



DO WHAT YOU ARE



QUICK REFERENCE GUIDE 2009/2010

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

Steps to Get Started

Administrator and Educator Access

1. Go to www.bridges.ca.
2. Create a Professional Account in the Educator section using your Site ID, Password and Professional Account Access Key found in your welcome letter (Administrator only) or e-mail (all other educators). Your Professional Account provides access to the professional resources.
3. Select **Do What You Are** from the Your Tools box.

Connecting Your Accounts

The first time you use Do What You Are (DWYA) or Learning Style Inventory you'll need to connect the professional account you just created to your new DWYA account. To connect the accounts:

1. Enter your e-mail address as your **User Name**.
2. Enter the temporary password found in your welcome letter or e-mail. You will be prompted to update your account and change your temporary password.
3. Click **My DWYA Assessment** to use the product.

Adding Counsellors (Administrator only)

1. From the Main Menu (home page), click **All Staff**.
2. Click the **Add Staff** button. From the drop down menu, select the number of counsellors you wish to add and click **Continue**.
3. Follow the steps to add counsellors' names and e-mail addresses.

Important: Please note that counsellors will receive their own welcome e-mail containing their unique temporary password. This password is required for the first time they use the product and is not to be shared with other counsellors.

Student Access

Student access information is available on the Quick Start Guide for Students under the **Resources** badge when you sign in or at www.bridges.ca/resources.

New Do What You Are customers receive their Site ID, Password and Professional Account Access Key by fax or e-mail.

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

Review Your Resources

Find your Do What You Are Counsellor's Guide, a Quick Start Guide for Students and more at www.bridges.ca/resources.

Check Out Your Professional Development Options

Sign up for a Do What You Are training session at www.bridges.ca/pd.

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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www.bridges.ca

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