

you have

Choices

we have solutions

Choices® Planner
Career Planning
Online Resource

Quick Start Guide Tips

Start planning online now with Choices® Planner for students and adults exploring new career paths. Use the following pages to help guide you through the system.

The **Ability Profiler** is an aptitude assessment tool where results of this assessment can be loaded into your Portfolio. You can compare your abilities to the recommended abilities for a wide range of careers. The portal for the Ability Profiler is located on the menu page after logging in to Bridges. To use the Ability Profiler assessment tool, customers will need the password: **begin**.

You can find resources materials online at www.bridges.com/resources

You can find online tutorials at www.bridges.com/tutorials

For assistance with Choice Planner contact Customer Support at a toll free number, 1-800-281-1168 or e-mail tech-support@bridges.com



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Workforce Solutions is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (voice) or 711



PLANNER



Quick Start Guide

First Time Users

1. Go to **www.bridges.com**.
2. Click **Create a new portfolio** in the Student Sign In section.
3. Enter your required information including your **Site ID** and **Password**.
4. Select **Choices Planner** from the Your Tools box.

Site ID: _____

Password: _____

Returning Users

1. Go to **www.bridges.com**.
2. Enter your **Portfolio Name** and **Password**.
3. Select **Choices Planner** from the Your Tools box.

Portfolio Name: _____

Password: _____

Jump In Without a Portfolio

1. Go to **www.bridges.com**.
2. Enter your **Site ID** and **Password**.
3. Select **Choices Planner** from the Your Tools box.
4. Jump in and start planning right away.

Site ID: _____

Password: _____

Start Planning Now! Here are some of the cool features you'll find in Choices® Planner....

Work

- Explore almost 700 careers in the **Career Clusters**.
- Use the **Career Finder** to narrow down hundreds of careers to those matching the characteristics you want.
- **Compare Careers** to one another to find out which one appeals to you the most.
- **Connect Yourself to Careers** by taking assessments that will help you find the right career for you.
- Create career and education plans quickly and easily using the **Career Plan Builder**.

Learn

- Check out the interest-based clusters on the **Learn page** to explore the numerous courses available.
- Search for schools by tuition range, location, programs and other factors using the **School Finder**.
- **Compare Schools** side by side to see what each has to offer that would best suit your preferences.
- Take charge of your life -- start your **High School Planning** or **College Planning** now.

Your Portfolio

- Save **Your Plans** and information **All About You**, such as your skills, interests, resumes and courses you've taken.
- Check out **Your Activities** to see which assignments and tasks you've completed and what's left to do.
- Record your ideas and questions in **Your Journal** as you figure out what to do after high school.

Search

Choices Planner's comprehensive search engine finds anything and everything you need to know about career exploration and education planning. Just type in a key word and **GO!**

Ask your counselor for more information about Choices Planner.

Quick Start Guide

First Time Users

1. Go to www.bridges.com/ct.
2. Click **Create a new portfolio** in the Sign In section.
3. Enter your required information including your **Site ID** and **Password**.
4. Select **Choices Planner** from the Your Tools box.

Site ID: _____

Password: _____

Returning Users

1. Go to www.bridges.com/ct.
2. Enter your **Portfolio Name** and **Password**.
3. Select **Choices Planner** from the Your Tools box.

Portfolio Name: _____

Password: _____

Jump In Without a Portfolio

1. Go to www.bridges.com/ct.
2. Enter your **Site ID** and **Password**.
3. Select **Choices Planner** from the Your Tools box.
4. Jump in and start planning right away.

Site ID: _____

Password: _____

Start Planning Now!

Here are some of the useful features you'll find in Choices® Planner for Career Transitions....

Work

- Explore almost 700 careers in the **Career Clusters**.
- Use the **Career Finder** to narrow down hundreds of careers to those matching the characteristics you want.
- **Compare Careers** to one another to find out which one appeals to you the most.
- **Connect Yourself to Careers** by taking assessments that will help you find the right career for you.
- Use your **work history** to connect your past jobs to new possibilities.
- Search for work within your state or across the nation using the **Job Finder**.

Learn

- Check out the interest-based clusters on the **Learn** page to explore the numerous programs and majors available.
- Search for schools by tuition range, location, programs and other factors using the **School Finder**.
- **Compare Schools** side by side to see what each has to offer that would best suit your preferences.

