

Choices[®]

CD EDITION



QUICK REFERENCE GUIDE 2009/2010

This Quick Reference Guide is designed to help you begin using Choices CD Edition 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 Choices CD yourself see the instructions below.

2

Sign In

Creating a Choices Session

1. Double-click the **Choices** icon from your desktop or ask your technician for instructions. 
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 Choices Start screen.

Opening Your Choices Session

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



AbilityProfiler

If the Ability Profiler was purchased for your site as part of Choices, you will need a password to access it.

The default password is available in the Welcome Letter or by contacting Customer Support.

To Download Choices CD

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 **Choices CD** 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.

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 Choices 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.

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Online Resources

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Transition Planning Guide

Enable more successful transition planning with the Transition Planning Guide.

www.bridges.ca/transguide

Technical Support

Find quick answers to common questions at www.bridges.ca/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 support@bridges.ca

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