

# Career Futures<sup>®</sup>

## QUICK REFERENCE GUIDE 201%201&

This Quick Reference Guide is designed to help you begin using the program 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).

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

#### Schedule an on-site workshop

Discover how to get the best use out of Career Futures. Learn about Bridges' hands-on professional development for your site or district at [www.bridges.com/workshops](http://www.bridges.com/workshops).

4

#### Check out your resource materials

Review, print and share your lesson plans, activities and other resource materials found in your Professional Tools.

Your System Manager default password is **SETUP**.

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.

## 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.com/resources](http://www.bridges.com/resources)

## Valuable Support, Professional Development and Resources, Right at Your Fingertips

### Technical Support

Find quick answers to common questions at [www.iRa.com/support](http://www.iRa.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@iRa.com](mailto:tech-support@iRa.com)

Find everything you need to get the best use out of your U>M products.

### Online Resources

Easily improve school-wide usage  
[www.iRa.com/resources](http://www.iRa.com/resources)



Call 1-800-281-1168

