

# Choices<sup>®</sup>

## PLANNER CT



### QUICK REFERENCE GUIDE 2009/2010

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

## Steps to Get Started

### *Career Counsellors and Post-Secondary Educators*

1. Go to **www.bridges.ca/ct** and **Sign In** to the Counsellors and 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 found in your Welcome Letter.
3. Your professional account will give you access to Choices Planner CT'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.

### *Adults in Career Transition*

1. Go to **www.bridges.ca/ct** and click **Create a new portfolio** in the 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 **www.bridges.ca/ct**
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.

## 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.) Change the site password, create professional accounts or upgrade portfolios to professional accounts.



### Administrator Access

To further increase security and control of course plans, passwords, and professional account access, Bridges has launched an optional account upgrade – administrator privileges.

The **Administrator Code** is available by contacting Bridges' Customer Support at **1-800-281-1168** or **support@bridges.ca**.

New Choices Planner CT customers receive their Site ID, Password and the Professional Account Access Key by fax or e-mail.

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

## 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.bridges.ca/pd](http://www.bridges.ca/pd)

## Valuable Support and Resources, Right at Your Fingertips

### Online Resources

Easily improve Choices Planner CT usage at your site with a variety of online resources available at [www.bridges.ca/resources](http://www.bridges.ca/resources)

### Technical Support

Find quick answers to common questions at [www.bridges.ca/support](http://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](mailto:support@bridges.ca)

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