

# Career Futures<sup>®</sup>



## QUICK REFERENCE GUIDE 2009/2010

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

## Steps to Get Started

1

### Has your software been installed?

Check with your site technician to find out where it was installed (e.g. library, classrooms, etc.) and how (e.g. network or workstation install). To download Career Futures yourself see the instructions below.

2

### Start the program

Double-click the Career Futures icon from your desktop or ask your technician for instructions.



This will launch the welcome screen.

3

### Sign In

#### *Creating a Career Futures Session*

1. Open **Career Futures**.
2. Create your Session Filename and Password.
3. Click **Create**.
4. If prompted, re-enter your password and create a challenge question.
5. Click **Continue**.
6. On the Before you begin screen, fill in your info. Click **Continue**.
7. You should be at the Career Futures Options screen.

#### *Opening Your Career Futures Session*

1. Open **Career Futures**.
2. Enter your Session Filename and Password.
3. Click **Open**.
4. If prompted, enter your password. Click **Continue**.
5. You should be at the Career Futures Options screen.

Your System Manager password is provided in the Choices & Career Futures Installation Guide.

Call Customer Support at 1-800-281-1168 or click on the Help menu from within the System Manager if you have any questions about its features.

## Important Tip!

The software defaults to using passwords to protect session files when first installed.

If you would like to turn the password feature OFF, now is the best time to do so.

To turn OFF the Career Futures Session Files password prompt, refer to the System Manager.

Customer Support is available toll-free at **1-800-281-1168** or by e-mail at **support@bridges.ca**.

## To Download Career Futures

Follow these steps for fast and easy installation:

1. Go to **www.bridges.ca** and **Sign In** to the Educators section.
2. Enter your Site ID and Password, or select **Create a New Professional Account** if you subscribe to other Bridges products. Once you're on the Educators page, select **Career Futures** from the Your Tools box.
3. If you signed in with your Site ID and Password, you will be asked for your Professional Account Access Key to go to the download page. You'll find this in your Welcome Letter. If you are signed into your professional account, you will go right to the download page. Select the **Windows** installation.
4. Once the download is complete, refer to the Choices & Career Futures Installation Guide at **www.bridges.ca/resources** for further instructions.

## Put Career Futures into Action

**Self-Guided / One-on-One**—Engaging and easy to use, Career Futures makes it simple for individuals to direct their own education and career planning. Individuals can work one-on-one with a career educator, obtaining valuable feedback and hands-on support as they explore all their career options and make plans for high school.

**Skills-Oriented Career Classes**—Effortlessly upgrade the quality of an existing career class by implementing a comprehensive variety of in-depth lesson plans and activities. Students benefit as they build the skills they need to succeed in a world of opportunity beyond high school using Career Futures.

**Curriculum Enhancement**—Guarantee that each student uses your Career Futures program by integrating it into an existing subject as a curriculum enhancement. Comprehensive, ready-made lesson plans are easily integrated into academic content, demonstrating the relevance between the classroom experience and careers.

Learn more at [www.bridges.ca/resources](http://www.bridges.ca/resources)

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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 [support@bridges.ca](mailto:support@bridges.ca)

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### User Guide for Students

Step-by-step guides introduce key program features

[www.bridges.ca/resources](http://www.bridges.ca/resources)

### Online Resources

Easily improve school-wide and parent usage

[www.bridges.ca/resources](http://www.bridges.ca/resources)

### Career Pro News

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