

# Bridges.com

## **I. Steps to Create Student Portfolios, Upgrade Portfolios, and Create Professional Accounts**

### **To Create a Student Portfolio.**

1. Go to [www.bridges.com](http://www.bridges.com)
2. Click on the [Create a new portfolio](#) link
  - a. Step 1 of 2:
    - i. Enter your Site ID: **XXXXXX**
    - ii. Enter Site Password: **XXXXXX**
  - b. Step 2 of 2: Complete the form and click on the [create your portfolio](#) link

1. If your student created a portfolio earlier this year and they do not remember their user name and password, you may create a professional account, and this will give you access to all your student's user names and passwords. OR

2. You may have the students create a new portfolio. Then, from here on out, we will ask **every** student to use the same format:

**Portfolio name:** student's first initial last name **EXAMPLE: bballbach**

lower case

no space

if more than one student has same first initial/last name, just add month and date of birthday at end of name

**EXAMPLE: bballbach910**

**Password:** student i.d. #

IF every student follows the above format, they will ALWAYS know what their user name and password is.

### **The following two steps are for counselors or professionals ONLY**

#### **If a counselor already has a portfolio – Upgrade to a Professional Account**

1. Go to: [www.bridges.com](http://www.bridges.com)
2. In the Student Sign In section, enter your portfolio name and password
3. Click on the Choices Explorer badge
4. In the upper right hand corner, click on the [Professional Tools](#) link
5. Under Reviewer, click on the [Upgrade to a Professional Account](#) link
6. Enter the Professional Account Access Key: **XXXXXX** and complete the form
7. Click on the [Upgrade this portfolio to a professional account](#) link

#### **Creating A Professional Account**

1. Go to: [www.bridges.com](http://www.bridges.com)
2. Under the Educator section, click on the [Sign In](#) link
3. Click on the [create a new professional account](#) link
4. I. Enter your Site ID: **XXXXXX**
  - ii. Enter Site Password: **XXXXXX**
  - iii. Enter Professional Account Access Key: **XXXXXX** and complete the form
5. Click on the [Create a Professional Account](#) link

## **II. How to complete the Functional Resume electronically**

1. Place the following link to the Functional Resume on your school's web site:

<http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-10475/>

Students will just have to click on this link to access the Functional Resume template.

2. Have the students re-name the document and "Save as" to the desktop. For example, they can name the document: "[Lucy Lee's Functional Resume](#)", and [save it to the desktop](#).
3. Students will download the template onto the desktop on which they are working.
4. Have students complete the Functional Resume.
5. Please have the students print a hard copy for the counselors as a back-up for any technology glitches.
6. Use the following directions (on the next page) for adding documents to individual portfolios in Bridges Choices Explorer.
7. After the students confirm that their Resume has been successfully uploaded into their portfolios and they have printed a hard copy, they can drag the Resume template and their personalized Resume from the desktop to the recycle bin.

### III. How to Add attachments to Bridges

[www.bridges.com](http://www.bridges.com)


Students Sign in with their Portfolio Name and Password

Enter Choices Explorer

Click on Your Portfolio Tab



Click on Your Activities Link



**Your Activities**

See which assignments and tasks you've completed and what's left to do.

- [Your Activities](#)

Here you will find the section to Add Files or Attachments. Click on “Add a file”.

[All About You](#)  
[Things You've Saved](#)  
[Your Plans](#)  
[Your Activities](#)  
[Your Journal](#)

[Print This](#) | [Save This](#) | [Email This](#)

## Your Activities

Your Guideways (From Choices Planner)


### National Guideways

- [Guideway 1 : Are you just starting your planning process?](#)
- [Guideway 2 : Do you already have a career in mind?](#) (already started)
- [Guideway 3 : Choosing a major and a college?](#) (already started)

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### Your Files and Attachments

Store your documents, presentations and other files in your portfolio. For more details, read the [Privacy Policy and Terms of Use](#).

[Add a file](#) 

You've used 0 MB of your 30 MB storage.  

Upload individual files up to 5 MB.

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### Link to Your Other Work and Resources

Although you can't upload external files to your Portfolio, you may link to presentations, files, documents or projects online or on your school's servers.

After the students confirm that their plan has been successfully uploaded into their portfolios and they have printed a hard copy, they can drag the Resume template from the desktop to the recycle bin.