


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.


Live Job Coaching



Click here to get help searching for available positions in your area, preparing for an interview, or creating a resume.

[Connect](#)

Live Veteran Navigator



Connect with an expert to learn more about eligible VA benefits and community resources.

[Connect](#)

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.

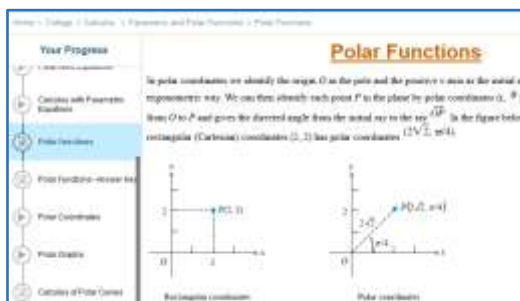
Submit a Resume to the Resume Lab: Click “Submit Resume” to upload your resume to our Resume Lab. Our career experts will analyze your resume and provide constructive feedback within 24 hours.

Resume Lab



Click here for assistance updating your resume or transitioning your resume from military to civilian careers. Brainfuse Experts can help with your formatting, key words, and more.

[Submit Resume](#)



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

User Guide

[English](#)

[Login](#)

[Home](#) [Expert Help](#) [Job Tools](#) [VA Support Tools](#) [College Skills](#) [Adult Learners](#) [My Account](#)

Job title, keywords, or company name

City, state, or zip code

[Search](#)

Live Job Coaching

Click here to get help to transition your resume from military to civilian careers including translating military skills, key words, and more

[Connect](#)

Resume Lab

Click here to get help to transition your resume from military to civilian careers including formatting, key words, transferable skills, and more from Brainfuse experts.

[Submit Resume](#)

Live Veteran Navigator

Connect with an expert to learn more about eligible VA benefits and community resources.

[Connect](#)

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

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

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

LEAP Learning Platform

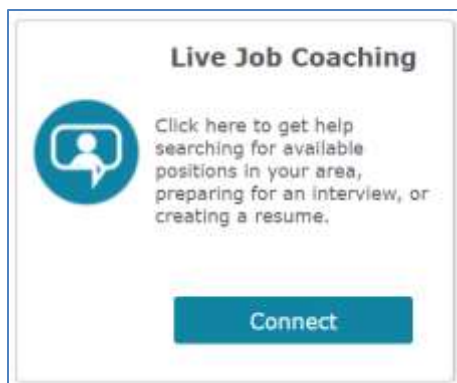
Diagnostic test center with customized study plans, lessons, and live tutoring

MEET™

Schedule sessions with friends in our private virtual study room

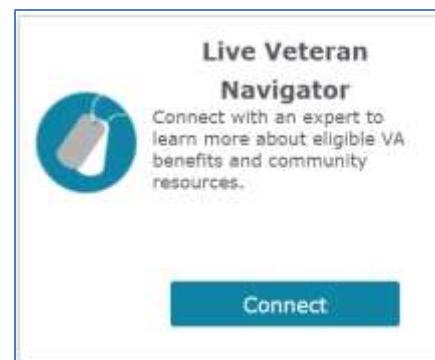
[Privacy](#) | [Terms of Use](#) | [FAQs](#) | [Announcements](#) | [Demo](#) | [Contact Us](#) | © Brainfuse Inc. All Rights Reserved.

Live Help: Connect with experts for assistance with career-related topics or veteran resources.

