

eChoices User Guide

A step-by-step guide for students and clients



Look Inside To...

Learn About Your Interests

Learn About Your Work Values

Learn About Your Skills

Get Information About Jobs

**Make Career Decision-Making Based
on Interests, Education and Earnings**

Get Information About Schools

Finding a New Job

Get Started with the Planner

Transfer Sessions Between *Choices* and *eChoices*

Welcome to eChoices 2004 User Guide

Your Access ID and Password have been forwarded to your Site Administrator. This manual is designed to help anyone use **eChoices** with little or no assistance. Each module provides step-by-step instructions for using **eChoices** features.

Refer to the **eChoices** Access Reference Card or Quick Start Guide for more information on registering. These valuable resources are available under **Teaching Tools** at www.bridges.com.

Note: In later versions of Internet Explorer, you may find that you are being prompted to enter your Access ID and Access Password as you move throughout **eChoices**. To prevent this from happening, you need to adjust the security level for this zone in Internet Explorer. To do this, choose **Internet Options**, click the Security tab and select medium-low security level.

It is also a good idea to make sure your browser is set to refresh cached pages.

If you have any questions or comments contact our Customer Support team at **1-800-281-1168** or via e-mail at support@bridges.com.

e Choices
Your Career Information Community

eChoices Home
◊ Learn eChoices
◊ Full Site Search
◊ Site

Assessments
◊ Work Importance Locator
◊ Interest Profiler
◊ Careerwise in 60 Seconds
◊ Transferable Skills Checklist
◊ Basic Skills Survey

Database
◊ Occupations
◊ Post-Secondary Schools
◊ Graduate Schools
◊ Work History
◊ Financial Aid
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Planner
◊ Planner Menu
◊ Action Plan

eChoices Magazine
◊ Career Bytes
◊ Ask an Expert
◊ About My Job
◊ Let's Talk
◊ The Sports Report

My eChoices Folder
◊ Contents
◊ Add a Bookmark

Privacy Statement
◊ Legal Notices
◊ Contact Bridges.com

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 the Web site.

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

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

What's new for career development and advisors?
Use your eChoices account with professional and/or administrator rights to access professional resources and administrative tools.

Most responsible career occupations for December 2003

- Actor
- Architect
- Lawyer
- Psychiatrist
- Accountant
- Elementary School Teacher
- Model
- Counseling Psychologist
- Fashion Designer
- Clerical

Most responsible career schools for December 2003

- Harvard University (IVY) Cambridge, MA
- Boston State University (IVY) Tallahassee, FL
- Boston University (IVY) Boston, MA
- New York University (IVY) New York, NY
- University of Iowa (IVY) Iowa City, IA
- Iowa State University of Science and Technology (IVY) Ames, IA
- Syracuse University (IVY) Syracuse, NY
- University of California, Los Angeles (IVY) Los Angeles, CA
- Pennsylvania State University University Park Campus (IVY) University Park, PA
- Cornell University (IVY) Ithaca, NY

eChoices MAGAZINE
Friday, January 30, 2004

- **What's Cookin'?**
- **Short Order Cooks Fill a Tall Order**
- **Phobias**
- **Custom Moving Paths**
- **See Versus Size**
- **Leave Out The Fed Capes**
- **Material Minds Make**
- **Light Amplification by Stimulated Emission of Radiation (LASER)**
- **Show Your Clients the Money**
- **Soft and Sound Specialists**

You asked us

How much do you get paid for photographs?
What's the answer?

If I wanted to become a sociologist what would I have to know before actually going to school for it. We will I at least have to know how to do my own hair... Or dying or...
What's the answer?

Search for

My eChoices Folder

Apply

Apply: Start Here. Get There.
Apply connects you to online databases and tools to prepare for college admissions, complete online applications, and find financial aid for post-secondary education. Check out the site and sign on for the monthly student newsletter.

Career Parent
Career Parent Magazine - If you are a parent, this free web to online magazine helps you.

Module 1: Learn About Your Interests

1. Click **Interest Profiler** on the *eChoices* main screen under the **Assessments** section.

Please Note: The Interest Profiler is now available in Spanish -- Cuestionario de intereses.

2. Click **Continue**.

3. Click **Start the Survey**.

4. Answer all 180 questions. These should be answered based on "whether you would like to do it," and **not** "whether you have the skills to do it."

