

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.

Choices[®]

CD EDITION



To Download Choices CD Edition

Follow these steps for fast and easy installation:

1. Go to www.bridges.com 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.com/resources for further instructions.

Steps to Get Started

Step 1: Install the Software

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.

Step 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.



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.

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 tech-support@xap.com.

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