Your Portfolio

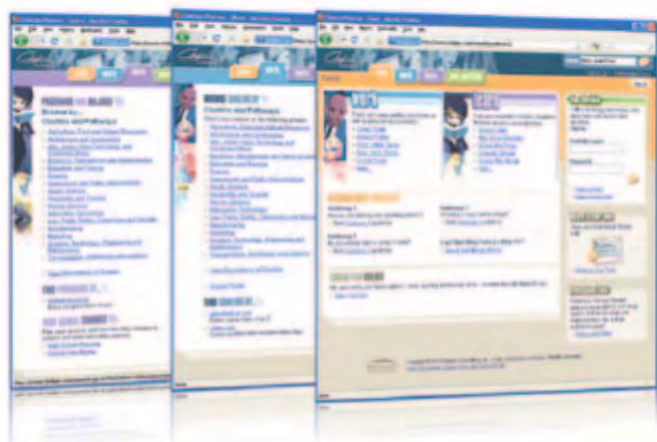
- Save **Your Plans** and information **All About You**, such as your skills, interests, resumes and courses you've taken.
- Check out **Your Activities** to link to your other websites, documents, projects or presentations online.
- Record your ideas and questions in **Your Journal** as you plan your future.

Search

Choices Planner for Career Transitions' comprehensive search engine finds anything and everything you need to know about career exploration and education planning. Just type in a key word and **GO!**

Ask your career advisor for more information about Choices Planner for Career Transitions.

This Quick Reference Guide is designed to help you begin using Choices Planner quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.



Steps to Get Started

Step 1: Choose Your Access Method

There are four ways to access your product – jump in, sign in to a portfolio, sign in to a professional account, or sign in to an administrator account. Find out which access is the most appropriate for you:

Jump in – when you sign in using your Site ID and Password, you can use Choices Planner, but your work is not saved in a portfolio for future review.

Portfolio sign in – when you create a portfolio, all your work is automatically saved in your personal portfolio.

Professional account sign in – a professional account saves all your work in your personal portfolio and provides access to Choices Professional Tools, training, and resources.

Administrator account sign in – an administrator account saves all your work in your personal portfolio and provides access to Site Administration, Choices Professional Tools, training, and resources.

Step 2: Take the Online Tutorial

Available 24/7, our self-paced tutorials make it easy to get started using Choices Planner right away.

Go to www.xap.com/tutorials

Step 3: Sign In

Administrators & Educators

1. Go to <https://access.bridges.com> and Sign In to the Educators section.
2. Click Create a new professional account and enter the required information, including your Site ID, Password and the Professional Account Access Key (or the Administrator Code to create an administrator account) found in your Welcome Letter.
3. Your professional account will give you access to Choices Planner's Professional tools. Select Choices Planner or Professional Tools from the Your Tools box.

When signed in to your professional account, all your work will be automatically saved.

Students

1. Go to <https://access.bridges.com> and click Create a new portfolio in the Student Sign In section.
2. Enter your required information, including your Site ID and Password.
3. Select Choices Planner from the Your Tools box.

Whenever you work within your portfolio, all work and assessment results will be automatically saved.

Jump In Without a Portfolio

1. Go to <https://access.bridges.com>
2. Click the Site ID tab and enter your Site ID and Password.
3. Select Choices Planner from the Your Tools box.
4. Jump in and start planning right away.

New customers receive their Site ID, Password and Professional Account Access Key by fax or e-mail. If you don't know your site's Administrator Code, please contact XAP Customer Support at 1-800-281-1168 or tech-support@xap.com.

Resubscribing customers can continue to use their previous year's Site ID, Password, Professional Account Access Key, and Administrator Code, as XAP does not change these access codes unless requested.

Both the Professional Account Access Key and Administrator Code should NOT be distributed to students or clients.

Review your Professional Tools for Implementation and Integration Ideas

Your professional account provides you with access to Choices Planner's Professional Tools.

Reviewer – Review individual portfolios, send reminders and manage portfolios. Reporter

– Create reports on site usage, planning outcomes and assessment results. Tracker –

Access real-time activity tracking and manage what you have already reviewed.

Resource Library – Get the most out of Choices Planner with lesson plans, case studies and white papers.

Site Administration – (Administrator accounts only.) Customize high school course plans, change the Site ID password, manage professional accounts and portfolios.

Check Out Your Professional Development Options

Get the best possible use out of your subscription when you learn how to use your products more effectively. On-site or online, we offer a variety of training options tailored to suit your unique needs.

Learn more about available training at www.xap.com/choicesplanner

Valuable Support, Right at Your Fingertips

Technical Support

Find quick answers to common questions at www.xap.com/support

Can't find what you need on our website? Contact our friendly Customer Support team.

Monday to Friday 8:00 a.m. to 7:00 p.m. (Eastern Time)

Call 1-800-281-1168 or e-mail tech-support@xap.com

Find everything you need to get the best use out of your XAP products

Online Resources

Easily improve school-wide and parent usage

Reach Farther in Middle School Kit

Parents, students and educators explore career options and plan for high school

Reach Farther in High School Kit

Parents, students and educators plan and prepare for college

Transition Planning Guide

Enable more successful transition planning

www.xap.com/choicesplanner

1-800-281-1168



www.xap.com