# **Bridges.com**

# I. <u>Steps to Create Student Portfolios, Upgrade Portfolios, and</u> Create Professional Accounts

#### To Create a Student Portfolio.

- 1. Go to 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: <u>www.bridges.com</u>
- 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 <u>Upgrade this portfolio to a professional account</u> link

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

- 1. Go to: 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

5/31/07

## 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.

5/31/07

## III. How to Add attachments to Bridges

## www.bridges.com

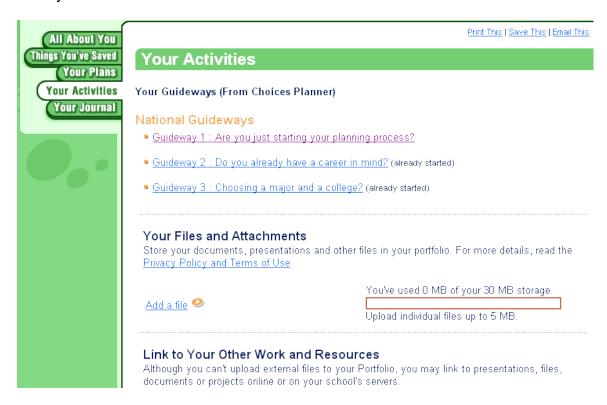
Students Sign in with their Portfolio Name and Password Enter Choices Explorer
Click on Your Portfolio Tab



### Click on Your Activities Link



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



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.

5/31/07