



## QUICK REFERENCE GUIDE FOR TEACHERS HOW TO GET STARTED WITH CHOICES360

Sign in to Choices360 to access all of the planning features and your own personal portfolio.

### HOW TO CREATE AN ACCOUNT

1. Go to [www.Choices360.com/dodea](http://www.Choices360.com/dodea)
2. Click **Create an Account**.
3. Enter **Activation Code**: (please contact your local school counselor to obtain an access key).
4. Click **Submit**.
5. In the **Who Are You?** section select Adult
6. In the **Your school, workforce center, or program** section start typing the name of your school and select your school
7. Enter your account information. Select your **Account Name** and **Password** with care. You will use this to access the site each time you log in. Write your Account Name and Password in the spaces provided:
  - Account Name: \_\_\_\_\_
  - Password: \_\_\_\_\_
8. Select a security question and answer to help if you forget your password.
9. Check the box if you agree to the privacy policy and terms of the site, and then click **Submit**
10. Click on **Create Your Account** – and start using Choices360!

### GET STARTED WITH CHOICES360

Here are some of the helpful features you'll find in Choices360...

#### **Career Planning**

- Take an assessment, explore careers, create a resume and practice a job interview.

#### **High School Planning**

- Create a high school plan of study and locate a helpful high school planning timeline.

#### **College Planning**

- Get help with test prep for the ACT or SAT, explore colleges and apply to college.

#### **Financial Aid Planning**

- Learn about grants and loans, use financial aid calculators and search for scholarships.

#### **Your Portfolio**

- Review the work you've completed in other sections of the program upload documents, and more!
- Complete activities in your ILP, track a planning Milestone, or you can begin or restart a Guideway.