JobNow & VetNow Quick-Start and User Guide

Brainfuse JobNow & VetNow features live online assistance, resume lab help, and wide range of academic tools to help job seekers and veterans reach their goals. Even though JobNow & VetNow is easy-to-use and requires no prior training, we have prepared the following guide to provide you with a brief introduction. The first part of this guide consists of quick-start instructions. For more details about various features of JobNow & VetNow, see the User Guide that follows.

Quick-Start Instructions

Get Live Job Coaching: For live help with your job search, a resume, or interview preparation, select “Connect” in the Live Job Coaching box.

Connect with VA Experts: For live assistance with your VA benefits eligibility or community resources for veterans, select “Connect” in the Live Veteran Navigator box.

Submit a Resume to the Resume Lab: Click “Submit Resume” to upload your resume to our Resume Lab. Our career experts will analyze your resume and provide constructive feedback within 24 hours.

Review Lessons and Take Practice Tests: Visit LearnNow to build academic skills through lessons and practice tests.
User Guide

Tools for Job Seekers
- Live Resume Coaching
  Resume Assistance from live experts
- eParachute
  Discover the college majors and careers that match your skills and interests.
- Resume Templates & Resources
  Get started by downloading a winning resume template and reviewing resources
- Interview Tips
  Helpful tips for interview success

Tools for Veterans
- Send Question
  Need help navigating the VA system outside of the live hours? Send your question here
- Veteran Resources
  Carefully selected resources to help you understand your benefits and community resources

College Skills
- SkillSurfer
  Live skills building and a library of lessons, videos, tests and more
- FlashBulb™
  Create and share flashcards, tests, and games
- Brainwave™
  Create and share movie-like notes and ideas

Live Interview Coaching
Interview coaching from live experts

Job Resources
Begin your job search with these helpful resources

Optimal Resume
Award-winning resume creation software, job interview preparation, and much more

Interview Resources
Carefully-selected resources to help you prepare for your interview

LEAP Learning Platform
Diagnostic test center with customized study plans, lessons, and live tutoring

MEET™
Schedule sessions with friends in our private virtual study room
Live Help: Connect with experts for assistance with career-related topics or veteran resources.

Live Job Coaching: To get online job assistance right away, simply select “Connect” in the Live Job Coaching box to begin working with a Brainfuse job coach through the Brainfuse Whiteboard.

Live Veteran Navigator: For immediate assistance with your VA Benefits or community resources, simply select “Connect” in the Live Veteran Navigator box to begin working with a Brainfuse job coach through the Brainfuse Whiteboard.

The Brainfuse Whiteboard: The Brainfuse Whiteboard provides you with a variety of tools to communicate with your expert.
Whiteboard Tools: To take a tour of the whiteboard tools, click on the upper-right corner of the whiteboard.

- **PEN:** Write/draw with your mouse
- **EDIT:** Move items on the whiteboard and resize any uploaded images
- **ERASER:** Erase items from the Whiteboard
- **TEXT TOOL:** Click on the Whiteboard to start typing. When you select the text tool, it will reveal the following options:
  - **SUPERSCRIPT:** Changes text into superscript
  - **SUBSCRIPT:** Changes text into subscript
  - **PASTE:** Paste text onto the Whiteboard
  - **FONT:** Change your font style and font size
  - **MATH SYMBOLS:** Enter a mathematical symbol
  - **SCIENCE SYMBOLS:** Enter a scientific symbol

- **TYPE EQUATIONS WITH THE EQUATION EDITOR:** The equation editor allows you to create mathematical equations, functions, and symbols in the available box. Click on the desired area of the Whiteboard where you want the equation to appear. When you are finished, click .

- **DRAW A STRAIGHT LINE:** Draw a straight line on the Whiteboard
**DRAW SHAPES**: Select a shape from the menu to draw it on the Whiteboard.

**DRAW NUMBER LINES AND GRAPHS**: Select MIN, MAX, and INTERVAL MODE to adjust the minimum, maximum and interval values.

**COLOR PALETTE**: Select from the menu to change pen/text color.

**UNDO**: Undo the last action.

**REDO**: Reverse the last undo action.

**CLEAR**: Clears the entire Whiteboard.

**SNAP-N-SEND**: Snap-N-Send enables you to scan documents or handwritten notes and send it to the Brainfuse Whiteboard during a live session. To use Snap-N-Send, simply download the Brainfuse Mobile App (iOS or Android versions) and follow the instructions to log into your Brainfuse account. During a live session, select the Snap-n-Send feature from the mobile app, scan the desired material with your mobile device, and it will appear on your whiteboard.

