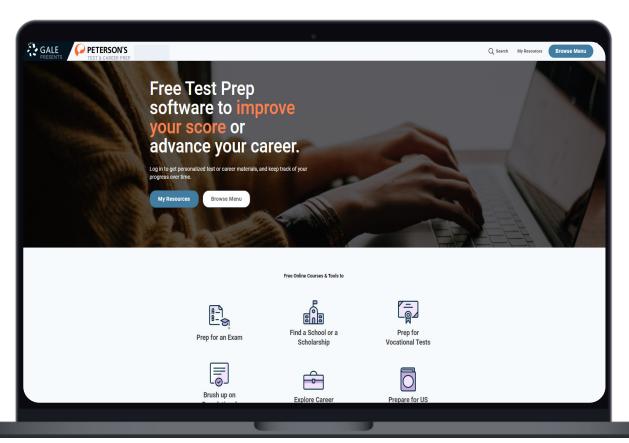
Improve Your Scores and Prepare for the Future

Gale Presents: Peterson's Test and Career Prep provides the tools you need to achieve educational, professional, and personal success. You'll find support to prepare for testing from AP and SAT, to vocational skills and graduate entrance exams. Career materials, including career advice and resume building, prepare you for advancement in your current career, or to start a new one.



### **PRACTICE TESTS**

Access full-length, timed practice exams for high school, college entry, graduate school, and adult learning/career development.

### **EBOOKS AND VIDEOS**

Supplement practice tests before and after taking them to gain valuable knowledge.

### **COLLEGE PLANNING**

Search and find schools and scholarships, and learn about financial aid.

### CAREER INFORMATION

Career Advice, Job Searching, and a Resume Builder are available to prepare for future careers.



### **GET STARTED**

### **CREATE AN ACCOUNT**

- Select the Log In or Sign Up button.
- Select **Sign Up Now** and enter your information.
- An email isn't required, but it is recommended in case of a forgotten password.
  - » If an email is used, it will be the username moving forward.

### **FIND CONTENT**

### **HOMEPAGE BROWSE**

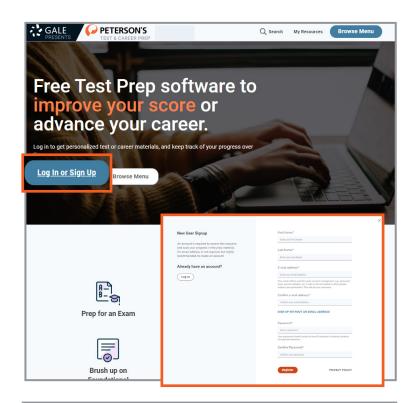
Once signed into *Gale Presents: Peterson's Test* and *Career Prep*, you can find materials by simply scrolling down on the homepage.

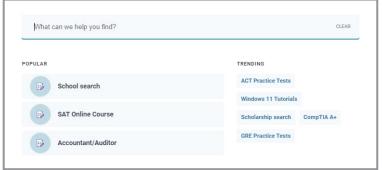
- Select a practice test section by scrolling under the log in banner. Each section guides users to more precise results based on need.
- Scroll further on the homepage to find more detailed information about content available within the resource, including Vocational Test Prep, Career Tools and School/Scholarship Search.
  - » Select any entry to browse through its hub.

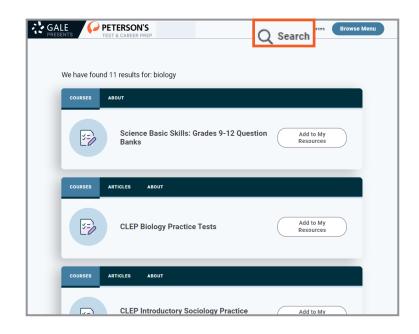
### **BASIC SEARCH**

Once signed into *Gale Presents: Peterson's Test and Career Prep*, you can find materials by selecting the **Search Bar** at the top of the homepage.

- Select the Search Bar and you will be provided with popular and trending searches.
- Enter your search term, you will notice that as you search predictive text will provide you with suggestions.
- View all results by selecting **View All Results** at the bottom of the box.
- Scroll through your results to learn more.
- Select the title of an entry to be launched directly into it, or select Add to My Resources to save for later.









### **SAVE CONTENT**

### **SAVE TO MY RESOURCES**

**My Resources** allows you to save and organize the content you are utilizing.

- Once you find content of interest through either browsing or searching, select Add to My Resources.
  - » You can add resources one at a time, or add a whole section or search result.
- To access My Resources, select My Resources at the top of the page.

### **UTILIZE MY RESOURCES**

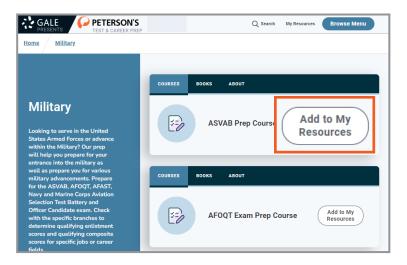
Once you have content saved to **My Resources**, you can easily access them, and see related goals.

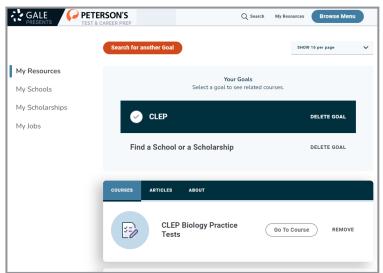
- At the top of the My Resources page you will see Goals based on the content you have saved.
  - You can delete goals using the Delete Goal button, or search for new ones with the Search for a Goal button at the top of the page.
- Utilize the tool bar on the left side of the page to navigate between sections including resources, schools, scholarships, and jobs.