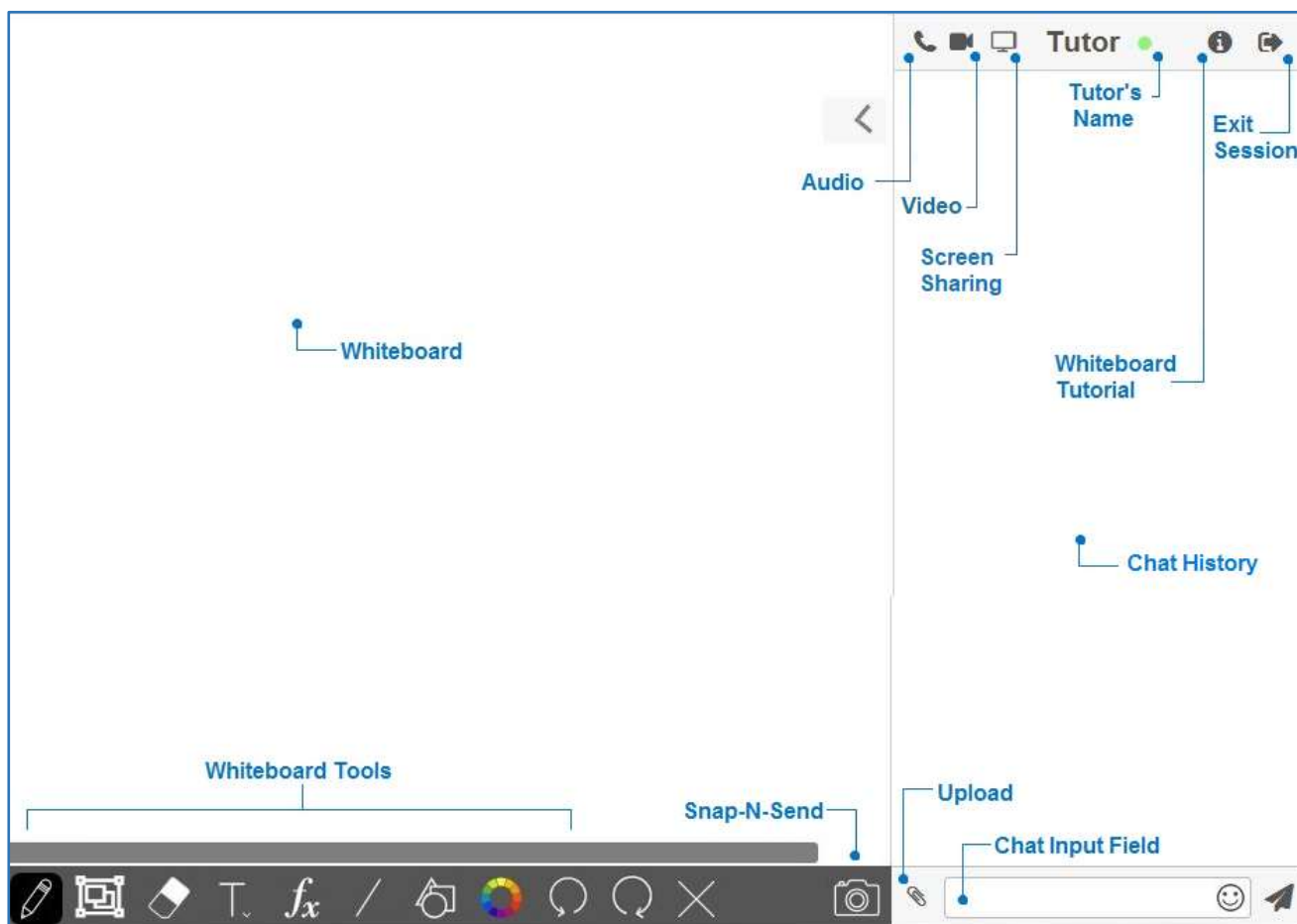



Live Job Coaching: To get online job assistance right away, simply select "Connect" in the Live Job Coaching box to begin working with a Brainfuse job coach through the Brainfuse Whiteboard.

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  in 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:



SUPERSCRIPIT: Changes text into superscript



SUBSCRIPT: Changes text into subscript



PASTE: Paste text onto the Whiteboard



FONT: Change your font style and font size




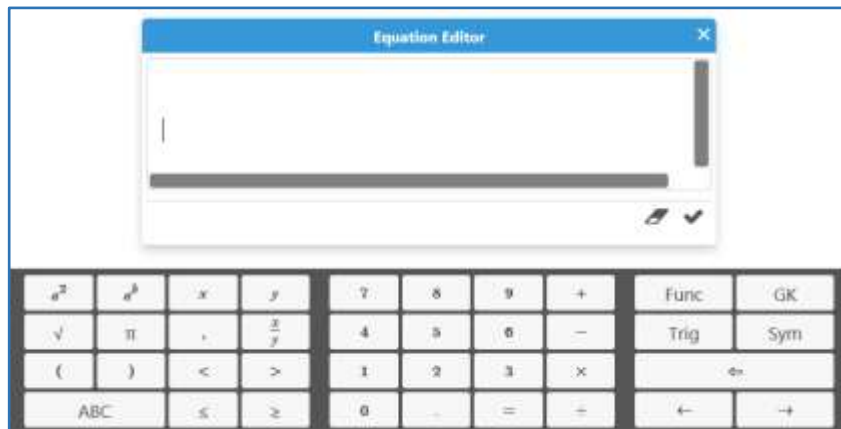
MATH SYMBOLS: Enter a mathematical symbol



