



Quick Reference Guide

Congratulations on selecting eChoices for your site!

eChoices is an online program that engages people in an interactive process that builds self-knowledge, encourages exploration of occupations and majors, and helps plan for the future.

This Quick Reference Guide is designed to help you begin using the program quickly and easily. Share this guide with the rest of your staff.



Your unlimited-access subscription to eChoices will enable you to:

Be Accountable

The OnTrack accountability system lets you review each user's assessment results and progress. Easily relate and respond to their interests by seeing their focus lists of occupation and education options. Customize local administrative reports to document your career development and transition program.

Build Dynamic Portfolios

Individual education and career plans are easily created with the eChoices Planner. This powerful tool enables users to build resumes, practice job-interviewing skills, document employment skills and create transition action plans.

Provide Validated Assessments

The assessments within eChoices provide users with valuable self-knowledge. Users can compare their assessment results with the factors typically required for success in a variety of occupations.

Make Information Available 24/7

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

IMPORTANT - PLEASE READ!

Your subscription includes:

- Welcome Letter
Contains your eChoices Site ID and Password, and Admin Account Name
- Teleconference training
- Unlimited support
- Online resource materials

Get Started Using eChoices **INSIDE**

Steps to Get Started

1

Sign Up for Free Basics and Beyond Teleconference Training

Go to www.bridges.com

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

Sign up for a Choices training session

2

Log On to eChoices

Go to www.echoices.com

Open
Existing account
▼

Create
New account
▼

Jump In
Use now, save later
▼

- Click **Create New Account**, **Open Existing Account** or **Jump In**
- Enter the following access information:

Access ID: _____

Access Password: _____

- Click **Open**
- Enter your **Account Name**, **Password**, and **Password Verification** (*new accounts only*)
- Click **Create** or **Open**, then click **Continue**
- Fill in information and click **Continue** to explore (*new accounts only*)

Please refer to your **Welcome Letter** or call **1-800-281-1168** to obtain access information for your site.

3

Accessing Administration and Professional Resources

To access the **Administration** tools, you must log on as the eChoices Administrator.

Find support and resource materials under **Professional Resources**.

Review the **Suggestions** area for user assistance and tips.

e Choices
Your Career Information Community

Suggestions
Service Notice
Our technicians are working to address user login and other access performance issues occurring during peak usage times.

New to eChoices?
Review what's going on at this Web site.

Need help getting started?
Not quite sure where to start? Follow one of these suggested routes.

How does that work again?
Details and tips to help you work with eChoices.

What's here for career development professionals?
Use your eChoices account with professional and/or administration rights to access professional resources and administrative tools.

eChoices MAGAZINE
Tuesday, January 20, 2004

- **Sox Versus Gay**
- **Learning Out The Best Career**
- **Material Muscle Matters**
- **Light Amplification by Stimulated Emission of Radiation (LASER)**
- **A Unique Photo Opportunity**
- **Furniture Fancies**
- **Microscopic Scientists**
- **Sending a Success Signal**
- **Legal Eagles**
- **Go Government Doctails**

You asked us...

I'm not very good in the math and science fields but my passions lie in literature, art, and some type of business (preferably in art). I was looking through a career list provided by eChoices...
What's the answer?

I am planning to go to school in the evenings for a medical assistant. How would I plan my classes?
What's the answer?

Put eChoices to Use

Customizing eChoices with the Administration Tools

Manage eChoices accounts

You can see *the accounts* that have been created, update their status, change passwords, or delete accounts.

Change your eChoices Access ID password

You can *change the password* that users enter to access eChoices. (Not recommended for eGuidanceCenter subscribers)

Manage Account Categories

You can *create categories* for eChoices accounts to help you distribute the management of accounts. Users can choose a category when they create a new account. You can also *assign categories* to existing accounts.

OnTrack

Click OnTrack to *create accountability reports* on eChoices usage for individuals and groups of users.

- **Individual User Reports**

Check the progress of individual eChoices users. See the results that users obtained from working with the components of eChoices.

- **Sort and Select**

Create lists of eChoices users based on information entered and results obtained from eChoices, then review individual reports.

- **eChoices Usage Reports**

Create and print reports showing usage of eChoices and its components at this site.

- **Export OnTrack**

Export accountability data to applications like Excel for further analysis and consolidation.

Edit Course Plans

You can change the four-year course plan shown in the eChoices occupation reports.

Feature-Packed eChoices

Here are just some of the tools your students/clients have access to:

Assessments

- Basic Skill Survey
- Interest Profiler
- Spanish Interest Profiler
- Work Importance Locator
- Transferable Skills Checklist

Databases

- 650+ O*Net occupations
- 7000+ colleges, technical and graduate schools
- Work History module
- Job banks and financial aid Web links

Planner/Portfolio

- Resume builder
- Letter writer
- Job search activities
- 40+ printable reports

New Enhancements for 2004!

All resource materials can be found within the eChoices system or on our Web site www.bridges.com.

Information and Resources

- **Export OnTrack:**

OnTrack's new export feature lets you export accountability data to applications like Excel for further analysis.

- **Links to Resource Materials:**

- Quick Start Guide for users
- What's New for 2004
- User Guide (formerly Getting Started)

- **Career Videos:**

- Links to over 300 Web-based career videos
- Links to over 200 Spanish career videos

Assessments

- **Basic Skills Survey:**

This assessment is designed to gauge users employability skill levels.

- **Spanish Interest Profiler:**

The Spanish Interest Profiler has students complete all 180 questions to determine their best-suited occupations.

Lesson Plans and Integration

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

Every lesson plan aligns to the National Career Development Guidelines and the **SCANS Competencies**.

Find the eChoices Bridges-to-Careers lessons under **Professional Resources** (*viewable only when logged in as the Administrator*) or visit www.b2c.bridges.com

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 > Technical 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. (EST)

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.

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

Training Options

Basics and Beyond

Get to know your product inside and out with our free telephone training.

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

Professional Development

Bridges 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. This **free** service gives you:

- 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 – join us today:

<http://community.bridges.com>

See you at The Bridge!

bridges.comTM

Achieve Education and Career Success

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