5. If you want to take a break click **Stop and see my results**. If you wish to continue, click **Keep going**.

6. The report is displayed.

Print the Results

7. Click **Printer-Friendly Report** to preview the report before it is printed.

8. Choose **File** and **Print** to print the report. Click the **back** button to return to the report.

9. Click **Continue**.

10. Click the **triangle** beside the interest area to view the list of occupations.

11. To view a specific occupation description, click an **occupation title**.

12. Once the occupation is displayed, you may save it to your account by clicking **Add to Focus List**.

13. To print the occupation information, click **Printer-Friendly Report** and then choose **File** and **Print**.

Return to Occupation List

14. To return to the Occupation List click **Return to previous page**.

Return to the Main Screen

15. Click *eChoices* Home.

Exit and Save Results

16. Click **Leave eChoices** and the results of your checklist will be saved.

Module 2: Learn About Your Work Values

1. Click **Work Importance Locator** on the *eChoices* main screen under the **Assessments** section.

2. Click **Continue** until you reach **Start the Survey**.

3. Click **Start the Survey**.

4. As each statement is presented on the right, click an **empty space** in the column that best matches its importance to you. The statement will be inserted here.

5. Fill the entire table. Click **Finished**.

6. The report is displayed.

Print the Report

7. Click **Printer-Friendly Report** to preview the report before it is printed.

8. Choose **File** and **Print** to print the report. Click the **back** button to return to the report.

9. Click **Continue** and then select **Your Highest Work Values**.

10. Click the **triangle** beside the work value to view the list of occupations.

Tip: A red checkmark next to a work value, indicates that you showed a high interest in this career.

11. To view a specific occupation description, click an **occupation title**.

12. Once the occupation report is displayed, you may save it to your account by clicking **Add to Focus List**.

13. To print the occupation information, click **Printer-Friendly Report** and then choose **File** and **Print**.

Return to Occupation List

14. To return to the Occupation list, click **Return to previous page**.

15. Click **eChoices Home** on the left toolbar.

Exit and Save Results

16. Click **Leave eChoices** and the results of your checklist will be saved.

Module 3: Identify Transferable Work Skills

1. Click on the **Transferable Skills Checklist** on the **eChoices** main screen.

2. Click **Start** on the checklist.

3. Look at the definition for each of the 25 clusters.

4. Click **Work Content Skills** to see the skills you have chosen.

5. Check the arrow beside each skill to see the list of occupations matching that skill.

6. Click the **bottom right** of the Occupations database screen.

7. Choose **Transferable Work Content Skills**. Click **OK** to look at a description of an occupation.

8. Select an occupation and then click **See the description**.

Module 4: Learn About your Skills

1. Click on the **Basic Skills Survey** on the **eChoices** main screen.

2. Click **Continue**.

3. Click **Start the Survey**.

4. For each category, check the activities you know you can do.

5. Once you reach a skill level where you cannot check more than two activities, stop and click **Continue**.

Module 5: Get Information About Jobs

Find an occupation on the list

1. Click **Occupations** on the *eChoices* main screen under the **Databases** section.
2. Click **Occupation Information**.
3. Search alphabetically by clicking **each letter of the alphabet** to see a list of occupations.

For a faster way to find an occupation, use the **Find What?** feature

4. Type in the name of the occupation (use one word such as *teacher*) in the **Find What?** box.
5. Click **Go** (*eChoices* will display occupation titles that contain the word you entered.)

See a Job Report

6. Click any **occupation title** to see the report.
7. To learn about the various features of the occupation click either of the buttons listed below **Description**.
8. Once the occupation is displayed, you may save it to your account by clicking **Add to Focus List**.

Connect to America's Job Bank

9. Once in an occupation report, click **Job Bank**.
10. The Job Bank Connection screen will appear, select a location and click **See list of jobs**.
11. *eChoices* will connect to the Job Bank and show jobs related to the occupation.
12. To return to *eChoices*, click **Back to eChoices**.

