



Quick Reference Guide for Educators

Congratulations on selecting CX Online for your site!

CX Online is Internet-based, and is designed to assist students, parents, counselors and entire organizations achieve their education and career planning goals.

This Quick Reference Guide is designed to help you begin using the program quickly and easily.



Your unlimited-access subscription to CX Online enables you to:

Create Motivated Learners

Motivate students to academic success with contextualized instruction. This comprehensive career exploration system adds career context to classroom learning, making the school experience more relevant in every student's life.

Raise Educational and Career Awareness

Articles are written and presented in ways that appeal to young people, with career articles based on student requests, ensuring the service reflects their interests.

Meet Achievement Standards

Plan your day with the *Bridges-to-Careers* lesson plans, which align to the SCANS competencies and National Career Development Guidelines.

Make Information Available 24/7

Never run out of self-directed ways to spark education and career awareness. Under your annual site license, students, parents and educators can use CX Online from school or home any time, day or night.

Your subscription includes:

- Quick Reference Guide
- Welcome Letter
- Full-Color Poster
- Teleconference Training
- Unlimited Support

A CX Backup CD-ROM is available upon request.

To order, contact Sales Administration toll-free 1-800-281-1168.
(shipping charges apply)

Steps to Get Started

1

Sign up for free training

Go to www.bridges.com

Choose **Support > Training Options > Teleconference Training**

Sign up for a CX Online training session

2

Log on to CX

www.cxonline.bridges.com



New CX Online customers receive their Username and Password by fax or email.

Resubscribing customers can continue to use their previous years' Username and Password, as Bridges does not change these passwords unless requested.

Please contact Customer Support (800-281-1168) for further information.

3

Review and print your resource materials



New for 2004!

All resource materials can be found within the CX Online system or on our Web site (www.bridges.com).

Review the *Professional Services* section for links to the latest resource materials, including:

- Jumpstart CX
- What's in CX
- Access Reference Cards

For self-directed use, refer students to the **User Guide** for step-by-step activities.

Put CX Online to Use

Encourage Self-Awareness

The Career Finder is a quick but powerful tool for students to generate meaningful career research leads and see why specific careers are suggested for more research.

[Explore Careers](#) | [Career Finder](#)

Enhance Exploration

An exciting multimedia component offering links to over 200 Web-based career videos – many in Spanish – bring the world of occupations alive for students. *Available in most career profiles.*

[Explore Careers](#)

Plan for College

The new Major Finder tool improves the connections between career information articles and related education pathway articles.

[Check out Majors](#) | [Major Finder](#)

Add Career Context to Classroom Learning

The *Your School Subject* feature helps students to connect with career planning by showing them how their favorite school subjects relate to the world of work.

[Explore Careers](#) and [Check out Majors](#)

Explore Educational Programs

The education profiles provide information about a variety of program and degree areas. Details include advice from currently enrolled students, course durations, average tuition costs, and guidance from instructors in the field.

[Check out Majors](#)

Build Personal Portfolios

Bridges.com's Portfolio Plus™ is a comprehensive online system that helps students collect and organize material for personal, career and education planning. *Someone from your site must register as the administrator first.*

[Professional Services](#) | [Portfolio Admin](#)
[Home](#) | [Your Portfolio](#)

Prepare for, Pay and Apply to College

iApply is a Web site created by Bridges.com to assist students and their parents with the process of preparing for college entrance exams, finding financial aid, and applying to colleges.

[Check out Majors](#) | [iApply](#)

Lesson Plan Integration

Bridges-to-Careers is an easy-to-use yet comprehensive system of lessons targeting self-assessment, career exploration, and planning.

Along with aligning to the National Career Development Guidelines and the SCANS competencies, each lesson plan features:

- Recommended Grade level
- Activity Description
- Recommended Curricular Integration Areas
- Career Development Standards Alignment
- Student Learning Objectives
- Lesson Description
- Optional Technology Component
- Copy-ready Worksheets

Find the link to Bridges-to-Careers in the Professional Services section under **Lesson Plans** | **Career Class**, or visit www.b2c.bridges.com.

Did You Know?

Every career profile contains a real-life **math** and **English** activity! Great for answering the age-old question "Why do I need to know this?"

Interactivity Alert!

Got Questions? Encourage students to make use of the "Ask Faith" feature, found in the "Get the Answers" section of CX Online.



Training and Support at Your Fingertips

Technical Support On the Net

Check here first for quick answers to common questions. You will find technical support by product, minimum browser requirements, and important application tips.

Where to find it: Go to Bridges.com > Support > Tech Support

Live Support

Can't find what you need on our Web site? Call or e-mail our Customer Support department. Monday to Friday 8 a.m. to 7:30 p.m. (Eastern time)

How to reach us: Call: 1-800-281-1168 or E-mail: tech-support@bridges.com

E-mail Updates

Bridges is excited to offer our customers regular e-mail updates about product and company news. If you are not already receiving the customer newsletter,

send us an e-mail to join: salesadmin@bridges.com

Training Seminars and Workshops

Basics and Beyond / Best Uses Seminars

Get to know your product inside and out with our free telephone training. Seminars are available for new user orientation, or join one of our popular application-specific sessions.

How to sign up: Go to Bridges.com > Support > Training Options

In-Depth Training

The Bridges.com National Training Institute provides on-site, in-depth training options covering everything from product orientation to standards and curriculum integration.

Find out more: Go to Bridges.com > Support > Training Options

Join The Bridges Community!

Our community provides an invaluable source of information for career and education professionals. Sign up for this **free** service to receive:

- Critical product update notices – sent right to your mailbox
- Insight into the latest career-related news and trends
- Access to current conference and resource information
- The ability to participate in forum discussions and share critical input, solutions, best practices and ideas with your peers

Don't miss out – register now:

<http://community.bridges.com>

See you on The Bridge!

bridges.comTM

Explore • Plan • Apply

33637-B Highway 97 N.
Oroville, WA 98844

Tel. : 1-800-281-1168

Fax: 1-888-349-3437

sales@bridges.com

info@bridges.com

www.bridges.com

CXTM
ONLINE



Achieve education and career success

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