



brought to you by The DePaul Career Center



Quick Start Guide

To ACCESS Choices Planner

1. Go to www.access.bridges.com/ct
2. Enter your Site ID and Password:

Site ID: 0104891
Password: chicago (all lowercase)

To CREATE a Portfolio

1. Click **Create a Portfolio**
2. Enter your required information and create a unique Portfolio Username and Password
(record your username and password below for future reference)

To ACCESS Your Portfolio

1. Sign in to Your Portfolio
2. Enter your Portfolio Username and Password

Username: _____
Password: _____

CHOICES PLANNER is a career guidance and information system, which can help users increase their self-awareness, set priorities, and create educational/occupational plans. The features of CHOICES PLANNER are located under 3 tabs:

1. WORK

- Learn about your interests, skills, and values by taking assessments
- Search for occupations by characteristics and/or assessment results by using "Career Finder"
- View two occupations side by side by using the "Compare Careers" feature
- Search for occupations by "Alphabetical List"
- Learn about occupations by "Career Zones"
- Utilize "Resume Builder", "Job Interview Practice", "Cover Letter Creator", and "Thank You Letter Builder"

2. LEARN

- Search for "Programs and Majors" by category
- View two schools side by side using the "Compare Schools" feature
- Search for schools by characteristics using "School Finder"
- Search for schools by using an "Alphabetical List"
- Find programs by "Alphabetical List"
- Find schools by "Regions and States"

3. YOUR PORTFOLIO

- Record the information you want to save

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