Module 6: Career Decision-Making Based on Interests, Education and Earnings

1. Click **Occupations** on the *eChoices* main screen under the **Databases** section.
2. Click **Occupation Search** to see a list of search topics. The search topics allow you to find occupations that match your interests, education and earnings.
3. Click **Interests**. (Note: These are the same interest areas reported in the results of the **Interest Profiler**.)
4. If you have just completed the **Interest Profiler** your interest areas will already be marked. Click **OK** when the following message appears: "Your Interest Profiler results will be selected automatically."

OR

Select the interest areas by clicking the **little boxes** to the left of the interest areas. Click **Continue** or **Don't Use This Topic** if you choose not to search with this topic.

5. The search will return a list of occupations that match the search topics. This search topic is now listed under **Search Topics Used**.

6. Click **Education, Training, and Work Experience** under Search Topics Available.
7. Select the **Level of Education** you have completed or are willing to complete by clicking the box to the left so a checkmark appears. Click **Continue**.
8. The search will return a list of occupations that match the search topics. This search topic is now listed under Search Topics Used.
9. Click **Earnings** under the Search Topics Available.
10. Select the **level of earnings** you would like to have by clicking the **little boxes** to the left. Click **Continue**.
11. The search will return a list occupations that match the search topics. This search topic is now listed under Search Topics Used. It is recommended that when your list of occupations falls below 50, you should stop entering topics.

See an Occupation Report

12. Click any **occupation title** to see the report.
13. Once the occupation report is displayed, you may save it to your account by clicking **Add to Focus List**.

Print a Report

14. To print out a copy of the report on an occupation, click **Printer-Friendly Report** and then choose **File** and **Print**.

Module 7: Get Information About Schools

Find Schools Connected to an Occupation

1. Click **Occupations** on the *eChoices* main screen under the **Databases** section.
2. Click **Occupation Information**.
3. Find an occupation you wish to research.

See a Job Report

4. Click the **occupation title** to see the report.
5. Click **See Connected Programs / Majors**. Click a **program area** to see its report.
6. Click **See Schools That Offer This Program**.
7. Click a **school name** to see its report.
8. Once the school report is displayed, you may save it to your account by clicking **Add to Focus List**.

Find Schools Whose Names You Know

1. Click **Post-Secondary Schools** on the *eChoices* main screen under the **Databases** section.
2. Click **Post-Secondary School Information**.
3. Search alphabetically by clicking **each letter of the alphabet** to see a list of schools

For a faster way to find a school, use the Find What? feature

4. Type the name of the school (use first word of the school name) in the **Find What?** box.
5. Click **Go** (*eChoices* will display schools that contain the word you entered.)
6. Click any **school** listed to find out more about it.

Search Schools by Factors such as Geographic Location

1. Click **Post-Secondary Schools** on the *eChoices* main screen under the **Databases** section.
2. Click **Post-Secondary School Search** to see a list of search topics. The search topics allow you to find schools that match your criteria.
3. Click **Geographic Location** under Search Topics Available.
4. A list of locations are shown. Select a location by clicking the **small boxes** on the left. Click **Continue**.
5. A list of schools will be shown that match your criteria.
6. To see the school report, click a **school name** from the list and the school report will be displayed.
7. Click **Printer Friendly Report** to print a report about the school.
8. Choose **File** and **Print** to print the report.

Module 8: Finding a New Job based on Past Experience

1. Click **Work History** on the *eChoices* main screen under the **Databases** section.
2. Click **+** to add an occupation to your list.
3. After selecting all appropriate occupations, click **Continue**.
4. Click **Printer Friendly Report** to print a report about the skills related to the occupations you selected.
5. Choose **File** and **Print** to print the report.
6. To return to the Work History list, click the **back** button on your browser's toolbar.
7. Click **Continue**.
8. Select the **skills** you would like to use in your Work History search. Click **Continue**.
9. Select which **topics** you would like to use for your Work History search. Click **Continue**.
10. A list of occupations related to the skills and topics you selected will be displayed.

Module 9: Get Started with the Planner

What is the Planner?

The *eChoices* Planner helps you organize information about the world of work to develop a personal and educational career plan. The Planner is designed to be used with *eChoices* to develop a career portfolio or the modules may be used separately as input into another career portfolio already in use.

Why Use the *eChoices* Planner?