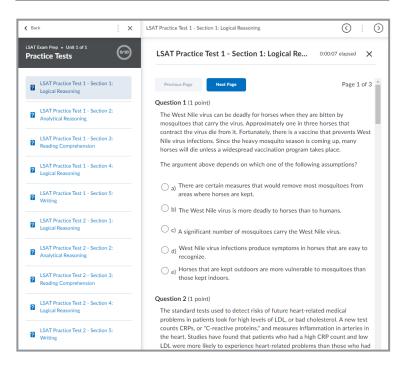
### TAKE A PRACTICE TEST

### **SELECT AND BEGIN YOUR TEST**

- Choose your test using one of the methods listed above.
- Select the title of the test you want to begin.
  - » In addition to the practice test, you will find other helpful materials including flash cards, eBooks, and instructional videos.
- Select the Practice Test tile to get started.
  - » Many tests will have multiple parts, and multiple versions. Click through each version on the left side of the page to access all practice tests.
- Answer the questions. Once completed, select submit quiz.
- Each quiz is autosaved, so you will be leave and come back as needed.









### **VIEW RESULTS AND COURSE PROGRESS**

- Navigate to the main practice test page by selecting the back button while on a test, or by selecting the title of the test.
- Utilize the tool bar at the top of the page to view grades, progress, and content.
- The Quizzes button will also show what practice quizzes you have taken, and how many times.

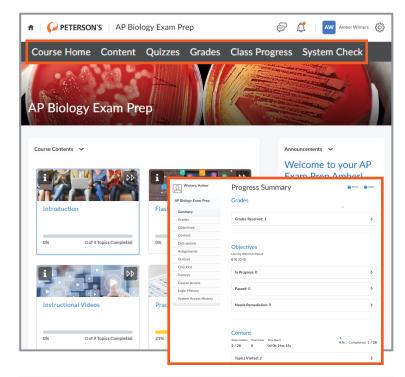
### **SEARCH FOR SCHOOLS AND SCHOLARSHIPS**

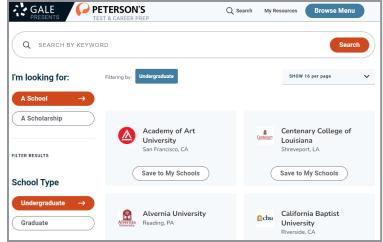
### **FIND A SCHOOL**

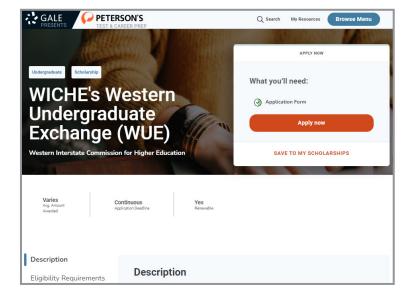
- Select Find a School or a Scholarship on the homepage, or through the My Resources section by selecting Search For Another Goal.
- Click the School Search tool.
- Search by keyword at the top of the page or browse by scrolling down on the page.
- Utilize Filters on the left hand side to limit results to precise parameters like tuition, location, or test score requirements.
- Select the school to view more in-depth information, or select Save to My Schools to keep it saved in your My Resources section.

### **FIND A SCHOLARSHIP**

- Select Find a School or a Scholarship on the homepage, or through the My Resources section by selecting Search for Another Goal.
- Click the **Scholarship Search** tool.
- Search by keyword at the top of the page or browse by scrolling down on the page.
- Utilize Filters on the left hand side to limit results to precise parameters like award type, amount, and location.
- Select the scholarship to view more in-depth information, or select Save to My Scholarships to keep it saved in your My Resources section.
- Select Apply Now on the scholarship to be launched to the application.







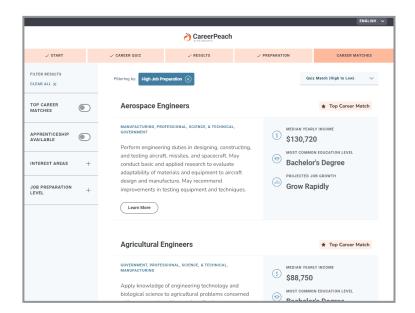


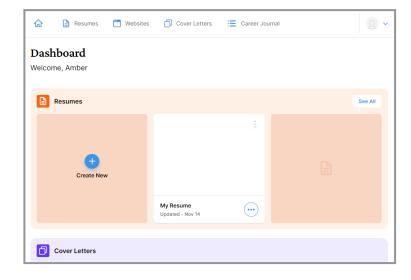
### **EXPLORE CAREER RESOURCES**

Access career resources by selecting the **Explore Career Options** button on the homepage, browsing through the homepage, or by selecting **Search For Another Goal** in the **My Resources** section.

- The career tools are organized into four sections, Career Advice, Find a Career, Online Resume Builder, and Job Search Engine.
  - » Career Advice provides resources to support many key topics including job searching, interview strategies, an salary negotiations.
  - » Find a Career provides a Career Quiz option to organize interests, as well as personalized career matches. Each career entry includes a description, career outlook, average salary, and educational requirements.
  - » Online Resume Builder utilizes a fullycustomizable platform to create a thorough and engaging resume. Utilize the tool bar on the left to see examples, change your settings, and select a pre-made template.
  - » Job Search Engine breaks jobs into government and non-government for precise discovery. Powered by Indeed, job searchers will be able to search for specific roles based in a geography of their choice, and apply on the platform.

# What do you need help with? We have found these Courses, Books, Videos and more to help you achieve your goal. Add them to your Resources to track your progress and save courses to your account. Add all to My Resources Courses ABOUT Career Advice Add to My Resources Find a Career Add to My Resources ABOUT Add to My Resources





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