

## Quick Start Guide

Choices CD Edition is your education and career planning software.

### Creating a Choices Session

1. Open **Choices**.
2. Create your  
**Session Filename:** \_\_\_\_\_  
**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**.

### Opening Your Choices Session

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

### Start Planning Now!

Here are some of the valuable features that you'll find in our Choices<sup>®</sup> CD Edition.

#### Begin with Guideways

Choose a **Guideway** that best suits your needs, then follow the step-by-step instructions as they lead you through Choices.

#### Choose an Assessment

- Discover your interests with the **Interest Profiler**.
- Identify your values with the **Work Importance Locator**.
- Select activities you enjoy from the **Work Preference Checklist** for help planning your career.

#### Search Occupation and School Databases

- Use your assessment results and other search criteria to find occupations of interest using the **Occupations** database.
  - To match an occupation to your criteria, select the **Search** button, highlight a topic, then click **Use/Change**.
- Identify schools that match your program of choice and other preferences in the **Post-secondary** or **Graduate schools** databases.
  - To read about a specific school, use the **Find** feature in the toolbar.
  - Select the **Search** button to identify schools that meet certain requirements using the search topics available (like location, tuition, degrees offered, etc.).

#### Check out the Planning Tools

- Choose **My Portfolio Reports** to auto-assemble all of the work you've done in Choices to print or copy to a new document.
- Refine your list of focus occupations and set career goals using the **Focus List Topic Review** in the **Career Goals/Occupational Plans** module.
- Prepare for decision-making with the **School to Career Activities**, or structure a job search using the **Job Search Activities**.
- Use the **Resume Builder** to create your resume, cover letters and thank-you letters.
- Answer sample questions that will help you prepare for your **Interview**.

### Ask your career advisor or counselor for more information about Choices CD Edition.