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



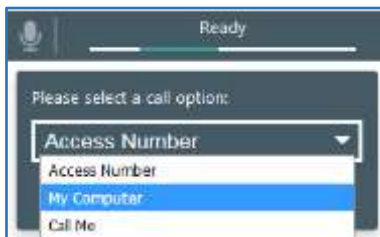
SNAP-N-SEND: Snap-N-Send enables you to scan documents or notes and send it to the Brainfuse Whiteboard during a live session. To use Snap-N-Send, simply download the Brainfuse Mobile App (iOS or Android). During a live session, select the Snap-n-Send feature from the app, scan the desired material with 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. Experts will not have your phone number nor is it stored by Brainfuse.



USE VIDEO: Select the Video button (top left of the Chat Box) to begin using secure and private



USE SCREEN SHARING: Select the Screen Share button (top left of the Chat Box) to begin sharing your screen

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.

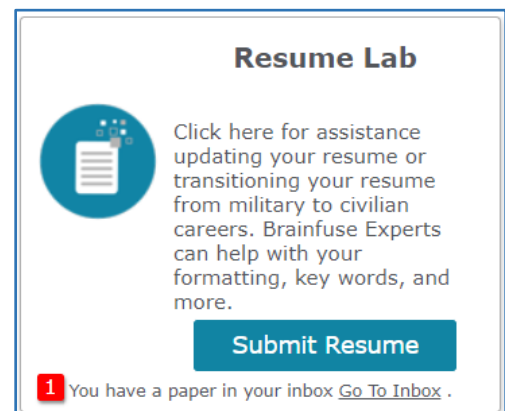


 A screenshot of the "Resume Lab" submission page. At the top, it says "Resume Lab" in a blue box. Below that is a yellow star icon and the text: "Please attach your resume or cover letter. One of our resume experts will analyze it and return it to you within one business day. Check the Message Center to retrieve your submission." Underneath, it says "Click 'Browse' to locate the file you wish to send to our resume experts." There are two radio button options: "From Computer" (selected) and "From CloudPack". Below these is a file selection field showing "(0) file selected" and a blue "Upload File" button. A note specifies the maximum file size: "Maximum file size: 1400000 bytes. .doc/.docx/.docm/.dot/.dotx/.dotm/.ppt/.pptx/.pptm/.pot/.potx/.potm/.png/.html". At the bottom, there is a text area with the prompt: "To receive the best personalized feedback, please include some details about the job or purpose for your file. If you have any additional comments or areas you would like us to focus on, please let us know here." and a blue "Submit" button.

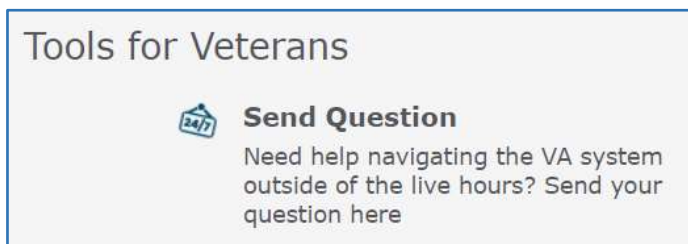
You will then be prompted to attach your resume and provide any additional comments that may be useful for our job coaches while reviewing your file. Once you are ready to send your resume to our experts, select “Submit.” Please note that only one file may be submitted at one time.

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.