**UPLOAD FILES TO SHARE WITH EXPERT**: Click on the Upload button (bottom left of the Chat Box) to upload images, papers, or other assignments to work on them in real time.

**USE AUDIO**: Select the Audio button (top left of the Chat Box) to speak with your expert through a secure and private conference room, using your computer (VoIP) or a toll-free call.

**ACCESS NUMBER**: Use your phone to dial a toll-free, secure conference number.

**MY COMPUTER**: Use your computer and internet connection (VoIP) to connect with your expert.

**CALL ME**: Receive a phone call to connect with your expert. Please note that your expert will connect with you via our phone bridge. Experts will not have access to your phone number nor is it stored by Brainfuse.

**USE VIDEO**: Select the Video button (top left of the Chat Box) to begin using video through a secure and private conference room.

**USE SCREEN SHARING**: Select the Screen Share button (top left of the Chat Box) to begin sharing your screen with the student.
**Resume Lab**: The Resume Lab offers job coach support to help you develop your resume.

To begin, simply select “Submit Resume” from the homepage to choose your assignment type.

You will then be prompted to attach your resume and provide any additional comments that may be useful for our job coaches while reviewing your file. Once you are ready to send your resume to our experts, select “Submit.” Please note that only one file may be submitted at one time.

When you have submitted your file, you will receive a confirmation. A job coach will review your resume and return it with feedback within 24 hours.

When our review is complete, you will see an alert in the Resume Lab box on the home page. If you choose to save an email address in your account, you’ll also receive a notification email. You can retrieve your feedback by following the alert or visiting “My Message Center.”

**Send Question**: Get help with VA benefits outside of a live meeting.

As an alternative to connecting with a live veteran navigator, submit a question for an expert to review and receive a response within 24 hours.
eParachute: Personalized recommendations for career or academic paths

Review suggested career or academic paths based on your unique profile that includes your interests, skills, and more.

LearnNow: Self-paced lessons and practice tests

Master academic skills with LearnNow’s library of instructional lessons, videos, and practice tests.

LEAP: Customized study plans

Complete a test to create a personalized study plan to master content in specific topics.
**Flashbulb: Flashcard study**

Create your own flashcards or draw from an extensive library of flashcards sets that you can transform into games, practice tests, study tables, and more.

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**MEET: Form online study groups**

Easily schedule online study groups and meet with classmates or instructors in the Brainfuse Whiteboard.

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**Brainwave: Create and share dynamic content**

Create movie-like notes (Brainwaves) by recording your activity on the Brainfuse Whiteboard. Brainwaves are ideal for studying or sharing concepts that involve multi-step processes.
**Account Features:** Access your Brainfuse activity through easy-to-use account options.

- **My Past Sessions** shows all of your past sessions so that you can replay them at a later date.
- **My Message Center** contains all of the expert responses to your Resume Lab or Send Question submissions.
- **My Tests** displays all of the practice tests you have taken. Tests can be reset from this page.
- **My Calendar** tracks any scheduled MEET sessions.
- **My Brainwaves** contains your Brainwaves to view, edit, or share with others.
- **My CloudPack** allows you to create or save files for easy upload onto the Whiteboard or to the Resume Lab.
About Us

What is Brainfuse?
Brainfuse develops and provides virtual learning solutions for schools, libraries, colleges, and universities. Our philosophy is anchored in adherence to high standards and user-centered technology to build a better experience for learners of all backgrounds. Brainfuse helps students, job seekers, and veterans reach their goals by connecting them with qualified tutors, job coaches, and veteran navigators. Users can also initiate and organize online meetings for peer-to-peer learning. The Brainfuse learning platform empowers users to better manage outcomes by seamlessly integrating with the latest online technology.

Who are Brainfuse experts?
Brainfuse job coaches, veteran navigators, and academic tutors are screened, trained, and managed directly by Brainfuse. Our experts are recruited from a diverse pool and include a mix of professionals, retired instructors, graduate students, college faculty members, veterans and more. Only experts with proven experience in their respective fields are hired by Brainfuse. Over 80% of our experts have a master’s degree or a Ph.D. in their field.

Questions?

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