

## Transferring Administrations from Website account to Local 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 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).

### Now go to the internet:

- **CLICK** open your internet browser.
- **GO TO** the [www.careerscope.net](http://www.careerscope.net) website.  
(If you have a pop-up blocker on your computer, you will need to type [www.careerscope.net/Login.html](http://www.careerscope.net/Login.html) to access the website.)
- **TYPE** your Customer # and your Login. (These 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.
- In the **Administrations to Transfer** field, **ENTER** the number of administrations you want to transfer.
- **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**.

### Go back to your Management system.

- In the window where the **Authorization Code** was, **ENTER** the **Transfer code** into the field labeled **Input transfer code**.
- **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.

### 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 download 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 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**.
- **CLICK** the DONE button.
- When the next window opens, read the window and **CLICK** the OK button.

### Now go to the internet:

- **CLICK** open your internet browser.
- **GO TO** the [www.careerscope.net](http://www.careerscope.net) website.
- **TYPE** your Customer # and your Login. (These 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.
- **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**.