), 'ORGANIZATION' (dropdown menu with 'PROVO HIGH' selected), 'APPLICATION LINK' (text), 'AMOUNT' (text), 'NUMBER AVAILABLE' (text), 'CAREERS' (dropdown menu with 'MAKE SELECTION' selected), and 'HIGH SCHOOL(S)' (dropdown menu with 'PROVO HIGH' selected and a red 'x' icon).

New Scholarship

Save Cancel

NAME

DESCRIPTION

ORGANIZATION

PROVO HIGH

APPLICATION LINK

AMOUNT

NUMBER AVAILABLE

CAREERS

MAKE SELECTION

HIGH SCHOOL(S)

PROVO HIGH x

4. Select date range (i.e 10/01/2020 - 03/01/2021)

5. Click “Active” and click “Save”

HOW TO PUSH NOTIFY YOUR STUDENTS

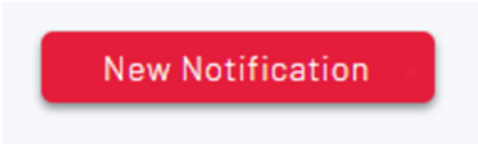
You can push notify your students of Keys to Success scholarships, and any academic and career events coming up!

1. Click “Notifications”



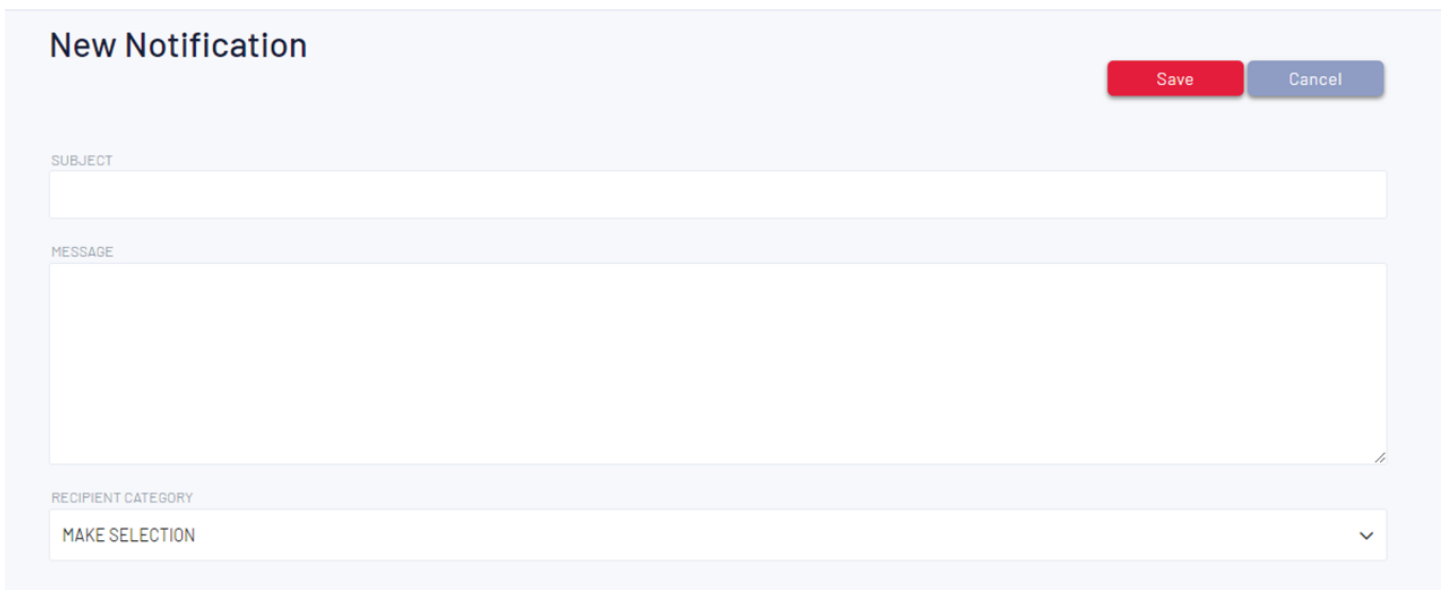
Notifications

2. Click the “New Notification” button



New Notification

3. Fill in the required fields



The 'New Notification' form is displayed within a light blue header bar. The title 'New Notification' is on the left, and 'Save' and 'Cancel' buttons are on the right. Below the header, there are three main input areas: a 'SUBJECT' field with a single-line text input, a 'MESSAGE' field with a large multi-line text area, and a 'RECIPIENT CATEGORY' dropdown menu. The dropdown menu currently shows 'MAKE SELECTION' and a downward arrow.

4. Click “Save”

NOTE: You can filter the Recipient Category by gender, graduation year, or career(s).

KEYS TO SUCCESS CONTACT INFO



VALERIA JIMENEZ

Keys to Success Program Manager

C: 435-671-1629

O: 601-257-3339

valeriaj@sieutah.org



CRYSTAL MARTINEZ

Keys to Success Program Manager

C: 435-237-7374

O: 601-257-3481

crystalm@sieutah.org



KEYS
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2020-2021 SCHOOL YEAR, LET'S ROCK IT!

**This is not possible without YOU!
THANK YOU FOR ALL YOU DO!**

