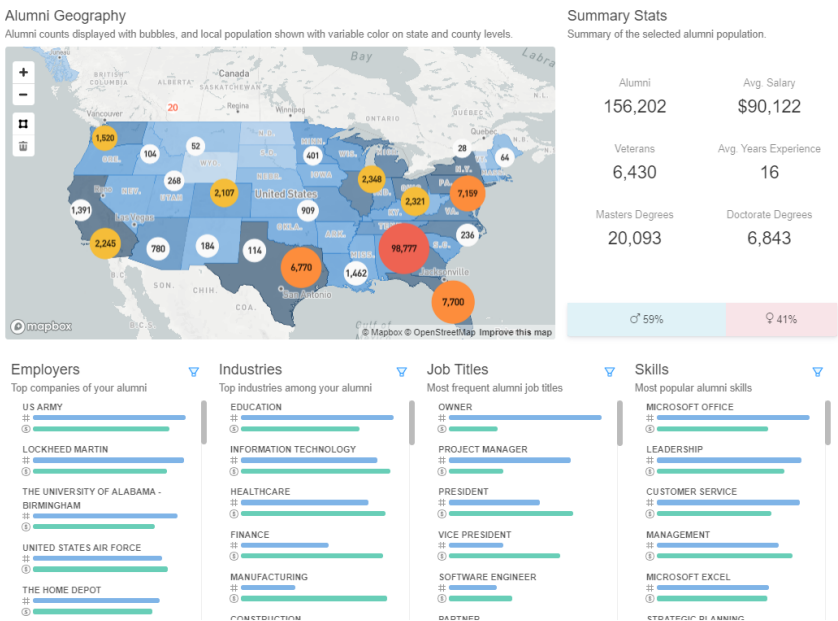# Steppingblocks

Managing Access for Steppingblocks Platforms

As a Steppingblocks user, you now have access to Digital Career Counselor and/or Graduate Insights. Each of these platforms has a different access structure for its different audiences. Digital Career Counselor relies on integrating with your university's single sign-on to allow open access for students, faculty and staff. Graduate Insights is designed for faculty and staff, and is accessible at different levels by invitation-only from a designated university administrator.
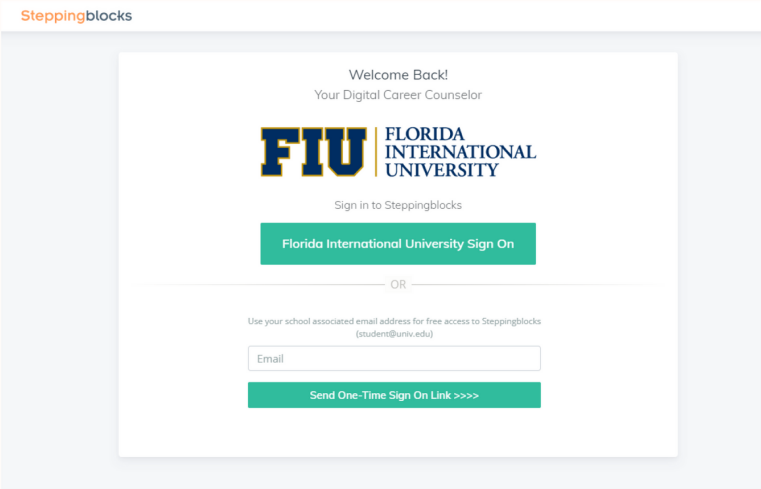
Graduate Insights

- For university administrators, deans, faculty, and staff
- Invitation-only access
- Access managed by designated site admin(s) from the university
- Admins can manage users' level of access to the data

Digital Career Counselor

- Primarily for students
- Can be accessed through university single sign-on
- Can also be accessed by university faculty, staff, and alumni with university login

Accessing Digital Career Counselor through Single Sign-On

Digital Career Counselor is Steppingblocks' student-facing platform, designed to help students explore our data to make informed career decisions. To grant students access to the platform, Steppingblocks will work with your university's IT team to create a single sign-on login system. This way, any student, faculty, staff, or alumni with a university login will be able to access the platform.
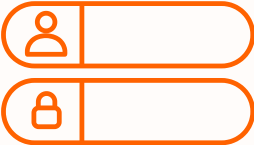
1 The Steppingblocks Partner Success team will work with your university IT team to integrate the platform with single sign-on.

2 Once the single sign-on is set up, students can log into Digital Career Counselor through their school's designated link and using their existing university credentials.
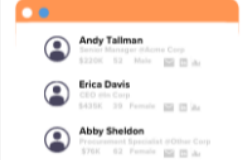
Accessing Graduate Insights
(Graduate Outcomes & Graduate Explorer)

Graduate Insights is Steppingblocks' Staff and Faculty facing platform. Access to this platform is reliant on using a separately created login account, that you can create by being invited by a university administrator.

Graduate Outcomes
Find actionable insights on alumni locations, employment, salaries, and skills

Graduate Explorer
Find specific alumni using demographic, education, and career related filters.

Graduate Outcomes has...
- Macro Level Data Focus
- Employer Hiring Trends
- Skills Data and Analysis

Primary Users:
Provosts, Deans, Career Services, Employer Relations, Institutional Research

Graduate Explorer has...
- Names and Contact Info
- Additional Filters
- More Focus on Jobs/Employers
- Download Abilities

Primary Users:
Advancement, Alumni Relations, Employer Relations, Institutional Research

Access Options

Graduate Outcomes:
○ Read   ● No Access

Graduate Explorer:
○ Read & Limited Download   ○ Read & Full Download   ● No Access

CANNOT view/download names & contact info   CAN view/download names & contact info

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Admin have full access to the platform and are the only ones who can invite new users.

Follow these steps to manage access and invite team members to Graduate Insights (Admin Only)

1 | ▦ Dashboard ▦ Data ⚇ Team
Log in, navigate to the top left corner of the platform, and click on the team button

2 | Manage Team — Teams — [Create Team]
On this page you can create specific teams by clicking on the button (for example "Career Services" "Institutional Research" etc.) based on who is using the platform

3 | On the left side of your screen, click on members
Manage Team — Teams / Members
And then click on the **Invite Member** button

4 | Invite Team Member
Invite by Email:
Personalized Message (optional):
Provide optional personalized message here. If not provided we will send an email with generic message.
Provide Administrative access?
Select Teams
Invite Team Member

Fill out the invite team member form and indicate the team you are giving them access to, or the access level you want that individual team member to have, and click on the invite team member button to send them an email to sign up directly to their inbox!

5 | This link will expire **Sunday, September 10, 2023 3:29 PM (EST)**
Get Started
Click on the "Get Started" button to set up the account!

** NOTE: The invitation links expire 48 hours after sending, if you need to resend an invite you can simply click on the "Cancel Invite Button" next to their email, and resend!

Steppingblocks