Choices® CD EDITION

BRIDGES
Explore • Plan • Achieve

Quick Start Guide

Choices CD Edition is your education and career planning software.

Creating a Choices Session

Open **Choices**

Create your **Session Filename**: _______________

Password: _______________

Click **Create.**

If prompted, re-enter your password and create a challenge question.
Click **Continue.**

On the **Before you begin** screen, fill in your info.
Click **Continue.**

Opening Your Choices Session

Open **Choices**

Enter your **Session Filename**: _______________

Password: ______________

Click **Open.**

If prompted, enter your password.
Click **Continue.**

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 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 25 search topics available (like location, tuition, degree levels, 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 counselor for more information about Choices CD Edition.

Choices is a registered trademark of Canada Employment Insurance Commission and is used under license by Bridges Transitions Inc. Bridges and designs are registered and unregistered trademarks of Bridges Transitions Inc. Copyright © 2004 Bridges Transitions Inc. All rights reserved.