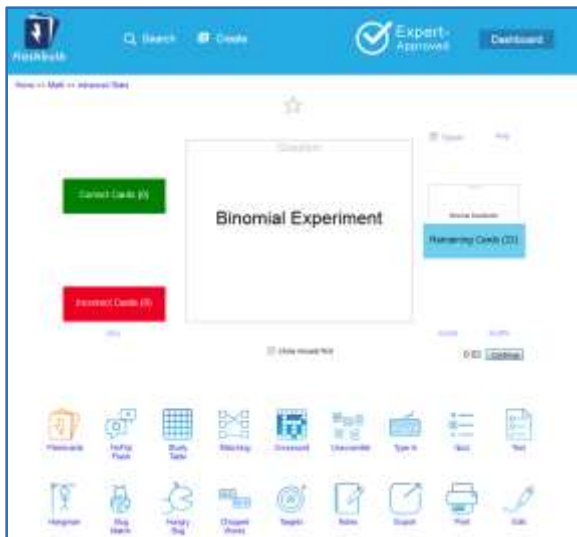
LearnNow: Self-paced lessons and practice tests

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.

Skills	Progress	Live Help
Order of Operations	0%	Live Help
Arithmetic	0%	Live Help
Rounding and Estimation	0%	Live Help
Prime Factorization	0%	Live Help
Square Roots	0%	Live Help
Decimals	0%	Live Help
Fractions	0%	Live Help
Rates and Proportion	0%	Live Help
Percentage	0%	Live Help
Conversion	0%	Live Help
Geometry	0%	Live Help
Linear Equations	0%	Live Help
Interpret Data	0%	Live Help
Coordinate Geometry	0%	Live Help

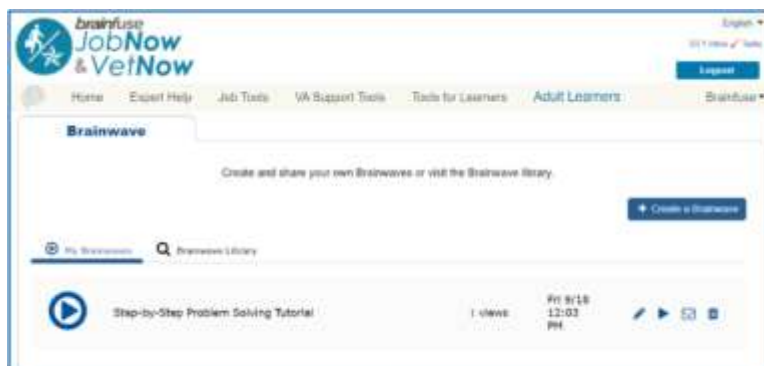
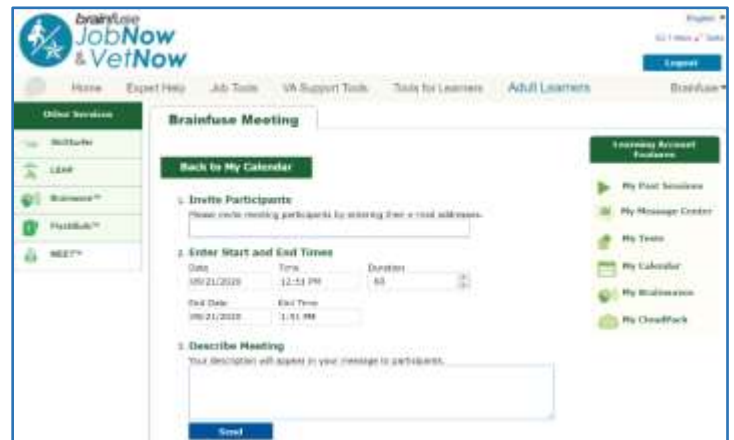


Flashbulb: Flashcard study

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.

MEET: Form online study groups

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



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.

The screenshot displays the Brainfuse JobNow & VetNow user interface. At the top left is the logo, and at the top right are language and task indicators. A navigation bar includes links for Home, Expert Help, Job Tools, VA Support Tools, College Skills, and Adult Learners. A search bar is positioned below the navigation. The main content area features three primary service tiles: Live Job Coaching, Resume Lab, and a partially visible tile. A 'My Account' dropdown menu is open on the right, listing various user-specific features. Below these tiles is a section for 'Tools for Job Seekers' with several resource cards, and a section for 'Tools for Veterans' is partially visible at the bottom.

Account Features:

- My Account
- My Past Sessions
- My Message Center
- My Tests
- My Calendar
- My Brainwaves
- My CloudPack

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
- 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

Tools for Veterans

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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