The Planner allows you to:

- review focus occupations and topics used in *eChoices* Search and develop an occupational plan
- develop a high school education plan based on the information from focus occupations
- develop a post-secondary education plan using information from focus lists of schools and programs
- document Secretary's Commission on Achieving Necessary Skills (SCANS) with personal examples
- record personal information
- keep an up-to-date Action Plan to ensure completion of appropriate career planning activities
- prepare a resume and cover letters
- practice interview skills
- investigate resources that will assist you with personal challenges you may face

Planner Modules

- 1. Personal Information** - Record personal information that can be printed later as part of the career planning portfolio.
- 2. High School Education Plans** - Review your high school course plans based on your Focus List of occupations. The four-year course plans that were available in the *eChoices* kernel can be printed on course planning worksheets by grade.
- 3. Post-secondary Plans** - Review your plans for education or employment after high school. Several different paths may be chosen using the occupations, the programs and School Focus list. Suggestions are made regarding follow-up of these plans.
- 4. Career Goals/Occupational Plans** - If you have built a Focus List in *eChoices*, you can see how the occupations selected compare to a standard set of search topics such as Education Level, Physical Activities, Hours of Work/Travel.
- 5. Education and Training Plans** - Review the education requirements of your focus occupations to see if they are compatible with your education experience.
- 6. School-to-Career Activities** - Record activities you have completed that will help with your occupation search and career decisions.
- 7. SCANS Skills** - This module assists you in looking at the SCANS skills. You can record examples of the ways you have demonstrated the skills that will help you become a better worker.

8. Employability Skills - This module assists you in looking at your employability skills. You can record examples of the ways you have demonstrated the skills that will make you a better worker.

9. Job Search Activities - This module introduces ideas about how to carry out a job search and helps you to organize your job search activities.

10. Resume Builder - This module assists you in building an online resume using the characteristics of your chosen occupations.

11. Interviewing - This module presents you with a number of questions asked in a typical interview and allows you to practice responses to the questions.

12. Challenges - If you need assistance with life and personal challenges that may make finding or keeping a job difficult. This module supplies helpful information and resources that may be of use.

13. Action Plan - This module assists you to plan a course of action to meet your goals.

Can You Print Any Planner Information?

You can print summaries of the work you have done in the Planner. You can also add additional comments you would like added to your career portfolio. You can choose to print the various reports at the end of each module as you work through the Planner. The reports include:

- Personal information
- Occupation plans
- Education plans
- Post-secondary plans
- Employability plans
- Employability skills
- Activities
- Interview questions
- Comments

A resume worksheet, designed to assist with the preparation of resumes by summarizing appropriate information, may also be printed. The resume, cover, follow-up and thank you letters are also printable.

How Can I Use the Planner?

The **Choices** Planner helps you organize information about the world of work to develop a personal and educational career plan. The Planner is designed to be used with **eChoices** to develop a career portfolio or the modules may be used separately as input into another career portfolio already in use.

Module 10: Transfer Sessions between *Choices* and *eChoices*

Note: To use this feature, you must have a valid license for both *Choices* and *eChoices*.

Import from *eChoices* to *Choices*

1. On the *Choices* start screen select **File** and **Import from *eChoices* using the Internet**.
2. A screen will appear asking for your *eChoices* account information including, Access ID and Password, Account name and Password.
3. Enter your *eChoices* information and click **OK**.
4. A status box will appear indicating that it is receiving information. After the import is finished you will receive a message box stating, "Your *eChoices* information was imported to your *Choices* session." Click **OK**.
5. You will be provided with a checklist of your *eChoices* information which has now been imported into your *Choices* session to work with. You can choose not to import certain items and keep others if you wish.
6. Continue to work in *Choices* with the information from *eChoices*. After you are finished using *Choices*, ensure that you save your session for future use.

Export from *Choices* to *eChoices*

1. On the *Choices* start screen, select **File** and **Export to *eChoices* using the Internet**.
2. A screen will appear asking for your *eChoices* account information including, Access ID and Password, Account name and Password.
3. Enter your *eChoices* information and click **OK**.
4. A status box will appear indicating that it is receiving information. After the export is finished you will receive a message box stating, "Your *Choices* session was exported to *eChoices*."
5. You can now go to *eChoices* at www.echoices.com, open the account that you exported the *Choices* information to and continue to use *eChoices*.
6. Once you are finished using *eChoices*, save your session for future use.



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