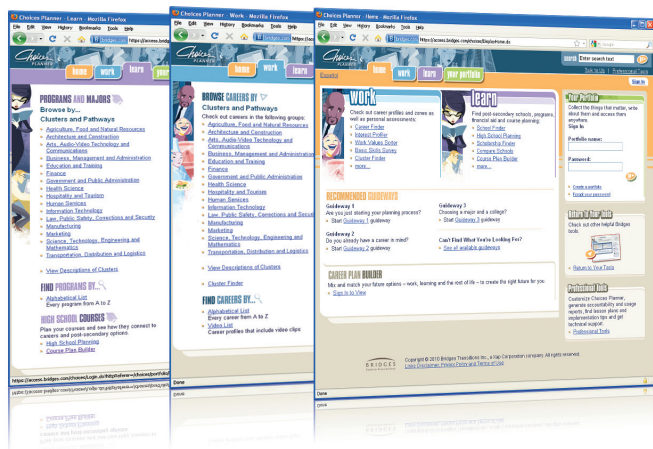


This Quick Reference Guide is designed to help you begin using Choices Planner quickly and easily. Share this guide with the rest of your faculty to get the most out of your subscription.

# Choices<sup>®</sup> PLANNER



## Step 3: Sign In

### Administrators & Educators

1. Go to **www.bridges.com** and **Sign In** to the 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 (or the Administrator Code to create an administrator account) found in your Welcome Letter.
3. Your professional account will give you access to Choices Planner'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.

### Students

1. Go to **www.bridges.com** and click **Create a new portfolio** in the Student 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.com**
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.

New customers receive their Site ID, Password and Professional Account Access Key by fax or e-mail. If you don't know your site's Administrator Code, please contact XAP Customer Support at **1-800-281-1168** or **tech-support@xap.com**.

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

Both the Professional Account Access Key and Administrator Code should NOT be distributed to students or clients.

## Steps to Get Started

### Step 1: Choose Your Access Method

There are four ways to access your portfolio – jump in, sign in to a portfolio, sign in to a professional account, or sign in to an administrator account. Find out which access is the most appropriate for you:

**Jump in** – when you sign in using your Site ID and Password, you can use Choices Planner, but your work is not saved in a portfolio for future review.

**Portfolio sign in** – when you create a portfolio, all your work is automatically saved in your personal portfolio.

**Professional account sign in** – a professional account saves all your work in your personal portfolio and provides access to Choices Professional Tools, training, and resources.

**Administrator account sign in** – an administrator account saves all your work in your personal portfolio and provides access to Site Administration, Choices Professional Tools, training, and resources.

### Step 2: Take the Online Tutorial

Available 24/7, our self-paced tutorials make it easy to get started using Choices Planner right away. Go to **www.xap.com/tutorials**

## 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.) Customize high school course plans, change the Site ID password, manage professional accounts and portfolios.

## 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.xap.com/choicesplanner](http://www.xap.com/choicesplanner)

## Valuable Support, Right at Your Fingertips

### Technical Support

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

## Find everything you need to get the best use out of your XAP products

### Online Resources

Easily improve school-wide and parent usage

### Reach Farther in Middle School Kit

Parents, students and educators explore career options and plan for high school

### Reach Farther in High School Kit

Parents, students and educators plan and prepare for college

### Transition Planning Guide

Enable more successful transition planning

### News You Can Use Newsletter

Enhance your product experience and stay informed

[www.xap.com/choicesplanner](http://www.xap.com/choicesplanner)

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